Guidelines for Poster Abstract Submission

As you prepare for submitting, please keep the following items in mind. Please read through each section carefully prior to submitting an abstract. If you have further questions, contact Vinciya Pandian vpandia1@jhu.edu

General Information
- Note: Peer reviewers will be using a rubric to review your abstract submission. See the scientific session rubric for more information.
- Completed work or projects and work in progress may be submitted for poster presentation.
- If successfully reviewed, final abstract acceptance will be conditional upon registration by the primary presenting author.
- Presenters assume all costs related to travel, accommodations, and other expenses related to their presentation.
- The primary presenting author should be listed first in the order of authors. All communications will be directed to the primary presenting author only or designated personnel.
- In addition to the abstract, a profile for each author (contact and biographical information) and conflict of interest form is required. Please remember to include any and all members of your team or anyone whom you may wish to give credit to for the work you are submitting.

Submission Process

- Abstracts and references should only be submitted in English.
- Abstracts should be within 300words. The title, presenter information, content outline, and references should not be included in the body of the abstract. In-text citations, however, are appropriate. These citations will be included in the overall word count. Full references are required in an additional field.
- Please check spelling, word count, and conformation to the guidelines prior to copying the abstract onto the submission form.
- All abstract and presentation materials must be in compliance with international copyright laws.
- Abstract content and the presentation focus should be original (not previously published or presented). As long as the title and abstract are different from what has been previously published or presented, the submission is eligible.
- Submission Due Date: Submit all abstracts no later than 11:59pm. Eastern Time on April 30th, 2019.
- An individual may submit more than one abstract.
- Email confirmation of completed abstract submissions will be sent to the primary presenting author only upon receipt of the complete submission.
- Email notification of abstract acceptance will be sent to the primary presenting author only by the end of May 2019.

<u>Submission Guidelines</u>

A complete oral or poster presentation submission includes the following:

- Title Page
    - Title (Maximum of 15 words)
    - Submitter's Email Address
    - Abstract Describes (Indicate "Completed Work/Project" or "Ongoing Work/Project")
    - Preferred Presentation Category
        - This submission is applicable to the following category:
            - Adult
            - Paediatric
            - Either
- Author Page – This is the page where all authors or contributors should be listed.
    - Given and Middle Name or Initial
    - Surname/Family Name
    - Degrees and Credentials (List the highest degree per discipline).
    - Discipline
        - Physician
        - Nurse
        - Respiratory Therapist
        - Physiotherapist
        - Speech-Language Pathology
        - Other _____
    - Education
        - Undergraduate student
        - Diploma
        - Associate's
        - Baccalaureate
        - Master's
        - Doctorate
    - Email Address
    - Alternate Email Address
    - Professional Experience
    - Institution/Organization Name
    - Position Title Department/Group
    - Address (two lines available)
    - City
    - State/Province
    - ZIP/Postal Code
    - Country
    - Phone Number
    - Fax Number (if applicable)
- Abstract Text Page
    - The abstract should be within 300 words

a. Immediately below the Abstract Text, include Keywords
   - Enter three (3) keywords or phrases that relate to the topic, practice setting, and/or target audience.
   - Three (3) keywords are required.

- Bibliographic References Page
  - Recommended references should include more than five scholarly references (e.g., science journal articles, books). References should be recent and/or appropriate for the abstract (references should be no older than 5 years, unless they are a seminal work). APA format style should be utilized with less than one error.