ashp
pharmacists advancing healthcare®

POSTER SUBMISSION INSTRUCTIONS FOR RESIDENTS, FELLOWS, AND STUDENTS

National Meetings Education

4500 East West Highway, Suite 900
Bethesda, Maryland 20814
Telephone: 301 664 8682
posters@ashp.org

Thank you for your interest in presenting a poster. This document contains detailed instructions on formatting your abstract, developing content for your abstract, and other pertinent information. **Read this document in its entirety.** Failure to follow the instructions provided in this document could result in your abstract not being selected for presentation.

SUBMISSION DEADLINE: October 1 at 11:59 p.m. (Pacific)

Abstracts *must* be complete and submitted by this date; no new submissions or edits will be accepted after this deadline. ASHP will not edit abstracts. Incomplete abstracts will be deleted from the system after this deadline.

Note: Encore presentations of works presented at other in-person national conferences will not be accepted. However, encore presentations of works presented at a national virtual conference, state society conference, or conference outside the U.S. will be permissible.

Important Information:

- **You must either currently be a Resident, Fellow, or Student** or, your study was conducted while you were a Resident, Fellow, or Student.
- **Primary authors can only create one abstract;** however, primary authors can be additional/ co-authors on other abstracts.
- **We cannot take special scheduling requests for poster presentation dates or times**. ***Please plan your travel accordingly*.**
- **Resident poster sessions** will be grouped by state but may not be in alphabetical order. Resident sessions (each a minimum of an hour long) will be on Wednesday, December 9, scheduled beginning at 8:30 a.m. and ending at 4:15 p.m.
- **If you're a resident or a fellow and indicated that you are federally affiliated**, you will be scheduled in the W. Mike Heath Federal Forum poster session on Sunday, December 6, 3:30–5:00 p.m.
- **Fellows' posters will be included with Professionals' posters**, held on Tuesday, December 8, 2:00–3:30 p.m.
- **Student poster sessions will be held on Monday, December 7 and Tuesday, December 8.** Posters will be grouped by state, but not necessarily in alphabetical order. Each student poster session is a minimum of an hour long.
- **Session times for student and resident posters** will be finalized after the submission site closes and will be dependent on the number of abstracts received.

SUBMISSION CATEGORIES

Your abstract content and word limits are determined by the type of poster selected. Residents, fellows, and students have four poster type options. Poster abstracts are classified as one the following:

- **Case Report:** Authors may select case report submission type to describe an unusual patient-specific case that was not part of a study, but the findings are of interest to healthcare professionals. Case reports will not have a purpose, methods, results, or conclusion in the abstract.

- **Descriptive Report:** Authors may select descriptive report submission type if describing a project, service, or program that would not be considered a research study. Descriptive reports must contain a purpose, methods, results, and conclusion.

- **Evaluative Study Report:** Authors may select evaluative study submission type for reporting on their original research, including clinical research studies, drug-use evaluations, and evaluations of pharmacy services. Evaluative study reports must contain a purpose, methods, results, and conclusion. In addition, the abstract must include scientific results and/or data to support the conclusions.

- **Research-in-Progress:** All submitters/primary presenters—Resident, Fellow, and Student—may select the research-in-progress submission type if you only have a purpose and methods in your abstract. Research-in-Progress abstracts describe projects or clinical studies that are being planned. Results or preliminary results can be presented on your poster at the meeting. Your poster presentation is an ideal time for you to ask questions or get feedback from others on your project/clinical study still in progress.

SUBMISSION TOPIC

Select one category from the dropdown menu that most accurately reflects the content of the abstract.

- Administrative/Financial/HR
- Ambulatory Care
- Artificial Intelligence
- Cardiology/Anticoagulation
- Chronic/Managed Care
- Complementary/Alternative Medicine
- Compounding
- Critical Care
- Drug Information/Use Evaluation
- Education/Training
- Emergency Medicine
- Emergency Preparedness
- Geriatrics
- Infectious Diseases/HIV
- Informatics/Automation
- Innovation
- Investigational/Research Drugs
- IV Therapy/Devices
- Leadership Development
- Next Generation Therapeutics
- Nutrition Support
- Oncology/Hematology
- Operating Room Pharmacy
- Pain Management/Opioid Stewardship
- Palliative Care
- Pediatrics
- Pharmacokinetics/Pharmacogenomics
- Pharmacy Law/Regulation/Accreditation
- Pharmacy Technicians/Competencies
- Preceptor/Residency/Training
- Professional/Career Development
- Psychiatry/Neurology
- Public Health
- Safety/Quality
- Small/Rural Practice
- Specialty Pharmacy
- Telehealth/Digital Health
- Toxicology
- Transplant/Immunology
- Wellness/Resilience/Mental Health
- Women's Health
- Workforce Development

GETTING STARTED

LOGIN – EMAIL ADDRESS & ACCESS KEY

To submit an abstract, you must create an account profile which includes your contact information, mailing address, and your access key.

- If you submitted an abstract from a previous ASHP meeting, you still need to create a new account profile.
- Do not delete or alter the email address that is shown on your profile.
- It is imperative that this email address is a working email address that is not spam-protected. If you have spam protection, you may not receive our emails.
- The poster abstract login information is separate from the Midyear registration site. You do not have to use the same email address.
- The email that is used for logging into the poster abstract submission site must belong to the **primary author** – not an assistant or colleague.

PRIMARY AUTHOR

The person entering the information online is considered *the* primary author as well as the primary presenter. The primary author's name will *automatically* appear first on the citation and the abstract. **The primary author is responsible for verifying that all co-authors are aware of the content of the abstract and support the data**.

POSTER ABSTRACT TITLE

Be sure your title accurately and concisely reflects the abstract content.
IMPORTANT: Put the title of the abstract in the title field only. DO NOT include the title in any other field.



Format your title as follows:

- **Title case format only.**
- NO proprietary (brand) names in the title.
- Use capitalized letters only for acronyms or proper nouns (e.g., countries, etc.).
    - Do not use "A," "An," or "The" as the first word in the title.

Title Format Examples

Incorrect: IMPLEMENTATION OF COMPUTERIZED PRESCRIBER ORDER ENTRY (CPOE) IN A SURGICAL UNIT: ONE YEAR LATER

Incorrect: implementation of computerized prescriber order entry (CPOE) in a surgical unit: One year later.

CORRECT: Implementation of Computerized Prescriber Order Entry (CPOE) in a Surgical Unit: One Year Later

ONLINE SUBMISSION PROCESS

The online submission process consists of ten tasks for students and eleven tasks for residents and fellows. Tasks may appear in a different order than below. Note that the task listed as #5 below (federal affiliation) will not show up as a task for students.

TASK 1: ABSTRACT: POSTER ABSTRACT CONTENT

Enter your poster abstract content details.

ABSTRACT CONTENT MUST:

- ✓ Be supported by **scientific merit**. Methodology is consistent with sound research design; study designed in a manner likely to answer the research questions; research questions aligned with proposed data collection and conclusion.
- ✓ **Exhibit a balanced presentation**. Abstracts must be non-promotional in nature and free of commercial bias. Abstracts written in a manner that promotes a company, service or product will not be accepted.
- ✓ Support a topic of **relevance** and **importance** to our attendees.

ABSTRACT FORMAT:

- **Correctly** format your title.
- **Word Limits**
    - **Case Report**: 650
        - Title – 25 words or less
        - Purpose – Up to 625 words or less
    - **Evaluative Study** or **Descriptive Report**: 650
        - Title – 25 words or less
        - Purpose – 100 words or less
        - Methods – 225 words or less
        - Results – 200 words or less
        - Conclusion – 100 words or less
    - **Research-in-Progress**: 350
        - Title – 25 words or less
        - Purpose – 100 words or less
        - Methods – 225 words or less
- **DO NOT** use special functions such as tabs, underlines, trademarks, superscript, subscript, bold, or italics.
- Use standard abbreviations.
- **DO NOT include** graphs, tables, or illustrations in your abstract.
- Spell out all pharmaceutical **acronyms**.
- Do not include the title or authors in the body of the abstract.
- **Abstracts in outline form will be rejected**.

TASK 2: PRIMARY AUTHOR

To complete this task, click on the Primary Author's name to update the required fields.
Click the **Continue** button to save your changes.
Click the **Save Primary Author** button to move to the next task.
Remember:

- **Do not use ALL CAPS**
- Include a period after your middle initial
- Do not place degrees in the "Last Name" field
- Add degrees in the credentials field only

TASK 3: CO-AUTHORS

Each submission may have to up to five (5) authors, the primary author and four (4) additional authors. It is the responsibility of the primary author to ensure all authors are included and in the order they will appear on the abstract, citation, and on the poster display. **ASHP will not add "forgotten" authors or make changes to the order of the authors.**

TASK 4: FINANCIAL RELATIONSHIP DISCLOSURE

Disclosure – Only the primary author will complete the potential conflict of interest information on behalf of all authors.

- Answer the disclosure declaration
- Disclose any of the authors' financial relationships
- Type your name to certify the information is correct to complete the form and move to the next task.

TASK 5: FEDERAL AFFILIATION (NOT APPLICABLE TO STUDENTS)

Residents and fellows only: Respond to two questions on federal affiliation. If you are not federally affiliated, respond "Not Applicable" to question #1. All indicating that they're federally affiliated will be scheduled with the W. Mike Heath Federal Forum posters on Sunday.

TASK 6: RESIDENCY, FELLOWSHIP OR STUDENT INFORMATION

Provide additional information about your residency, fellowship, or school.

Resident Information

Only submissions from residents participating in ASHP Accredited or Accreditation-Pending PGY1 or PGY2 programs (Pre-candidate and candidate) will be accepted. If you do not know your residency programs' code, search for it online.

Finding Your Residency Code

Access ASHP Residency Directory online to search for your residency code at:
https://www.ashp.org/professional-development/residency-information/residency-directory

- Click the link to the Online Residency Directory
- Enter the state of your residency, zip code, or Institution Name – click Search
- The residency code will appear next to the name of the residency site and type.

You must fill out your Residency Information:

- Name of Residency site
- State (or Country) – where your residency occurs
- Residency Code – for ASHP accredited or accreditation-pending programs

Fellowship Information

Fellows: You must fill out the Fellowship Program Information only.

- **Name of Fellowship Program**
- **State (or Country)** – where your fellowship occurs

Student Information

School Information

Provide additional information about your school. Students must currently be pursuing a degree in a pharmacy-related subject/field or were students in a pharmacy-related subject/field degree program when their research was conducted.

TASK 7: INSTITUTIONAL RESEARCH BOARD (IRB)

Provide IRB information (if applicable). If not applicable, respond "no" to question 1.

TASK 8: CONFLICT OF INTEREST AGREEMENT

Read and check off that you agree to the conflict of interest terms, and type in your full name.

TASK 9: SCHEDULING ACKNOWLEDGMENT

Read and check off that you acknowledge the poster session schedule and agree to be available for the timeslot selected if your abstract is accepted, then type in your full name.

TASK 10: OUP/AJHP PLAGARISM POLICY AFFIRMATION

The primary author must affirm that they have read the plagiarism policy.

• Read and check off that you affirm that you have read and agree to the OUP/AJHP plagiarism policy, then type your full name.

TASK 11: PRIMARY AUTHOR AFFIRMATION

Affirmation of Content – The primary author must affirm the content of the submission on behalf of all authors listed on the abstract. The affirmation indicates that all co-authors are aware of the content and support the data as well as that an author, preferably the primary author, will present the poster during the time assigned if the abstract submission is accepted. This abstract has NOT been presented or published previously. ***Exceptions are those presented at a virtual national conference, state society meeting, or an international meeting held outside the U.S.***

• Type your name to affirm that you agree to the author affirmation statement.

PUBLICATION INFORMATION

All accepted abstracts will be published as part of an online-only supplement to the *American Journal of Health System Pharmacy (AJHP)*. *AJHP* is part of the Oxford University Press (OUP) academic research platform, which includes over 500 peer-reviewed journals.

Plagiarism: OUP journals, including *AJHP*, evaluate submissions on the understanding that they are the original work of the author(s). We expect that references made in a manuscript or article to another person's work or idea will be credited appropriately. Re-use of text, data, figures, or images without appropriate acknowledgment or permission is considered plagiarism, as is the paraphrasing of text, concepts, and ideas. All allegations of plagiarism are investigated thoroughly and in accordance with COPE guidelines. In addition, AJHP uses plagiarism detection software to selectively screen submitted content for originality. If plagiarism is detected, your

abstract will not be considered for publication. If such issues arise after publication, we may issue a correction or retract the abstract as needed. The editors also reserve the right to notify the authors' institutions about any detected plagiarism, whether it occurs before or after publication.

Author/presenter approvals: All presenters listed on a poster abstract must provide their explicit approval before the abstract is submitted for presentation or publication. The submitting presenter/author is responsible for ensuring that all co-presenters/co-authors have reviewed and agreed to the final version of the abstract prior to submission.

Copyright and citation information – The copyright resides with the authors of each abstract, allowing them to reuse their work while preventing commercial reuse without permission. Authors may reuse the abstract and citation information (e.g., title, author name, publication dates) for non-commercial purposes any time after March 5, 2027. This includes sharing on social media platforms such as Facebook, blogs, and X, provided that, where possible, a link is included back to the Midyear abstracts on the AJHP website (https://academic.oup.com/ajhp). The link should include the Digital Object Identifier (DOI) which can be found in the published abstract online. Please note that all 2026 Midyear Meeting abstracts will be compiled under one DOI.

Manuscript Development – Authors retain the ability to develop and submit full manuscripts based on the Abstract to any publication of their choosing.

CONFIRMATION & PROPOSAL ID NUMBER

After all the submission tasks are completed (shown with a green check mark) **you must save your submission before you can submit it**. Click the Submit button to submit the abstract. You will automatically get a confirmation email with your submission details. Please save it for your records.

Proposal ID Number: Your Proposal ID will appear on the screen with the list of tasks you completed as well as in your email confirmation. Save this number for your records.

INCOMPLETE SUBMISSIONS

Incomplete submissions will be deleted from our online system (***i.e., missing required elements, etc.***).

NOTIFICATIONS

You will receive an email notification indicating that your poster abstract has been accepted or rejected in mid-October.

All correspondence including confirmations, reminders, and accept/reject notifications will be sent to the **primary author's email address only**. It is the primary author's responsibility to notify the co-authors of the status of the submission.

Notification emails will come from posters@ashp.org.

MEETING REGISTRATIONS and CANCELLATIONS

MEETING REGISTRATION

Presenting a poster at our meeting is a voluntary effort and ASHP cannot pay expenses for your participation. If your submission is accepted you, are responsible for your own meeting registration fee. All presenters must be registered for the meeting, at least for the day of your poster presentation.

WITHDRAWALS/CANCELLATIONS

Written notification is required for all submission withdrawals. Only the primary author may withdraw a submission. Send your withdrawal request to: posters@ashp.org. Please include your full name, presentation title, and proposal ID number in all correspondence.

Every effort will be made to remove withdrawn abstracts from promotion/publication; however, if you withdraw after receiving your acceptance notice we cannot guarantee that your presentation citation and/or abstract will not appear in print, on the ASHP Website, or in other print or electronic media.

CONTACT INFORMATION

If you have any questions regarding your submission, please send an email to posters@ashp.org. Include your name, title of submission, and your abstract submission number. ASHP will provide information to the primary author only.

Thank you for your interest in presenting a poster at the ASHP Midyear Clinical Meeting.