Poster Guidelines

Formatting Instructions

Prepare your abstract in accordance with the following instructions. You will later be directed to upload your abstract file from your computer to the online submission system.

1. Top, bottom, right and left margins of the body of the abstract (in a Word file) should be set at 1 inch, using the standard 8.5 –by-11-inch format. Use Arial 12-point font with single spacing. Provide the title of the abstract starting at the top left margin.

2. On the next line, indent three spaces and provide the names of all authors, <u>with the author who will make the presentation listed first.</u> Enter the last name, then initials (without periods), followed by a comma. Continue the same format for all secondary authors (if any), ending with a colon.

3. On the same line following the colon, indicate the name of the institution (including the city and state) where the scholarship was completed. For collaborative projects where portions of the project were conducted at different institutions, list all authors as described above (No. 3), then list institutional affiliations using the following consecutive symbols (*, †, ‡, §, ‖, ¶, #, **, etc.).

4. Double space and begin entering the body of the abstract flush left in a single paragraph with no indentions. **The text of the body must be structured** (with the headings as indicated in the various formats below). Do not justify the right margin. Do not include tables or figures. **The body of the abstract is limited to 500 words.** A word count generated by MS Word must be included at the bottom of the abstract. The word count should include the body of the abstract and structured headings.

5. Abstracts fall into one of the following categories (the author is responsible for determining the most applicable category for structuring their abstract):

Scholarship of Teaching and Learning
Context, Objective, Background, Description, Clinical Advantage(s), Conclusion(s) and Key Words

Scholarship of Discovery
   a. **Experimental or Quasi-Experimental Research**: Context, Objective, Design, Setting, Subjects/Participants, Intervention(s), Main Outcome Measures(s), Results, Conclusions and Key Words.
   b. **Observational or Survey**: Context, Objective, Design, Setting, Patients or Other Participants, Data Collection and Analysis, Results, Conclusion(s) and Key Words.

Scholarship of Application: Context, Objective, Background, Description, Clinical Advantage(s), Conclusion(s) and Key Words

Scholarship of Integration: Context, Objective, Background, Data Source(s), Data synthesis, Integrative Conclusion(s) and Key Words.

- Individuals may submit only one abstract for poster presentation as primary (presenting) author, but may submit unlimited abstracts as a secondary author.
- Please note it is not appropriate to submit an abstract for review that is currently in press or has been published in a journal, such as the *Athletic Training Education Journal* or *Journal of Athletic Training.*

- It is acceptable to submit an abstract for this conference that has also been presented at a state or regional meeting; however, abstracts previously submitted at a national meeting, such as the NATA Clinical Symposia & AT Expo, should not be submitted.
- All abstracts will first undergo a blind review for adherence to the submission guidelines, which are included on the submission form. Any proposal that does not follow the guidelines will be returned without review.
- All correctly formatted abstracts will undergo blind review by the VATEC subcommittee for applicability, content, and potential benefit to conference attendees.

Additional Poster Notes

- Large amounts of text and overly detailed descriptions of methodology tend to detract from other aspects of your presentation.
- Text should be of a font size and type that can be easily read. Borders, background and other visual/aesthetic elements of the poster should be placed to enhance interpretation of the material presented.
- Tables, graphs and/or other figures should be used whenever possible but should be high resolution and clearly labelled for easy viewing.
- We encourage the use of QR codes or other similar methods for enabling attendees to utilize smartphone technology to link to laboratory webpages, investigator contact information, video files to demonstrate methods, etc.
- All presentations should include a statement regarding any disclosures, conflicts of interest, or external funding source. If there are not disclosures, then please indicate that "The authors have no conflicts of interest to report."
- Ideas for innovative poster designs can be found by searching "Better Poster" in the search engine of your choice.
- It is encouraged that you include a clinical take-home message. The format of this e-poster is to highlight what people need to know about your presentation.
- Overly detailed descriptions of methodology will detract from other aspects of your presentation. Keep the methods simple and focus on the important clinical message.