

Educational Poster Session

Proposal Submission Guidelines



DRIVING PHARMACY PRACTICE EVOLUTION **TOGETHER**

120th NABP Annual Meeting

May 14 – 17, 2024

Worthington Renaissance Fort Worth Hotel, Fort Worth, TX

Educational Poster Session

The National Association of Boards of Pharmacy® (NABP®) seeks proposals for its annual Education Poster Session, which will take place during the 120th NABP Annual Meeting in Fort Worth, TX. An annual favorite among Annual Meeting attendees, the Educational Poster Session offers the opportunity to interact with representatives of boards of pharmacy and several schools and colleges of pharmacy. This year's Poster Session theme is "Evolving Pharmacy Practice to Protect the Public Health," and the session will be held the morning of Friday, May 17, 2024.

One of NABP's most important events of the year, the Annual Meeting provides the opportunity for board delegates to elect new Executive Committee officers and members, discuss possible amendments to the NABP Constitution and Bylaws, and vote on resolutions. In addition, attendees have the opportunity to participate in continuing pharmacy education sessions and to network with peers. The Annual Meeting will be held May 14-17, 2024.

New this year, those submitting a Poster Session proposal now have the opportunity to select whether they prefer to present on site in Fort Worth on May 17 or during the virtual Poster Session webinar on Thursday, July 18, 2024. Individuals will have the opportunity to state their preference during the proposal submission process.

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REQUIREMENTS FOR SUBMITTING A POSTER PROPOSAL

- ◆ Poster topics must adhere to the overall Poster Session theme, “Evolving Pharmacy Practice to Protect the Public Health.”
 - ◇ Your proposal must include a brief description on how your poster topic fits into the theme.
 - ◇ Posters may be descriptive, scientific, or informational in nature.
 - ◇ Possible topics include policy development, legislative issues, public health initiatives, technology, and research results that explore advancements in public health. These are merely suggestions; other poster topics that fit in the theme are acceptable.
- ◆ Include a title for the poster.
 - ◇ The poster title should be written in title case. All verbs (including two-letter verbs) and major words should be capitalized, but do not capitalize articles, prepositions of three or fewer letters, or coordinating conjunctions.
 - ◇ Keep the poster title short and to the point.
 - ◇ Acronyms may be used in the title as long as they are spelled out in the proposal and will also be spelled out somewhere on your poster.
 - ◇ No ending punctuation or quotation marks around the title are necessary.
 - ◇ Do not use any proprietary or brand names in the title.
 - ◇ The poster title may not change after it is submitted.
- ◆ List the name(s), degrees/professional designations, and title(s) of the individual(s) who will present the poster at the Annual Meeting Poster Session or during the Poster Session webinar.
 - ◇ No more than two individuals may present a poster. Additional authors and/or contributors may be listed in the appropriate space on the proposal submission form.
 - ◇ Student posters may have up to two student presenters and must also have one credentialed advisor. (See page 6.)
 - ◇ Board of pharmacy-sponsored proposals must include confirmation that the board’s executive officer has been notified of the poster proposal submission. If a poster proposal is submitted by a board of pharmacy member but the poster is not sponsored by the board, that information must be indicated in the proposal.
 - ◇ The name of your board of pharmacy, university, and/or other place of employment should be included along with your job title.
 - ◇ Pharmacy students should use “PharmD Candidate, Class of 20XX” as their job title.
- ◆ Provide a brief summary or non-scientific abstract of the poster topic.
 - ◇ The summary or abstract is what “sells” your poster topic and explains why it is important and relevant. Be sure to describe what your poster is about, how it relates to the practice of pharmacy and/or boards of pharmacy, and the main message your poster is conveying.
 - ◇ Acronyms should be spelled out on first mention (except for in the title), but please use standard medical abbreviations for units of measurement.
 - ◇ Proposals **do not** need to include the scientific methodology, conceptual framework, statistics, or cited references.
 - ◇ The proposal should be relatable to audiences in multiple pharmacy practice settings. Attendees who are board staff or public board members (ie, not in the practice of pharmacy) should also be able to understand your poster topic.

- ◇ The proposal should be clearly worded, concise, and use proper spelling and grammar. For your reference, NABP uses a combination of its internal editorial style and the *AMA Manual of Style* as its official style guide.
- ◆ Posters should be non-promotional, unbiased, and politically neutral in nature.
 - ◇ Since the NABP Educational Poster Session is an Accreditation Council for Pharmacy Education (ACPE)-accredited continuing pharmacy education (CPE) activity, content should be non-promotional in nature and free of commercial bias.
 - ◇ The poster should be fair and balanced; generic names should be used in place of brand names whenever possible.
 - ◇ Those who are selected to present will be required to submit a financial disclosure form for each presenter and advisor.
- ◆ Submitters should be advised that they **must be readily available** to communicate with NABP staff in the three months leading up to their assigned Poster Session presentation.
 - ◇ Selected presenters will be notified via email in March 2024 and will then have **three business days** to accept their spot in either the in-person or virtual Poster Session.
 - ◇ Please add the @nabp.pharmacy domain to your email account's safe list and check your spam folder.
 - ◇ If your poster is selected, you must create learning objectives, handouts, and assessment questions. These items must be completed, reviewed, and revised within a two-week time frame.
 - ◇ Those selected to present on site are required to print their poster in large format and provide hard copies of their handouts to distribute to attendees.
 - ◇ By submitting a proposal for the **in-person** Poster Session, you affirm your availability to timely submit required materials in March, April, and May.
 - ◇ By submitting a proposal for the **virtual** Poster Session, you affirm your availability to timely submit required materials in May, June, and July.
- ◆ Proposals may only be submitted by an individual who will be able to present during the in-person or virtual Poster Session. Proposals may not be submitted on behalf of someone else.
- ◆ By submitting a proposal for the **in-person** Poster Session, you are confirming that you (and your co-presenter and/or advisor, if applicable) are able to attend the entire Poster Session in person on the morning of Friday, May 17, 2024.
- ◆ By submitting a proposal for the **virtual** Poster Session, you are confirming that you (and your co-presenter and/or advisor, if applicable) are able to attend the entire webinar on Thursday, July 18, 2024, from 12:30 to 2:45 PM CDT and at least one technical rehearsal webinar in the weeks leading up to the virtual Poster Session.
- ◆ Poster proposals must be submitted online by **Wednesday, February 21, 2024, at 5 PM EST (2 PM PST). There are no exceptions to this deadline.**
 - ◇ Proposals sent to NABP via email will not be considered. NABP will only review proposals that are timely submitted via the online form.
 - ◇ NABP CPE Program staff will respond to you and your advisor or board executive officer, if applicable, via email to let you know that your submission was received. If you do not hear back from CPE Program staff within two business days after submitting your proposal, please contact us at CPE@nabp.pharmacy.

- ◇ If your proposal is missing any required elements, NABP may attempt to reach out to you to fix the proposal before the deadline. However, it is the submitter's responsibility to ensure that the proposal is accurate and complete at the time of submission; NABP does not guarantee that its staff will contact submitters to make corrections.

If you have any questions about the submission process or about potential poster topics, please reach out to NABP CPE Program staff before the due date at CPE@nabp.pharmacy. Questions that are asked the week of the deadline may not receive a response before **February 21**, so please do not wait until the last minute to request clarification.

SPECIAL NOTES

- ◆ Presenters may be eligible to receive ACPE-accredited CPE credit during the session.
- ◆ Pharmacy school students who are selected to display a poster and also present in Fort Worth or during the webinar will receive a complimentary voucher valued at \$75 to take the Pre-NAPLEX®, a practice examination for students preparing for the North American Pharmacist Licensure Examination® (NAPLEX®).
- ◆ Each poster must be staffed by a qualified representative at all times. Posters should not be left unattended during the **in-person** Poster Session. **Virtual** presenters must remain online for the duration of the webinar to answer attendee questions verbally and via chat.

QUESTIONS & ANSWERS

How are poster proposals selected for the Educational Poster Session?

Proposals are reviewed and selected based on how closely they fit the theme and goals of the session and their relevance to the practice of pharmacy, state boards of pharmacy, and meeting attendees. Proposals are not reviewed for their statistics or cited references. Submissions are reviewed and selected internally by pharmacists and non-pharmacists. Encore posters may be accepted for consideration as long as they fit the session's theme. Preference is given to submissions on behalf of member state boards of pharmacy and by schools and colleges of pharmacy.

Do you have any examples of poster topics that have been previously selected?

You may review the Poster Session articles in the 2021 and 2022 Annual Meeting Special Digital Issues and the June 2023 edition of the NABP newsletter, at <https://nabp.pharmacy/news-resources/resources/publications/innovations>.

Why has NABP's Poster Session the selection and submission process changed?

The goals and needs of NABP's Educational Poster Session have evolved since it was first established in 2008 as an extension of the previously held Educational Presentation Area. Additionally, poster sessions across the country have grown and expanded and are now a very popular and engaging way to learn about exciting trends in a profession. As interest in the Poster Session increases, NABP continuously strives to offer the best session for its Annual Meeting attendees. The proposal selection and submission process helps develop a Poster Session with a balanced and diverse representation of topics that best fit the overall theme and goals of the session, and offering both in-person and virtual Poster Sessions provides an opportunity for more individuals to present their exciting and important research.

Are the posters judged? What types of awards are given?

Since this is an educational session, the posters will not be judged and no awards or special recognitions will be given. The intent of the activity is to educate and stimulate discussion.

What are the expectations for the in-person Poster Session at the Annual Meeting?

Those who are selected to present in Fort Worth are expected to be in contact with NABP staff in the weeks leading up to the Annual Meeting in order to create, submit, and print required materials. The day of the Poster Session, presenters are expected to arrive on time, staff the poster board for the duration of the session, and actively engage with attendees. If a presenter expects to be away from the poster for an extended period to earn CPE credit, then a second presenter should be named in the proposal so that someone is staffing the poster at all times. Student presenters are expected to lead the discussion on their posters and not rely on their advisor to explain the content.

What are the expectations for the Poster Session webinar?

Those who are selected to present virtually are expected to uphold regular communication with NABP staff in the weeks leading up to the webinar in order to create and submit required materials. Additionally, presenters are required to participate in a technical rehearsal webinar in late June/early July, providing for presenters an opportunity to familiarize themselves with the webinar platform and ensuring a smooth and effective presentation during the Poster Session webinar. A second technical rehearsal may be required for presenters who need additional training and practice with navigating the platform. On the day of the Poster Session, presenters are expected to connect to the platform at least 20 minutes prior to the start of the webinar, efficiently manage their presentation slides, actively engage with online attendees, and remain online for the entirety of the session.

When is the in-person Poster Session? What expenses will NABP cover?

The Poster Session will be held the morning of Friday, May 17, 2024, in Fort Worth, TX. Selected presenters are expected to be on site from approximately 7 to 10:30 AM CDT and should plan their day accordingly. All poster presenters and their advisors will receive complimentary meeting registrations, which grant them access to all scheduled NABP Annual Meeting-related sessions and meals. Each presenter and advisor must register themselves for the Annual Meeting by following the instructions that will be sent in March. Presenters and advisors are responsible for their own travel, lodging, printing, and other meeting-related expenses; NABP will not reimburse presenters for any expenditures. More details will be provided to those who are selected to present.

When is the Poster Session webinar?

The Poster Session webinar is scheduled for Thursday, July 18, 2024, from 1 to 2:30 PM CDT. Selected presenters are expected attend the entirety of the webinar and to be online from 12:30 to 2:45 PM CDT.

How many people may work on a poster?

There is not a limit to the number of individuals who may work on a poster; however, only two may present on-site or during the webinar (for student posters: one credentialed advisor plus up to two students). Boards of pharmacy are encouraged to enlist the help of students and interns on rotation to help prepare a poster, and pharmacy students and faculty are encouraged to work as a team. Of course, individuals are welcome and encouraged to submit a poster proposal as the sole author and/or presenter. Individual board members presenting a poster on behalf of the board of pharmacy must confirm that they have notified the board's executive officer of the submission. If a board of pharmacy member submits a proposal for a poster that is not sponsored by the board, that information must be indicated on the proposal submission form.

Two people worked on my poster, but only one of us can attend. Can I still submit a proposal?

Yes, as long as the person submitting the proposal is the one who is available to attend the meeting in Fort Worth or present virtually on July 18, 2024.

More than two individuals worked on my poster. Why can't we all present at the Poster Session?

The NABP Educational Poster Session is designed as an environment where discussion and active learning can effectively take place on a small scale. Having more than two presenters in a small physical or virtual space is a potential distraction to learning and could prevent attendees from earning CPE credit.

Why can't someone submit a poster proposal on my behalf?

NABP wishes to ensure that those who are submitting proposals are interested and committed to presenting at the Annual Meeting or during the webinar, and also that they are willing to put in the effort to timely submit required materials and effectively discuss the poster with attendees. Proposals may be submitted anytime between **December 15, 2023, and February 21, 2024**, which allows plenty of time for potential presenters to submit a proposal.

Can someone who isn't listed in the proposal present the poster at the Annual Meeting?

No, only those individuals named in the proposal may present during the Poster Session. However, if you are a student and have trouble confirming an advisor or your advisor cannot travel, please reach out to NABP CPE Program staff before submitting your proposal to discuss your options.

Who qualifies as a credentialed advisor?

Credentialed advisors include licensed pharmacists, board of pharmacy members and staff, and school/college of pharmacy professors. All potential presenters and advisors must submit their job title and credentials, including all degrees and professional designations. If you have an advisor in mind who does not meet this criterion, please contact NABP staff to determine if that person qualifies as a credentialed advisor for the Poster Session. Advisors are expected to attend the in-person or virtual Poster Session and directly supervise their student(s). The advisor is there to assist the student(s) and answer any questions, but the student(s) should lead the discussion with meeting attendees.

How will the poster presenters be listed in the meeting program? Will non-presenting authors receive credit?

Presenters for the in-person meeting will be listed alphabetically by last name on the final meeting program, which will be electronically posted on the NABP Annual Meeting website and mobile app. Webinar presenters will be listed in the order that the posters will be presented, which will be electronically posted on the NABP Educational Programs web page. Any additional contributors to the poster will be listed below the on-site or webinar presenters' names.

May I submit more than one proposal?

No, presenters may only display one poster at the session; therefore, only one proposal should be submitted per person. However, multiple student posters may share the same advisor. If two proposals from the same college or university are selected, they will be placed next to each other in the meeting room to allow a single advisor to monitor them simultaneously.

There are other people from my organization submitting a proposal. Can I still submit a proposal?

Yes, there isn't a limit to the number of proposals that may be submitted by a board, college, university, or organization.

There are other pharmacy students in my class who are submitting proposals, and we all have the same professor. Can our professor be the advisor for more than one proposal?

Yes, one credentialed advisor can supervise more than one poster.

Why is it necessary to be available via email leading up to the presentation, whether live or virtual?

The Educational Poster Session is an ACPE-accredited CPE activity and needs to meet certain standards set forth by ACPE. Those guidelines include submitting learning objectives, creating handouts, and writing assessment questions. These items must be submitted, reviewed, proofread, and completed within a short time frame in order to meet NABP publication deadlines and adhere to ACPE standards. By submitting a proposal, you are confirming that you will be responsive to NABP staff and will meet all given deadlines.

What if I will be out of the office, on spring break, or otherwise unavailable during the months leading up to the presentation?

In your proposal submission, be sure to include someone who will be able to respond to NABP emails and who also has enough knowledge about your poster to submit the required items on time. This individual could be a co-presenter, a co-author who is unable to attend the meeting, or an advisor.

When will I find out if I'm selected to present at the Poster Session or during the webinar?

Everyone who submitted a proposal will receive notification of their status via email in **early to mid-March**. If you are selected, you will have three business days to accept your spot in the in-person session or webinar. Please note that declining your invitation to present in either the in-person or virtual Poster Session will not guarantee acceptance into the other presentation format.

What if I'm selected for the in-person Poster Session but would rather present during the virtual Poster Session (or vice versa)? Can I switch sessions?

No, all submitters will be notified at the same time whether they were selected to present and, if so, for which session. Declining your invitation does not ensure that there will be space available in the other Poster Session format, nor does NABP guarantee that someone who declines an invitation will be offered an alternate option. Individuals have the opportunity to select which session(s) they wish to apply to, and they should ensure that they are willing and able to present during the session(s) they indicate on the proposal submission form.

Is there a possibility that I may be selected as an alternate?

In the event a poster presenter is unable to attend the session at which they are invited to present or cannot complete the required materials by their deadlines, NABP staff will attempt to reach out to others who submitted timely proposals. NABP will contact submitters in the order that they were ranked during the selection process and ask if they are still interested, available, willing to travel or present during the webinar (as applicable), and able to quickly submit materials.

Who attends the NABP Annual Meeting and the Educational Poster Session?

The target audience for the Annual Meeting and the Poster Session is NABP's member boards of pharmacy, which are composed of executive officers, board staff, board members, compliance staff, and board counsel. These representatives are pharmacists, pharmacy technicians, public board members (non-pharmacists), compliance officers, and lawyers who are passionate about protecting the public health. While the Poster Session is attended by licensees earning CPE credit, it is also attended by those who are simply interested in the innovative and hot topics that are displayed during the activity. Annual Meeting attendees look forward to this unique learning format and are excited to discuss the posters with presenters.

Who attends the virtual Educational Poster Session?

The Poster Session webinar is designed for NABP's member boards of pharmacy in addition to all licensed pharmacists, registered pharmacy technicians, and other pharmacy stakeholders. Webinar attendees seek to meet their CPE renewal requirements while learning about innovative and hot topics in pharmacy practice.

How will posters be displayed at the in-person meeting?

Posters will be displayed in a meeting room on a 4-foot by 6-foot freestanding board. Posters may be printed as one large poster or may be created as several smaller sheets that are assembled and attached directly to the board. There is not a "right" or "wrong" way to display a poster. **Audio/visual components are not permitted.** More details will be provided to those selected to present in Fort Worth.

How will webinar posters be displayed?

Presenters will prepare an engaging virtual presentation (eg, PowerPoint slides) that explains the key points of the poster. Each presentation must contain polling questions and will have a dedicated question-and-answer period to interact with virtual attendees. More details will be provided to those selected to present during the virtual Poster Session.

What is the Pre-NAPLEX?

To help familiarize PharmD candidates with the NAPLEX testing experience, NABP developed the Pre-NAPLEX. This practice examination is the only one developed and administered by NABP. The score is intended to provide you with information on your performance on a subset of NAPLEX items under pre-testing conditions. The Pre-NAPLEX costs \$75 per testing session, but students presenting at the Poster Session in Fort Worth or during the live webinar will receive one complimentary voucher for the examination in their NABP e-Profile after the event where they present their poster.

I'm a pharmacy student and I worked on my poster in a small group during a class at my school/college of pharmacy. If our poster is selected, will all of us receive a complimentary Pre-NAPLEX voucher?

No, only students who physically attend the Educational Poster Session and officially present a poster on site or present a poster during the webinar will receive a complimentary Pre-NAPLEX voucher.

I have another question that wasn't answered here.

Please feel free to reach out to NABP CPE Program staff via email at CPE@nabp.pharmacy or by calling 847/391-4406. Questions may be answered Monday through Friday, 9 AM to 5 PM CST; emails and voice mails will be responded to within two business days of receipt.

NABP appreciates your interest in presenting a poster at its Annual Meeting or during the live webinar. Thank you for helping NABP make the Educational Poster Sessions a memorable learning experience.

EXAMPLE POSTER PROPOSALS

The People Who Eat Desserts for Dinner Association is hosting a poster session, with requirements and guidelines that mirror the ones in this document. The theme for the poster session is “Uniquely Baked.”

Poorly written proposal:

Could bakers who make errors while baking cause a cake to be a failure?

By Johnny Kitchen and Mary Cheesecake

2 professional bakers made cakes in 2 separate kitchens. In rounds 1, 2, and 3, Baker A had the proper baking equipment, but Baker B received broken equip. In rounds 1 & 2, Baker A's Baking Sponsorship Company-brand oven was heated to the proper 350F. Baker B's oven was set 330F for Round One and 365F for Round Two. In round 3, Baker A was able to use a Cooking Sponsorship Company-brand stand mixer, but Baker B was only given a bowl & a mix in spoon. In rounds 4-6, Baker A was given proper ingredients, but Baker B didn't have the right ones and had to make subs. Baker B was given ½ cup of unsweetened applesauce in place of 2 eggs in round 4; in round 5 was given ¾ c pumpkin puree in place of 1 cp of butter; and round 6 the baker was given ½ cp of plain yogurt to replace ½ cp of whole milk. After baking, the cakes were judged by a panel of 10 judges. 5 judges were professional bakers. 5 judges weren't. Judges given the cakes in a order random. Judges rated the cakes on a 5-point scale for taste and appearance. The average score for Baker A's cakes in Rounds one thru three was 4.78. The average score for Baker B's cakes was 4.23 points. The average score for the cakes in Rounds 3 thru 6 were 4.73 points for Baker A and 4.69 points for Baker B.

- ◇ Title is written in wrong format; should be written in title case.
- ◇ Title is unfocused and asks a question that is never answered in the proposal.
- ◇ Presenter information is unclear; degrees/designations and titles are missing.
- ◇ Proposal mentions brand-name products; results may potentially be biased.
- ◇ Non-standard abbreviations are used, which may cause confusion.
- ◇ Inconsistent use of terminology.
- ◇ Many spelling and grammatical errors. Not written in AMA format. It is clear that the proposal was not proofread.
- ◇ Proposal focuses too much on the methodology and does not provide a reason why the audience should be interested in the topic.
- ◇ Does not explain how the poster fits the theme.

Nicely written proposal:

Common Baking Mistakes and Substitutions Can Still Produce Tasty Cakes

Presenter: John Mixer, Culinary Science Candidate, Class of 2024, Cake and Candy University

Advisor: Suzie Cupcake, MA, Pastry Chef and Lead Instructor at Cake and Candy University

Additional Authors (not attending): Jane Pastries and Robert Confectionary, Culinary Science Candidates, Class of 2024, Cake and Candy University

In order to mimic the pitfalls novice home bakers may experience, two professional bakers were given identical cake recipes to bake. In the first round, one baker was given all of the proper ingredients and equipment, while the other was given all of the proper ingredients and somewhat faulty equipment (eg, broken stand mixer, oven heated to improper temperature). In the second round, one baker was given all

of the proper ingredients and equipment, while the other was given proper equipment and some common ingredient substitutions (eg, applesauce in place of butter). The bakers were unaware what types of recipes and equipment they were receiving. Prepared cakes were tasted by a panel of 10 judges: five professional bakers and five non-professional bakers. In the end, cakes made with less than perfect equipment were still salvageable, although the baker had to put in more effort to produce positive results (eg, mixing by hand, adjusting time in oven). Cakes baked with ingredient substitutions were, on average, ranked the same as or higher than cakes that followed the recipes exactly.

This topic fits the theme because it shows how home bakers, who may not know all of the “tricks of the trade,” are able to create cakes with flavors that tasters will enjoy, and how common ingredient substitutions can create unique flavors that may even taste better than traditional cake recipes.

- ◇ Title is written in proper format.
- ◇ Engaging title that tells a story.
- ◇ Lists everyone who will be able to present at the meeting. Includes their degrees and titles.
- ◇ Proper spelling and grammar are used.
- ◇ Gives a summary of the poster in an easy-to-read format and does not focus on the methodology.
- ◇ Explains how the poster topic fits the theme.
- ◇ Poster topic and proposal are relatable to a wide audience.