



## Performance/Population Health Improvement Abstract Submission Guidelines

### Eligibility

- Open to all osteopathic medical students affiliated with A.T. Still and Midwestern University, residents, and faculty/preceptors in Arizona.
- All submissions must reflect work performed while a current medical student, resident, faculty or preceptor.

### General

- One entry per person as lead author in this category.
- No more than two people can present a poster.
- Presenters must be a member of the AOMA (**Free to all students and residents**).
- Do not need to register for the AOMA Convention to participate in the Poster Forum.
- Please be sure your submission has been reviewed and approved by the faculty advisor listed on the IRB.

### Abstract Submission Deadline

- **All required material must be submitted electronically** by midnight **FRIDAY, JANUARY 10, 2025**, via the [abstract submission form](#).

### Poster Abstract Guidelines

Abstract must be submitted in the following format, titles included. The abstract needs to be submitted in PDF format and **no more than 350 words** (excluding title, authors, and affiliations):

- **Title**
  - Should be engaging, specific, and descriptive.
- **Objectives**
  - Specific aims of the study with an identifiable Process Improvement/Population Health concept.
  - Describe the learning objectives you have for presenting this project.
- **Introduction/Background**
  - Concise and relevant information as to why you did this project.
  - Highlight the importance and relevance of the project.
- **Methods**
  - Explain the project design with a description of techniques and materials used.
  - Describe the study population/setting.

- **Results**
  - Briefly summarize what you found, providing clear and relevant data along with a primary outcome and key secondary outcomes.
- **Discussion/Conclusion**
  - Brief description of the main outcome of the project.
  - Discuss how this project will be impactful.
- **Authors and Affiliations**
  - Names listed properly with proper designation.
  - Include affiliations relevant to the project.
- **References**
  - Must have at least two (2) references
  - Must have at least one (1) reference from an osteopathic source.
  - All references to be in the most recent format described in the **AMA Manual**. URLs to online publications can also be included (if examples needed, please review with principal investigator (PI)).

### **Institutional Review Board (IRB) Approval**

- IRB approval **MUST** be obtained before you start your project.
- **ALL** entries are required to be approved by your respective institution's Institutional Review Board (IRB).
- A letter indicating this approval **MUST** be included with your submission.
- If project is IRB exempt, a letter from the sponsoring institution's IRB confirming exemption **MUST** be included with your submission.

### **Acceptance or Rejection**

- Lead author will be notified of their acceptance or rejection by **MONDAY, JANUARY 27, 2025**. If abstract is accepted, you will be asked to present at the poster forum on **SATURDAY, MARCH 8, 2025**.

## **Performance/Population Health Improvement Poster Submission Guidelines**

### **Poster size**

- **MAXIMUM** of 54" wide and 36" high in landscape format
- AOMA will provide mounting boards to display your poster
- Posters will be measured. If they are larger than the maximum size they will be disqualified.

### **Poster Display**

- If space permits posters will be displayed throughout the AOMA Convention.

### **Virtual Presentations**

- There is the ability to present your poster virtually.
- Please indicate on the application form if you would like to present your poster virtually.

- Virtual presentations will be done using Zoom Video Teleconferencing. You will receive an email with a link to download Zoom and your scheduled time to present.
- Must have an electronic device with a camera for the judges to see you.
- Virtual presentation time(s) will be determined as we get closer to the event.

## Judging

- Members of the AOMA Professional Education Committee will review all poster abstracts received by the deadline.
- If your poster is accepted, to be eligible, you or a designated alternate must present your poster in person or virtually during the AOMA 103rd Annual Convention on **SATURDAY, MARCH 8, 2025.**
- Judging is on a numerical scale based on the following:
  - Format
  - Mechanics
  - Style
  - Results/conclusions
  - Completeness of research/reference materials.
- Faculty must present their own posters. Faculty will only be judged if there are three (3) or more entries.
- The top three poster submissions will be chosen, and lead authors/investigators will be notified of the results **FRIDAY, MARCH 14, 2025.**
  - Student and Resident winners will be presented with an award.
  - Faculty winners, if judged, will receive an award.
- The winning posters may be published in the AOMA Digest unless the author(s) specifies otherwise.
- All posters and abstracts will be displayed on the AOMA website unless the author(s) specifies otherwise.

**Performance/Population Health Improvement Posters should follow and address the following sections:**

√	Order	Section
<input type="checkbox"/>	1	Title
<input type="checkbox"/>	2	Authors and Affiliations
<input type="checkbox"/>	3	Introduction/Background
<input type="checkbox"/>	4	Methods
<input type="checkbox"/>	5	Results
<input type="checkbox"/>	6	Discussion/Summary
<input type="checkbox"/>	7	Acknowledgement/Disclosures
<input type="checkbox"/>	8	References

□	9	Graphic Elements
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- **Title**
  - Should be engaging, specific, and descriptive.
  
- **Authors and Affiliations**
  - Most involved should be listed first.
  - Only include affiliations relevant to the project.
  - All authors relevant to the project should be located below the poster title.
  - Full names with professional designation and institutional/medical facility names must be listed properly with proper designation. **DO NOT PUT:** Dr. Last Name (Dr. Smith). List as first, last, designation (DO, MD, PhD, MS-I, etc.) i.e., John Smith, DO. The information needs to be correct for publication. If not listed correctly it will be sent back for correction.
  
- **Introduction/Background**
  - Provide a clear overview that describes the purpose of the study.
  - Include literature references that confirm the importance and relevance of the study.
  - Describe the specific aims of the study with identifiable process improvement or population health concept(s).
  - Include a statement of the study objectives.
  
- **Methods**
  - Describe your study population and setting.
  - List the important elements of your study design.
  - Describe the techniques and the materials used, to allow viewers to understand your methodology.
  
- **Results**
  - Summarize the data collected and any statistical analyses, highlighting key findings.
  - Include only relevant data and findings.
  - Do not attempt to evaluate the results in this section.
  - Use figures, tables, and other graphic elements to display results.
  - Use in-text references for each figure or table you include.
  
- **Discussion/Summary**
  - Discuss key findings and outcomes, list any study limitations.
  - Include adequate references that demonstrate your clear understanding of the specific area of research, methods, results and data analysis performed.
  - Include a brief summary reviewing the main conclusions and the implications for future research.
  
- **Acknowledgments/Disclosures**
  - Acknowledge and disclose anyone who significantly aided in the process of conception, design, acquisition of data, or analysis and interpretation of data, or who was involved in drafting and/or revising the poster.

- **References**

- Must be included in standard scientific format.
- All references to be in the most recent format described in the AMA Manual. URLs to online publications can also to be included (if examples needed, please review with principal investigator (PI)).

- **Graphic Elements**

- All tables, images, graphs, and figures should be appropriately cited and labeled properly with a corresponding description.
- All patient information should be removed from or blacked out.

If you have any further questions, contact Matt Helms at [Submissions@azosteo.org](mailto:Submissions@azosteo.org) or 901-603-0718.

**\*\*\*\*\*IMPORTANT DATES\*\*\*\*\***

<b>FRIDAY, JANUARY 10, 2025</b> <ul style="list-style-type: none"><li>● Poster abstracts, application, and IRB due.</li></ul>	<b>SATURDAY, MARCH 8, 2025 TIME TBD</b> <ul style="list-style-type: none"><li>● Poster Presentation and Judging.</li></ul>
<b>MONDAY, JANUARY 27, 2025</b> <ul style="list-style-type: none"><li>● Notification of acceptance or rejection to lead author.</li></ul>	<b>FRIDAY, MARCH 14, 2025</b> <ul style="list-style-type: none"><li>● Winners will be contacted.</li></ul>
<b>FRIDAY, FEBRUARY 21, 2025</b> <ul style="list-style-type: none"><li>● Poster submissions due to Matt Helms.</li></ul>	