



## Clinical Case Poster Guidelines

### Eligibility

- Open to all osteopathic medical students affiliated with A.T. Still and Midwestern University, residents, and faculty/preceptors in Arizona.

### General

- One entry per person
- 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 in order to participate in the Poster Forum.

### Poster Submission Deadline

- **APPLICATION, ABSTRACT, AND IRB SUBMISSION APPROVAL LETTER** must be submitted in PDF format by midnight **FRIDAY, JANUARY 28, 2022** via email to Kristen Strong at [kristen@azosteo.org](mailto:kristen@azosteo.org)

### 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
- **Authors and Affiliations**
  - Names listed properly with proper designation
  - Include affiliations relevant to the project
- **Objectives**
  - Clear purpose for presenting the case/why the case merits reporting
  - Identifiable disorder/disease process
- **Introduction/Background**
  - Concise literature review relevant to the topic
  - Brief summary of disorder/disease process
- **Case Description**
  - Significant aspects of H&P, labs, tests
  - Brief clinical course
- **Discussion**
  - Discuss work-up and differential diagnoses
  - Include any osteopathic findings/potential OMM treatments

- **Conclusions/Outcomes**
  - Review the main conclusions/outcomes of the case
  - Highlight clear take-home points brought up by the case

### **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, FEBRUARY 14, 2022**. If abstract is accepted, you will be asked to present at the poster forum on **SATURDAY, APRIL 2, 2022**.

### **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 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 Clinical Case and Poster Forum 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 99<sup>th</sup> Annual Convention on **SATURDAY, APRIL 2, 2022**.
- 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 by **FRIDAY, APRIL 8, 2022.**
  - 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.

**Clinical Case 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	Objectives
<input type="checkbox"/>	4	Introduction/Background
<input type="checkbox"/>	5	Case Description
<input type="checkbox"/>	6	Discussion
<input type="checkbox"/>	7	Conclusion/Outcome
<input type="checkbox"/>	8	Acknowledgement/Disclosures
<input type="checkbox"/>	9	References
<input type="checkbox"/>	10	Graphic Elements

- **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.
- **Objectives**
  - Clear purpose for presenting the case/why the case merits reporting
  - Identifiable disorder/disease process is evident
- **Introduction/Background**

- A concise literature review of the topic with a focus on current research
- Brief summary of the disorder/disease process
- **Case Description**
  - Describe significant aspects of the history, physical exam – including osteopathic findings, laboratory, and ancillary testing.
  - Provide details on the patient’s clinical course.
  - Avoid including information that could identify patient.
- **Discussion**
  - Explore possible osteopathic findings/somatic dysfunctions relevant to the case, as well as potential osteopathic diagnosis and treatments that could be involved with the disease/disorder
  - Demonstrate your clear understanding of the pathology, work-up, differential diagnosis, and treatment.
- **Conclusion/Outcome**
  - Include a brief summary, reviewing the main conclusions and outcomes of the case
  - Highlight clear take-home points brought up by the case
- **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 format described in the AMA Manual of Style, 10th ed., 2007 and URLs to online publications also to be included (if examples needed please email [Kristen@az-osteo.org](mailto:Kristen@az-osteo.org)).
- **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 Kristen Strong at [kristen@azosteo.org](mailto:kristen@azosteo.org) or 602-714-6574.

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

<p><b>JANUARY 28, 2022 (FRIDAY)</b></p> <ul style="list-style-type: none"><li>• Poster abstracts, application, and IRB due</li></ul> <p><b>FEBRUARY 14, 2022 (MONDAY)</b></p> <ul style="list-style-type: none"><li>• Notification of acceptance or rejection to lead author</li></ul> <p><b>MARCH 11, 2022 (FRIDAY) BY 12 NOON CST</b></p> <ul style="list-style-type: none"><li>• Poster submissions due to MakeSigns and Kristen Strong</li></ul>	<p><b>MARCH 29, 2022 (TUESDAY)</b></p> <ul style="list-style-type: none"><li>• Deliver poster to Embassy Suites (if not using MakeSigns)</li></ul> <p><b>APRIL 2, 2022 (SATURDAY) TIME TBD</b></p> <ul style="list-style-type: none"><li>• Poster Presentation and Judging</li></ul> <p><b>APRIL 4 - 8, 2022 - DATE TBD</b></p> <ul style="list-style-type: none"><li>• Winners will be contacted</li></ul>
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AOMA has established an account with Make Signs (aka Graphicsland) to print posters for the 2022 AOMA Case and Poster Forum.

AOMA will pay, if needed, for printing and shipping of a poster ordered from Make Signs. If payment is needed, please contact Kristen Strong at [kristen@azosteo.org](mailto:kristen@azosteo.org) or 602-714-6574. All printing and ordering instructions will be sent at that time. Maximum amount to be paid by AOMA for printing and shipping is \$60. Any charges over \$60 are to be paid by the poster author(s).

To ensure delivery in time for the Forum, your poster must be ordered no later than **12 NOON CENTRAL TIME ON FRIDAY, MARCH 11, 2022.**

Whether printing your poster yourself, or using Make Signs, you will be responsible for getting your poster to Embassy Suites.

- AOMA may be able to display posters throughout the AOMA Convention. If so, and you would like your poster to be displayed, have your poster delivered to Embassy Suites, Attn: Kristen Strong/AOMA 5001 N. Scottsdale Road, Scottsdale, AZ 85250 no later than, **TUESDAY, MARCH 29, 2022.**
- If you do not wish to have your poster displayed, please bring it with you, **SATURDAY, APRIL 2, 2022** to present.