



AMERICAN ACADEMY of ANESTHESIOLOGIST ASSISTANTS

E-Poster Presentation Description and Guidelines

AAAA2024 E-Poster Presentation Submission Deadline: March 2nd, 2024

Guidelines for 2024: To provide excellence in judging and ensure the quality of presentations, **only two E-Poster submissions from each Program will be allowed for entry**. All entries will be initially judged by the judging panel. At least the top four (4) Posters will be presented live at the 2024 AAAA Annual Conference. The live Poster presentations will be judged, and an overall winner will be awarded the Hopkins Poster Award.

The two submissions submitted by each Program for judging will be determined at the discretion of the individual Program. YouTube and other video media for any events held by the Program to determine the top two submissions is encouraged. Links to access these events can be sent to aaaapostersubmissions@gmail.com and will be shared with the AAAA community. The E-posters will be uploaded into the AAAA Conference Meeting App for viewing. Each E-poster must include the names of the student(s) and Advisor. These submissions must be sent by the Program Director or delegated Program Representative through a verifiable email account.

In addition, each Program may submit up to **three additional E-Poster submissions that will not be judged and will be available for viewing virtually**. These E-posters will **not** be judged or evaluated. Therefore, it is up to the Program and Advisor to evaluate the quality of these E-posters. The E-poster will be uploaded into the AAAA Conference Meeting App for viewing. Each E-poster must include the names of the student(s) and Advisor. The Program Director or delegated Program Representative must send the submission by email through a verifiable email account.

Emails with missing documents will not be accepted. Please read all submission guidelines, utilize the AAAA submission checklist, complete an ASA Disclosure form, and send **all** documents **in one email** to: aaaapostersubmissions@gmail.com

Do not use fictitious data and do not plagiarize.

Fictitious data include any results that were not accurately created by actual research (Defined by Collins dictionary - not genuine or authentic; assumed; false; fiction).

Plagiarism includes any statement, work, or idea that is uncited (Defined by Merriam-Webster – to steal and pass off the ideas or words of another as one’s own: use without crediting the source).

Please direct any comments, questions, or concerns to:

aaaapostersubmissions@gmail.com

2024 AAAA Poster Presentation Subcommittee:

Paul Krupa-Wilson, Chair, CAA

John Ng, Judges Officer, CAA

A. William Paulsen, Judges Officer, CAA

Joy Rusmisell, Poster Submission Officer, CAA

PROCESS FOR PROGRAM SUBMISSION OF E-POSTERS FOR JUDGING:

Up to **two E-Posters** may be submitted by any individual Program for judging and entry into the Live Poster Presentations at the 2024 AAAA Annual Meeting.

The process to determine the two submissions for judging is at the discretion of the Program.

Each E-Poster must be one of original work.

Each E-Poster must have an Advisor.

Each Program submission for judging must include:

1. **ASA Presenter Disclosure Form(s)**
2. **AAAA E-Poster Submission Form**
3. **Identified E-Poster**
4. **De-identified E-Poster**

All final E-Poster submissions must have been reviewed by at least the Advisor.

To ensure quality (internally and externally), Program Directors or a delegated Program Representative must send all submissions from a verifiable email account.

PROCESS FOR PROGRAM SUBMISSION OF E-POSTERS FOR VIEWING ONLY:

Up to **three E-Posters** may be submitted by any individual Program for viewing only and will not be judged.

The process to determine the three submissions for viewing is only at the discretion of the Program.

Each E-Poster must be one of original work.

Each E-Poster must have an Advisor.

Each E-poster must be one of original work.

Each Program submission for viewing only must include:

1. **ASA Presenter Disclosure Form(s)**
2. **AAAA E-Poster Submission Form**
3. **Identified E-Poster**

All final E-Poster submissions must have been reviewed by at least the Advisor.

To ensure quality (internally and externally), Program Directors or a delegated Program Representative must send all submissions from a verifiable email account.

ALL Required Documents are to be sent in a single email to:

aaaapostersubmissions@gmail.com

With the Subject Line as:

AAAA2024_ *Author's name* (Last name First name)_ *Poster Title*

Example:

AAAA2024_ *Smith Mary*_ *A Case Study of TIAs in a Patient with Therapeutic INR.pdf*

POSTER PRESENTATION GENERAL DESCRIPTION

The poster presentation at the AAAA Annual Conference is open to any current student (SAA) who attends an accredited anesthesiologist assistant training program and has an active AAAA membership or any certified (CAA) practicing member of the AAAA. Although there can be multiple contributors and authors to a project, the presentation must be made by a **primary author** of the scholarly work. The primary author is the one who receives any award.

A **primary author** must have either:

1. Participated in the planning, data collection and analysis of scientific research, or
2. Been present during the entirety of a clinical vignette and conducted most of the research for the case.

Participation is based on **submissions** that must have an E-Poster; AAAA E-Poster Submission Form; and a copy of the ASA Presenter Disclosure form. E-Posters will be submitted by a Program to be either:

- A. Judged for entry into the Live Poster Presentation Award
- B. Available for viewing only in the AAAA Annual Meeting App

More information is provided below.

Selection for participation in the ***final student poster session*** will be determined by the submissions received from each Program. Every Program is eligible to submit up to two E-Poster submissions for evaluation.

Evaluations will be based on the **quality** of the E-Poster, **clarity** of the poster information, **evaluation** of the presented literature and data, and **adherence** to the AAAA E-Poster guidelines. It is the mission of the AAAA Poster Presentation Subcommittee to ensure unbiased and transparent judging and evaluation. *

At least four student authors will be selected to participate in the Live AAAA Poster Presentation session based on allotted time, resources, and number of submissions. In addition to displaying their posters online, the selected student authors will be recognized during the conference by having the opportunity to verbally present and defend their work to the AAAA Annual Conference attendees. Each presenter is given approximately ten minutes to present their topic, findings, analysis, and any other relevant information. A five-minute period for questions and answers will follow. Each presentation will be evaluated by a panel of judges. The presenter with the highest final evaluation score based on the initial E-Poster evaluation (75%) and the Live Poster Presentation judging (25%) will earn the Hopkins Poster Award.

The Outstanding Poster Presentation Award has been renamed in honor of the memory of our fellow CAA and Poster Presentation Subcommittee Member, Caleb Hopkins. The **Hopkins Poster Award** recognizes Caleb's excellence and dedication to the field of anesthesia and the CAA profession. His passion for education, teaching, and research; excellence in anesthetic knowledge and skills; drive for learning evidence-based care; and advancement of the CAA profession was a benchmark. The AAAA Poster Presentation Subcommittee graciously acknowledges the AAAEP's funding for the **Hopkins Poster Award** for the outstanding poster presentation that embodies evidence-based learning, education, and advancement of the CAA profession through research and scholarship.

*Prior to the live poster presentations, only the Poster Presentation Submission Officer (PPSO) has access to the identified E-Poster information that includes the names of the author(s), advisor, and Program. The PPSO does not participate in evaluation or judging of the posters but does collect and tally the individual judges scores for evaluations and judging. All results can be verified by the AAAA through individual evaluation and judging sheets compared to the PPSO tally sheet upon request. The Chair and Judges Panel are void from any knowledge of E-Poster identification or scores throughout the entire process.

SUBMISSION INSTRUCTIONS, REQUIREMENTS, AND GUIDELINES FOR:

Submissions for participation in the AAAA Poster Presentation are open to all active AAAA members (SAA and CAA). To be eligible for consideration, **all documents** must be submitted electronically **in a single email to aaaapostersubmissions@gmail.com** by the designated deadline. Program Directors or a delegated Program Representative must send all submissions from a verifiable email account. You must include **all** authors at the time of submission, your Advisor's contact information, and your **poster category**.

Once members of the **AAAA Submissions Panel** complete the review process, all applicants will receive a message indicating receipt and either approval of submission or missing documentation, please allow 48 hours for a response.

A separate email identifying the students whose E-Posters were selected for the final student poster presentation session at the AAAA Annual Conference will be sent with instructions on the process and guidelines for the live presentation. Students selected for oral presentations will be notified by email and have a 72-hour time window to respond. Please make sure the presenter's email address and contact information is current to ensure that all important communications are received.

All other E-Posters will be available for viewing on the AAAA Annual Meeting App. An email will be sent to all students who submitted an approved E-poster with information regarding any opportunities for traditional paper displayed posters, which is dependent upon the discretion of the AAAA Annual Conference Planning committee. **Deadlines** are **absolute** and all materials received are eligible for display by the AAAA. The AAAA is authorized to display any poster received during the submission process at the conference and in any AAAA materials.

NOTE: All 3 required documents listed below must be sent in a single email as described:

ALL Required Documents are to be sent in a single email to:

aaaapostersubmissions@gmail.com

With the Subject Line as:

AAAA2024_ *Author's name* (Last name First name)_ *Poster Title*

Example:

AAAA2024_ *Smith Mary*_ *A Case Study of TIAs in a Patient with Therapeutic INR*.pdf

Required Documents:

- 1. ASA Presenter Disclosure Form**
 - 2. AAAA E-Poster Submission Form**
 - 3. E-Poster**
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1. ASA Presenter Disclosure Form – All Authors AND any individual involved with the E-Poster process and submission process must fill out the ASA presenter disclosure form **and submit a copy of the completed form in either *.docx, *.pdf, or a common photo format.** *Only one Disclosure is needed per individual per year (May 1st, 2023 – April 30th, 2024) *. Remember to save the copy before submitting the form on the ASA webpage; otherwise, you will be unable to retrieve the form and will need to complete it again. The links for the ASA presenter disclosure forms are as follow per the ASA:

□ [Start Disclosure for American Society of Anesthesiologists \(ASA\) Continuing Medical Education Activities](#)

- If you already have a free AAMC account:

Click the **Start Disclosure for American Society of Anesthesiologists (ASA) Continuing Medical Education Activities** link above, log in with your AAMC username, and start your disclosure.

- If you do not have a free AAMC account:

Click the **Start Disclosure for American Society of Anesthesiologists (ASA) Continuing Medical Education Activities** link above, and then click "Create AAMC Account."

After you create an account, you will receive a confirmation email from aamc_registration@aamc.org.** Click on the link provided in the confirmation email to verify/activate your account.

Once your account is verified, return to this email and click the **Start Disclosure for American Society of Anesthesiologists (ASA) Continuing Medical Education Activities** link above, log in with your AAMC username, and start your disclosure.

***Check your inbox and spam/junk folders for the AAMC account confirmation email. If you did not receive it, go to convey.aamc.org and sign in. You will be given the option to correct/change your email and have the confirmation email resent. Please add aamc.org to your approved senders list.*

If you have questions on how to get started or need any technical support, please contact us at [Contact Convey Support](#) or 202-909-2001.

Convey has been designed to best support the following modern desktop browsers. If you are not currently using a supported browser, it is strongly recommended that you download or upgrade to a supported browser. If you elect not to upgrade your desktop browser, your experience may not be optimal and you may not be able to fully utilize Convey.

***We currently support Google Chrome and Mozilla Firefox browsers:*

- Save the ASA Disclosure Form as a PDF file labeled as:
 - AAAA2024_*Discloser's name* (Last name First name)_*ASA Disclosure Form*
 - Example: AAAA2024_Doe John_ASA Disclosure Form

*Program Directors and Program Poster Delegates involved in multiple E-Posters only need to complete one online ASA Disclosure form. And send only one copy of the ASA Disclosure Form per year to the poster Presentation committee in a separate email with the subject line ASA Disclosure Form.

2. AAAA E-Poster Submission Form – All submissions must have an AAAA E-Poster submission form detailing their project using the attached word document. All material must be the work of authors listed and appropriately referenced. ***Do not use fictitious data and do not plagiarize.*** Authors must provide all required fields, which include the following:

Instructions for completing the AAAA E-Poster Submission Form:

- Title – Title of your Presentation
 - Presenting/Primary Author Information and Author List, if more than one author:
 - Primary author must be listed first and bolded font, followed by the other participating authors for the poster (NOT authors of supporting references)
 - Limited to ten authors
 - School/Work: Provide the name of your school and, if applicable, the campus (i.e., CWRU-Houston, NOVA-Tampa, UMKC, Emory, South-WPB, etc.)
 - Poster Category - Choose only ONE category (See section **Poster Categories** on the next page for more information)
 - Learning Objectives:
 - A minimum of three learning objectives
 - No more than five learning objectives
 - Advisor’s contact information
 - All E-poster submissions must include an Advisor. An Advisor is a qualified individual who will supervise and guide the progress of the E-poster, have strong knowledge about the topic, and be an active part of the submission process.
 - Advisors could include but are not limited to CAAs, Physicians, and Professors.
 - References
 - A minimum of five supportive references in APA 7th edition, MLA 8th edition, AMA, or Vancouver reference styles (refer to Purdue Owl <https://owl.purdue.edu> or Vancouver <https://www.ncbi.nlm.nih.gov/books/NBK7256/>).
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POSTER CATEGORIES

Authors must select one of the following three presentation categories that is relevant to their content. It is important to note that the minimum required number of references (five) does not imply that quantity equals quality. Therefore, evaluation of the learning objectives (goals) of your presentation topic will dictate your reference list, and not vice-a-versa. All references *must* follow approved citation guidelines.

Category I. Original Scientific Research – The Author performed actual, novel research with collection of data; a report of the findings of the study; and presentation and explanation of the statistical results. Students may submit research from basic clinical science in areas such as drug disposition, anesthesia equipment, monitoring and engineering technology, information and database research, patient safety and practice management, regional and acute pain, descriptive-analytical study related to anesthesia.

Category II. Medically Challenging Anesthesia Case Study – The Author was present and participated in the anesthetic case. Report and discuss the management of a challenging anesthesia case, report of supportive literature and statistical data applicable to case management (what best-practice suggests, which may not have been what was done), examine why decisions were made, review the lessons from difficult situations, and provide an explanation of how the lesson(s) of the case study can/should improve practice among anesthesia providers. Case selection should be based on a challenging case, a case with a sentinel event/retrospective analysis, or a case study that provides important key lessons.

Category III. Current Anesthesia Topic Analysis – The Author performs a meta-analysis of literature, a review of current evidence-based literature, or a comprehensive literature review of a novel clinical topic in the field of anesthesiology. The review presentation must include an introduction of the topic, an in-depth summary of the results/findings, and conclusions that provide advanced insight for applications in anesthesia. In addition, the poster should evaluate the articles' components including methods, statistical analysis, and the relevant applications in clinical anesthesia practice.

NOTE: It is important both clinically and professionally to explain the statistical results and how they relate to the overall presentation – a statistically insignificant result can be just as important as a statistically significant result. Therefore, it is highly suggested that one understands the statistics used in a study and what they truly mean.

3. E-Poster requirements, guidelines, and suggestions - The title and author(s) should match the title and author(s) provided on the submission form. The E-Poster should include several sections that flow and are appropriate for the chosen category (see next page for suggested sections). Charts, drawings, and illustrations should be like those you would use in making slides (simplistic, concise, and legible). All posters must display a minimum of five supportive references in APA 7th edition, MLA 8th edition, AMA, or Vancouver reference styles.

E-Poster Requirements and Checklist

- You **MUST** create your poster in PowerPoint (or other program) using the 16:9 ratio resolution setting.
 - The title must match that submitted with the submission form and must be in Title case.
 - All posters must display a minimum of five references.
 - The E-Poster should include expanded sections of introduction, purpose, methods, results, and conclusions as appropriate to the selected category following a scientific style like the [APA/IMRaD](#) style or the suggested style on the next page.
 - Submissions sent by a Program for judging** must include **two separate E-Poster files** and sent by email from the Program Director or delegated Program Representative through a verifiable email account.
 - One E-Poster that contains **no identifiable information** (No author name, No Advisor name, and No Program name) and saved as:
 - AAAA2024_*Title of E-Poster*
 - Example: AAAA2024_A Case Study of CVAs In a Patient with Therapeutic INR.pdf
 - Second E-Poster that contains **identifiable information** and saved as:
 - AAAA2024_*Author's name* (Last name First name)_*Poster Title*
 - Example: AAAA2024_Smith Mary_A Case Study of CVAs In a Patient with Therapeutic INR.pdf
 - Submissions sent by a Program for viewing only** must include **only one E-Poster file** and sent by email from the Program Director or delegated Program Representative through a verifiable email account.
 - One E-Poster that contains **identifiable information** and saved as:
 - AAAA2024_*Author's name* (Last name First name)_*Poster Title*
 - Example: AAAA2024_Doe John_A Case Study of CVAs In a Patient with Therapeutic INR.pdf
 - Remember to send submissions with **all the required documents in a single email** with the email subject line as described earlier to the AAAA Poster Submissions Panel at AAAApostersubmissions@gmail.org.
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Suggested E-Poster sections based on chosen Category

Category I - Original Scientific Research:

- Introduction
- Materials and Methods
- Results of study (data analysis)
- Discussion/Conclusions
 - What new information did the study provide?
 - What other research should be performed?
 - What did the results show? (i.e., which result(s) were insignificant and/or significant based on statistical analysis).
 - Etc.
- Numbered references

Category II - Medically Challenging Anesthesia Case Study:

- Introduction/Learning Objectives
- Case report and description
- Implications/Discussion
 - What could have been done differently and why?
 - What are the key lessons and why?
 - Etc.
- Numbered references

Category III – Current Anesthesia Topic Analysis:

- Introduction/Background (Relevance of topic and thesis)
- Significance/Aim/Goal
- Review of Literature
 - Include sections discussing the Methods and important/relevant Results of the studies (comparison of data in tables may be helpful).
- Discussion/Conclusions
 - How is the topic relevant to current practice? Should we change the current practice?
 - Where is the research heading to advance the topic? (i.e., research in pharmacogenomics suggests changes in anesthesia delivery by providing a more individualized anesthetic plan based on specific genes encoding drug metabolism).
 - Etc.
- Numbered references

E-Poster Suggestions

- Use a Sans Serif Font (Arial, Calibri, Tahoma, Verdana) with a point-size no smaller than 5.
 - Use a dark background and light text.
 - Avoid long sections of text.
 - Be sure that all charts, drawings, and illustrations are readable, preferably simple, and more heavily drawn.
 - Free software tools like <https://www.genigraphics.com/templates> are available online and provide poster printing services.
 - Utilize online searches of Scientific Poster examples for clarity and assistance.
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