



## Assembly of Didactic and Clinical Educators (ADCE) Poster Application Guidelines

General Poster Presentation Deadline: September 15

- Please add foundation@aana.com to your list of approved email contacts, and check your inbox and spam folder regularly for important notices from us.
- You must use the same device and browser to save your progress on your application; do not clear your cache until after submission.
- All categories are eligible for general poster presentation.
- No oral poster presentations, poster tours or poster contest will take place during this meeting.
- Applications must include results and conclusion.
- Proposals will not be accepted.\* Pilot studies will be accepted if they have an analysis of data or findings.\*
- Prior to submission, you must have IRB/IACUC approval if applicable to your project, and indicate that your IRB/IACUC status is approved, exempt, or non-applicable within your application.
- All applicants must provide a PDF of the poster.
  - General poster presenters must choose from one of the following options:
    1. Provide a final version of the poster. **OR**
    2. Provide a draft containing all core components of content including charts & graphs (black & white version is acceptable.) *You must name your file as LastName\_FirstName\_PosterDraft.*
- Each poster application must have a unique presenter and email address. We will only converse with the poster presenter to ensure direct, timely communications. In the case of co-presenters, list only one contact name. Only one poster submission will be accepted from each presenter/email address. (Exception: One presenter can present two posters if they are related to the same subject matter, and fall into the same category **and** subcategory.)
- Only one application from each team/project is allowed.
- Refrain from using military email addresses as they block communications from us; use a personal email instead.
- At least one CRNA or SRNA must be included in the list of authors.
- Credentials must include only military rank, licenses and highest degree achieved (i.e., do not include SRNA, RNAS, PhDc, etc.) Please refer to the required order of credentials/military rank [listed here](#).
- The presenter's name must appear in the list of authors.
- At least one author on each team must be a member of the AANA, or you will pay the non-member application fee of \$150. The member fee is \$25.
- Some fields require AANA member ID numbers. If the author, presenter or payer is not an AANA member, please indicate N/A in the ID number field. (At least one of those fields must contain an AANA member ID number in order to receive the member rate.)
- Once you submit your application, you must pay for your application. You will have the opportunity online to download a receipt. You will not receive an emailed receipt. Please do not contact the Foundation office regarding receipt of your application.
- Where applicable, the fields have character (not word) maximums which include letters, symbols and spaces.
- Do not use bullets or lists within your abstract; complete sentences are required. Acronyms must be spelled out upon first use.
- You must keep a copy of your abstract's content in case the reviewers ask for revisions of the text.

- **REQUIRED!** Name all uploaded attachments for your application with the principal presenter's personal information as follows: LastName\_FirstName\_DescriptiveFileName
- Tech support is available Monday - Friday, 9 am to 4 pm CT only so we recommend completing your application well before the deadline. Late submissions will not be considered.
- Research that has been previously published or presented at a national meeting is eligible for presentation.
- Our goal is to email winner/non-winner notifications in a timely manner. All notifications will be emailed a few days prior to the meeting's early bird registration deadline. Please do not contact the Foundation office regarding notifications.
- Decisions by the AANA Foundation Board of Trustees are final.

### **Modifications/Substitutions**

Adjustments to authors, titles, credentials, etc. will not be accepted after submission. Only substitutions for poster presenters will be accepted on or before January 15 and assessed an additional \$25 processing fee. Presenter substitutions will be accepted only once per poster presentation, and must include written notification from the original poster presenter and a completed registration form with payment for the substitute presenter. If a non-member substitutes for a member, the non-member rate applies.

### **Cancellations**

All cancellations must be emailed to [foundation@aana.com](mailto:foundation@aana.com) by January 1, or you will be assessed a \$100 fee and not be allowed to participate in future Foundation functions until payment is received. Poster application and/or change fees will not be refunded under any circumstances, including those outside of our control.

### **\*Definitions:**

**Abstract:** A brief summary of a research article, review of the literature or a case that provides an analysis of a particular subject or topic. Note: An abstract **must** have **final** findings and a summary. *Incomplete abstracts without an analysis of findings will not be accepted for presentation.*

**Proposal:** A document written by a researcher that provides a detailed description of the proposed program (research study, case study or evidence based project) being explored. It is a detailed outline of the entire research/exploratory process that provides reviewers with a clear summary of the study/project. Findings are not represented in a proposal because the proposed program has not been initiated. However, background information to support studying the topic is included in the proposal. *No proposals will be accepted for presentation.*

**Pilot:** A study that does not have an analysis of data or findings. *Incomplete abstracts without an analysis of findings will not be accepted for presentation.*

**Qualitative Research Abstract:** Involving a focus on original research and research methodology, including phenomenological, grounded theory, ethnographic, or case study approaches.

**Quantitative Research Abstract:** Involving a focus on original research and research methodology, with an emphasis on objective measurements and the statistical/mathematical analysis of data.

**Evidence Based Practice Abstract:** For projects involving translating research evidence into nursing practice, healthcare policy, and/or cultivating practice expertise.

**Case Report Abstract:** A project that describes and interprets a unique clinical case.

**Invention/Innovation Abstract:** For inventions or innovations of existing products or processes that demonstrate adherence to scholarly standards and practices with proof of concept backed by evidence/results; may include pilot study results.

**Impact Statement:** A summary of how the study/abstract will impact or potentially impact the care that CRNAs deliver.

**Theoretical Framework:** The overall conceptual underpinning of a study; a conceptual guideline for the study methodology. Typically includes the conceptual definitions of the key variables.

**Proof of Concept:** Evidence or results, including results from a pilot study that demonstrates feasibility or practical potential of a new invention or innovation of an existing process or tool.