**Alliance Poster Submissions Required Tasks**

*Included below are all required elements for poster submissions.*

**Task 1 Poster Authors**

* We are committed to creating a conference that represents a wide range of perspectives, ensuring that everyone's voice is heard and valued. Diversity and inclusion are essential for fostering innovation, collaboration, and a vibrant exchange of ideas. We encourage individuals from all backgrounds and experience levels to submit posters.
* Poster submitters will be able to invite additional poster authors to complete their profile and required forms in the portal. Once the submitter adds an author’s name and email address, they can hit a button to invite that authors to the portal to complete required forms.
* See the bottom of the Checklist for a list of information required from each author.

## Task 2 Session Description & Details

* 1. **Submission Title** – max 12 words

## *Your submission should have a specific presentation/poster title (containing no abbreviations) that indicates the nature of the presentation/poster.*

## Learning Domain

*Select one appropriate learning domain. For further details:* [*Educate\_the\_educator\_curriculum\_Final\_020619.pdf (acehp.org)*](https://www.acehp.org/Portals/0/Docs/Learning/Educate_the_educator_curriculum_Final_020619.pdf)

* + - Measurement & Evaluation
		- Educational Design (including Adult Learning Principles)
		- Accreditation
		- Evolving & Emerging Trends
		- Research and Scholarship
		- Grants and Industry Support
		- Leadership
		- Program Management
		- Technology
		- Quality Improvement

## Conference Learning Objectives

*Submissions should align with at least one of the overall conference learning objectives. You will enter poster-specific learning objectives in the next question.*

1. Assess applicability of measurement and evaluation to current CE program and activities.

# Utilize evidence-based education methodology and adult learning principles to design, develop and implement CEhp activities/interventions.

1. Identify process improvements that ensure CEhp activities are following applicable

accreditation and/or regulatory and compliance requirements.

1. Demonstrate familiarity with evolving and emerging trends impacting CEhp
2. Incorporate recent studies/findings, innovations, and outcomes to advance the field of CEhp.
3. Define strategies to champion the field of CE/CPD both internally and externally
4. Identify practical strategies that foster a culture of diversity, equity, and inclusion within the Alliance community as well as in the organizations we support.

# Create at least two goals that will advance your career and enhance your skills and talents.

1. Adopt at least one strategy that promotes well-being and brings joy to learning for you and your learners.
	1. **IRB Approval for Human Subjects Research Please indicate if your abstract describes human subject research. If you are unsure, please consult your Institutional Review Board (IRB) for further guidance. (Y/N)**
		* **If you answered 'Yes' to your abstract describing human subjects research, please indicate if you received IRB approval or exemption from this work. If you answered 'Yes' to the question regarding human subjects research and 'No' to this question, your abstract will be rejected without review. If you answered 'Yes' to this question, you will be required to submit proof of your IRB approval under the ' Upload IRB Approval or Exemption Documentation' task. (Y/N/NA)**
	2. **Poster Description** – max 300 words

Submissions must include the study objective, methods, results, and conclusions. Additionally, submissions should include clear statements on how the key insights from the poster can be translatable and utilized by other individuals or organizations.

**Task 3 Poster Learning Objectives**

Provide up to 3 learning objectives that are clear, specific, measurable, and achievable for your poster. What will learners be able to DO differently because of what they learned from your poster?

**Task 4 Upload IRB Approval or Exemption Documentation**

Even if your abstract does not describe human subjects research, you must opt out of this task to submit.

**Task 5 Target Audience**

## Expected Level of Experience of Learners

## *Identify the experience level you are targeting in your session.*

## Level 1 – Awareness (Learner has heard of but has little knowledge of the topic)

## Level 2 – Basic (Learner has foundational knowledge about the topic and is able to apply related skills in practice with frequent guidance)

## Level 3 – Intermediate (Learner has broad knowledge of the topic and is able to apply related skills in practice with little guidance)

## Level 4 – Advanced (Learner has in-depth knowledge of the topic and is able to apply related skills in practice independently)

## Level 5 – Expert (Learner has in-depth knowledge of the topic, is able to apply related skills in practice independently, and is able to advise | instruct others on the topic)

## Alignment to Specific Member Sections\*

*Select all member sections to which this poster presentation would be useful.*

# Federal Health Care Educators

* + Health Care Education Organizations
	+ Hospitals and Health Systems
	+ Medical Education Companies
	+ Medical Schools
	+ Healthcare Professionals Membership Societies
	+ Industry Alliance for CE (IACE)
	+ State Medical Societies
	+ Professionals with Educational Expertise, Resources, and Services (PEERS)

## Task 6 Acknowledgement of Eligibility and Compliance

## As lead faculty submitting a proposal, you are also agreeing to these terms on behalf of your co-faculty, if applicable, and are responsible for communicating this co-faculty.

## You are eligible to submit a proposal if:

## The content of each proposal you develop is unique

## You as the principal faculty, verify that all co-faculty, if applicable, consent to be included on the proposal

## You and your co-faculty, if applicable, agree to present on any day during the conference, with no exceptions made

## You and your co-faculty, if applicable, plan to register for, attend, and present at the conference

## You and your co-faculty, if applicable, are able to pay all expenses related to conference preparation, travel, and participation (e.g., registration fee, preparation of presentation materials, travel, hotel, subsistence, etc.)

## The following special considerations also apply:

## The same individual should be listed on no more than four submitted proposals

## The same organization should be listed on no more than seven submitted proposals

## No more than four faculty should be listed on any submitted proposal

**Task 7 Financial Disclosures**

Each author is required to submit a Disclosure of financial interests & relationships. You can access each author's form by clicking on the name(s) below.

In addition, the blue conversation bubble next to each name will create an automatic email to that speaker inviting them to complete the form.

The Alliance will be collecting two forms of disclosure. First, we will be collecting disclosure information that is pertinent to fulfilling the requirements of the accrediting bodies in order to offer CE credit at the conference. The second form of disclosure is related to any relationships speakers may have with the products, services, educational platforms, or support received or provided that will be discussed as part of the proposed presentation. Having either of these types of relationships will not preclude you from serving as a presenter, however the Alliance will ask how you intend to balance your presentations and prevent bias or self-promotion.

1. **Disclosure Declaration**

In the past 12 months, have you (and/or my spouse/partner) have had either a financial interest/arrangement with one or more entities producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients or consulting services related to continuing education in the health professions? If so, click the 'Add a financial relationship' link below.

* NO, I (and/or my spouse/partner) do not have any financial relationships to report.
* YES, within the past 12 months I (and/or my spouse/partner) have had either a financial interest/arrangement with one or more entities producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients or consulting services related to continuing education in the health professions.

2. **Financial Relationships (Add financial relationships if applicable)**

3. **Presentation Bias**

If you reported relationship(s) above with a commercial organization that produces health care products or services. Does the educational content (over which you have control) involve the products or services of the commercial organization?\* (Y/N/NA)

4. **Agreement**

Presenters who refer to commercial products must abide by the following standards: As a faculty member, we request that you attest to the follow statements. Please place a check in each box to indicate your understanding of and willingness to comply with the statements below.

I certify that the information I have provided is complete to the best of my knowledge and I accept responsibility for the accuracy of the information in response to the aforementioned questions.

**Poster Author Specific Information**

Poster submitters will be able to invite additional poster authors to complete their profile and required forms in the portal. Once the submitter adds an author’s name and email address, they can hit a button to invite that authors to the portal to complete required forms.

1. **Personal Details**

Prefix

First Name\*

Middle Initial

Last Name\*

Suffix

Pronouns

 he/him/his

 she/her/hers

 they/them/theirs

 Self-describe:

Phone Number\*

Cell Phone

Fax

Email Address\*

Mailing Address

1. **Professional Information** (As it should appear on conference marketing materials)

Position (max character 100)\*

Organization\*

Credentials

Role \*(Primary or Co-Presenter)

1. Have you previously been an author on a submitted abstract for the Alliance Annual Conference? \* (Y/N)
2. Have you previously presented at an Alliance Annual Conference? \* (Y/N)
3. Please select the Member Section most appropriate for your current role:

# Federal Health Care Educators

* Health Care Education Organizations
* Hospitals and Health Systems
* Medical Education Companies
* Medical Schools
* Healthcare Professionals Membership Societies
* Industry Alliance for CE (IACE)
* State Medical Societies
* Professionals with Educational Expertise, Resources, and Services (PEERS)
* N/A
	+ If you selected N/A, please provide a rationale.
1. Biography\* (Please limit your biography to 400 characters.)
2. Have you presented at other educational conferences within the last 2 years?\* (Y/N)
	1. If yes, please share which conferences and when.
3. Membership Status\* - Are you currently a member of the Alliance? (Y/N)

**Poster Submission Checklist**

*Utilize the following checklist to insure you have all required elements for your poster submission.*

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Prompts** | **Place a checkmark below to ensure your poster has all necessary components**  |
| Title | Is title included at the top of the poster? |  |
| Authors | Are names of authors/contributors included? |  |
| Institution/Organization | Is name of all affiliated institutions/organizations included?  |  |
| Team approval | Have all co-authors approved the poster? |  |
| Disclosures  | Are disclosures of conflicts of interests mentioned?  |  |
| References  | Are there 3-4 references included?  |  |
| Necessary components | Is Background included?Are Objectives included?Are Methods included?Are Results included?Is Discussion included?Is Conclusion included? |  |
| Figure/Table | Is a figure or table included? |  |
| Format | Is the write-up well written?Is the information clearly communicated?Is the format easy to follow?Is it free of typos or other errors?Is the font readable?Is it printable to a 4ft H x 8ft W (max) size? |  |
| Fair Balanced | Is the topic without commercial bias? Does it avoid promoting a single company, brand, product, or service? |  |

**Final Poster Rubric for Reviewers**

*Poster submissions will be rated by reviewers according to the following rubric.*

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **1**  | **2** | **3** | **4** | **5 (Strongest)** | **Total Score** |
| **Poster Appearance and Clarity** |  |  |  |  |  |  |
| **Poster Organization**  |  |  |  |  |  |  |
| **Content (Design, methods, analysis of results, concepts advancing medical education)** |  |  |  |  |  |  |
| **Applicability to CPD professionals and healthcare professionals** |  |  |  |  |  |  |
| **Poster Presentation (~2 minutes)** |  |  |  |  |  |  |