



Association of Asthma Educators Abstract Presentations

2010 Annual Conference July 30-August 2
Hilton, Located in the Walt Disney World® Resort - Orlando, FL
Submission Deadline April 15, 2010

The Association of Asthma Educators invites submission of abstracts related to any aspect of care of patients with Asthma. The abstracts will be peer reviewed by a conference committee panel, and selected authors will be invited to present posters at the Association of Asthma Educators' annual conference in Orlando, Florida. Selected abstracts will also be published in the *Journal of Asthma and Allergy Educators*. Winning abstract will be published in the Association of Asthma Educators newsletter, *Talking About Asthma*. You do not have to be a member of AAE to submit an abstract. However, AAE members in good standing of their membership dues when the abstract is submitted, will be allotted two bonus points toward a chance at receiving a \$500 travel award. Details of the AAE conference registration can be found at www.asthmaeducators.org or call 888-988-7747.

Specifications – Read Carefully!

An abstract may report (1) **an asthma education program or asthma program evaluation**, (2) **device and technique evaluation**, or (3) **a drug clinical trial**. The abstract may have been presented previously. The abstract is the only evidence by which the reviewers can decide whether the authors should be invited to present a poster at the AAE. Therefore, *the abstract must provide all important data, findings, and conclusions*. Give specific information. Do not write such general statements as “Results will be presented” or “Significance will be discussed.”

Abstract Submissions With Data

Abstract *must* include (1) Background: statement of research problem, question, or hypothesis; (2) Method: description of research design and conduct in sufficient detail to permit judgment of validity; (3) Results: statement of research findings with quantitative data and statistical analysis, or qualitative findings; (4) Conclusions: interpretation of the meaning of the results.

Asthma Education Programs Without Evaluation Data

If you are presenting an asthma education program or story board (without evaluation) the author(s) *must*:

- (1) Describe significance or background to the development of knowledge and practice of the asthma education program or related subject;
- (2) Describe the program audience and size
- (3) Include asthma education tools that are unique to the program or are standardized.

Format and Typing Instructions

Paper size should be 8.5” x 11” (approx 21 x 28 cm), with all margins set to 1.5” (approx 4 cm). Limit is two pages (one page text, one page table or figure). Save the text portion of your abstract in a Microsoft Word compatible file format. Excel is preferred for any accompanying graphics. Accepted abstracts will be reduced by 40%; therefore, the size of the original text should be *at least a 10 point font*. Abstract word limit is 300, excluding the table or figure. Abstracts may have 1 clear, concise table or figure. A font like Helvetica or Times makes the clearest reproduction. The first line of the abstract should be the title in all capital letters. Title should explain content. Follow title with names of all authors (including credentials), institution(s), and location; underline presenter's name. Print the abstract *single spaced in one paragraph on a clean sheet of paper, using margins set so that the abstract will fit into a box no bigger than 20 cm (7.8”) by 13.6 cm (5.4”). Margins set at 1.5” all around will fit*. Insert only one letter space between sentences. Provide all author information requested. Standard abbreviations may be employed without explanation; new or infrequently used abbreviations should be spelled out on first use. Any recurring phrase or expression may be abbreviated, if it is first explained. Check the abstract for (1) errors in spelling, grammar, facts, and figures; (2) clarity of language; and (3) conformance to these specifications. An abstract not prepared as requested may not be reviewed.

Questions about preparing or submitting an abstract to AAE?

Email Catherine Kier: catherine.kier@stonybrook.edu, Phone: 631-444-8340. For those who have not prepared an abstract or poster before, refer to the “how to write an abstract” and “how to present a poster” PowerPoint presentations on the AAE website.

Electronic Submission

Abstracts should be submitted electronically. Send all submissions to Shelby Walker: shelby.walker@asthmaeducators.org. Acknowledgement of receipt will be sent via email. Contact the AAE office if you are unable to send electronically.

Poster Presentation Information

Posters shall be no smaller than 4’ x 6’ and no greater than 4’ x 8’

Push pins will be available at the poster session

Poster Format

Poster should contain sections consistent with the specifications above, for posters with or without evaluation data.

Your poster must contain the following sections:

- Header: title, authors, authors' affiliations
- Abstract
- Introduction
- Methodology
- Figures and tables
- Results and conclusions