



New this year, oral abstract presentations!
Guidelines for Submission of Abstracts
Annual Conference August 3-5, 2012
Portland Marriott Downtown Waterfront • Portland, Oregon
Submission Deadline: April 2, 2012

The Association of Asthma Educators invites submission of abstracts related to any aspect of diagnosis, care or education of asthma. The abstracts will be peer reviewed by a conference committee panel, and selected authors of selected abstracts will be invited to present either an oral or poster presentation at the Association of Asthma Educators' annual conference in Portland, Oregon. Selected abstracts will also be published in the *Journal of Asthma and Allergy Educators*. 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.

Specifications — Read Carefully!

An abstract may report **(1) asthma diagnosis and/or care, (2) an asthma education program or asthma program evaluation, (3) device and technique evaluation, or (4) a drug clinical trial.** The abstract **should not have** been presented previously. The abstract is the only evidence by which the reviewers can decide whether the authors should be invited to present as an oral presentation or a poster presentation at the AAE Conference. 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 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. 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 one 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, together with required information on page 2 of this document. Send all submissions to Shelby Cartwright: shelby.cartwright@asthmaeducators.org. Acknowledgement of receipt will be sent via email. If you have not received an acknowledgement of receipt by the April 2 deadline please contact Shelby Cartwright immediately. It is the author's responsibility to confirm receipt.

Abstracts received after the April 2 deadline will not be reviewed.

Oral Presentation

Should your abstract be invited for oral presentation you will be given guidelines and instructions on the day of invitation.

Poster Presentation

Posters shall be no greater than 4' x 6'. Push pins will be available at the poster session.

Poster Format

Poster should contain sections consistent with the specifications above.

Your poster must contain the following sections:

- Header: title, authors, authors' affiliations
- Abstract
- Introduction
- Methodology
- Figures and tables
- Results and conclusions (*unless presenting an asthma education program without evaluation data - specifications as above*)

Notification of Acceptance

You will be notified of acceptance of your abstract **June 1, 2012.** It is the authors responsibility to confirm receipt of notification of



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Please submit the following information with abstract.

Use one sheet per abstract.

***Submitting Author**

First Name _____ MI _____ Last Name _____

Degrees _____

Professional Title _____

Organization/Institute _____

Organization Address _____

City/State/Zip _____

Email Address _____ Phone _____

Authors (List all authors. Use a separate sheet for additional names.)

First Name _____ MI _____ Last Name _____

Degrees _____

Professional Title _____

Organization _____

First Name _____ MI _____ Last Name _____

Degrees _____

Professional Title _____

Organization _____

First Name _____ MI _____ Last Name _____

Degrees _____

Professional Title _____

Organization _____

Area

- Asthma Diagnosis and/or Care
- Asthma Education Program or Program Evaluation
- Device and Technique Evaluation
- Drug Clinical Trial

****All correspondence will be through submitting author. Please specify if submitting author is different from presenting author.***