



AAE Phoenix 2018 ABSTRACTS/PROJECT POSTERS

The Association of Asthma Educators invites submission of abstracts/project posters related to any aspect of diagnosis, care or education of asthma. The submissions will be peer reviewed by a conference committee panel, and selected authors of accepted abstracts/project posters will be invited to present a poster presentation at the Association of Asthma Educators' annual conference in Phoenix, AZ at the Arizona Grand Resort from July 20-22, 2017. Three "top" submissions will be chosen for oral presentations during the conference agenda. You do not have to be a member of AAE to submit an abstract/poster. However, if accepted, the presenter must be registered for the AAE meeting and a current AAE member in good standing of their membership dues to present at conference. **The top abstract/poster winner after review will be provided free registration for the 2019 conference.**

Specifications — Read Carefully!

An abstract/poster project 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 submission should not have been presented previously. The information you provide 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 submission 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/Poster Project Submissions with Data:

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.

Deadline for submissions: 4:00 PM EST May 7, 2018

Encore Presentations

Previously presented research that remains of current importance may be submitted for presentation at the conference but will not be included in the Top Scoring Abstract evaluation. Abstracts presented previously at the AAE Annual Meeting will not be accepted.

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 in a Microsoft Word compatible file format **not a pdf file**. Excel is preferred for any accompanying graphics. The size of the original text should be at least a 10 point font. Word limit is 300, excluding the table or figure. Abstracts/Poster Project may have one clear, concise table or figure. A font like Helvetica or Times makes the clearest reproduction. The first line 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 information 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 for: (1) errors in spelling, grammar, facts, and figures; (2) clarity of language; and (3) conformance to these specifications. An abstract/poster project not prepared as requested may not be reviewed.

Electronic Submission

Abstracts/Poster Project should be submitted electronically along with required information on this document. Send all submissions to Mona Tsoukleris at mtsoukle@rx.umaryland.edu. Acknowledgement of receipt will be sent via email. If you have not received an acknowledgement of receipt by the April 6th deadline, please contact AAE **by telephone** 888.988.7747 immediately. It is the author's responsibility to confirm receipt. Abstracts/Poster Projects received after the April 6th deadline will not be reviewed.

Oral Presentation

The presenters of the top three abstracts/poster projects will be invited for an oral presentation in addition to the poster presentation. You will be given guidelines and instructions about the day of presentations if selected. If selected to present orally at the conference you will be responsible for travel, lodging, and other expenses.

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/Poster Project
- 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 by May 30, 2018. It is the author's responsibility to confirm receipt of notification of acceptance or non-acceptance. Please contact Mona Tsoukleris immediately if email is not received by May 31, 2018. If your poster is selected for display, you will be responsible for travel, lodging, and other expenses.

Guidelines for Submission of Abstracts/Project Posters

AAE Annual Conference • July 20-22 2018

Arizona Grand Resort, Phoenix AZ

Submission Deadline: April 6, 2018 by 4:00pm

Please submit the following information:

*Submitting Author

First Name_____MI_____ Last Name_____

Degrees_____ Professional Title_____

Organization/Institute_____

Organization Address_____

City/State/Zip_____

Email Address_____ Preferred Phone_____

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

Additional Author: First Name_____MI_____ Last Name_____

Degrees_____ Professional Title_____

Organization/Institute_____

Organization Address_____

City/State/Zip_____

Email Address_____ Preferred Phone_____

Additional Author: First Name_____MI_____ Last Name_____

Degrees_____ Professional Title_____

Organization/Institute_____

Organization Address_____

City/State/Zip_____

Email Address_____ Preferred Phone_____

ADD MORE SPOTS IF NEEDED FOR ADDITIONAL AUTHORS

Abstract/Poster Project Major Area (check one)

Asthma Diagnosis and/or Care

Asthma Education Program or Program Evaluation

Device and Technique Evaluation

Drug Clinical Trial

Data (check one)

Abstract/Poster Project with data

Abstract/Poster Project without data

*All correspondence will be done with the submitting author. Please specify if submitting author is different from presenting author.