



## **AAE Minneapolis 2020 RESEARCH/PROJECT POSTERS Submission Guidelines**

The Association of Asthma Educators invites submission of research/project poster abstracts related to any aspect of asthma diagnosis, management, education, reimbursement or billing for asthma education. Submissions will be peer reviewed by a conference committee panel and selected authors will be invited to present a poster at the Association of Asthma Educators (AAE) annual conference in Minneapolis, Minnesota. The meeting will be held at the Radisson Blu Mall of America on June 12 – 14, 2020. The poster session is scheduled the afternoon of Friday, June 12, 2020.

You do not have to be a member of AAE to submit an abstract. However, if accepted, the presenting author must be registered for the AAE meeting. Authors will be responsible for poster printing, travel, lodging, conference registration, and other expenses.

The three “top” scoring submissions will be invited to present their work in an oral podium presentation as well as the poster presentation during the conference. Both the poster and the oral abstract session are scheduled for Friday, June 12, 2020. **The presenting author of one highest scoring abstract will be provided with free registration for the 2021 conference in Nashville.**

### Notification of Acceptance

Abstracts should be submitted electronically **using the form provided in this document** to Mona Tsoukleris at [mtsoukle@rx.umaryland.edu](mailto:mtsoukle@rx.umaryland.edu) no later than 4/15/20 at 11:59 PM Eastern Standard Time. Acknowledgement of receipt will be sent via email to the corresponding author. If you have not received an acknowledgement of receipt by April 16<sup>th</sup> at 11:59 pm, please contact AAE **by telephone** 888.988.7747 on the next business day. The corresponding author shall be responsible for confirming receipt. Abstracts received after the April 15<sup>th</sup> deadline will not be reviewed. **Abstracts that do not follow the Submission Guidelines may be returned without review.**

Notification of acceptance will be sent to the corresponding author by May 15, 2020 11:59 pm. The corresponding author shall be responsible for confirming receipt of notification of acceptance or non-acceptance and informing other contributing authors. Please contact Mona Tsoukleris immediately if an email is not received by May 16, 2020.

## **Deadline for submissions: 11:59 PM EST April 15, 2020**

### **Instructions — Read Carefully!**

Abstract/project poster categories:

- (1) asthma diagnosis and/or management
- (2) asthma education program or asthma program evaluation
- (3) device and technique evaluation
  
- (4) reimbursement/billing for asthma education
- (5) a drug clinical trial
- (6) ENCORE presentation (If the work has been presented as a poster at a national meeting or has been presented in an oral podium session at a national meeting or has been previously published in any form, it should be submitted in the ENCORE poster category. The work must still be timely and relevant to be accepted.)

The information you provide is the only evidence by which reviewers can decide whether the work is worthy of the Top Scoring designation. Therefore, the submission must provide all important data, findings, and conclusions.

#### **Abstract/Project Poster Submissions with Data:**

Must include:

- (1) **Background**: statement of research problem, question, and hypothesis;
- (2) **Study Objective**,
- (3) **Methods**: description of research design and conduct in sufficient detail to permit judgment of validity; It should include the target population, study/project methods, and statistical analysis methods
- (4) **Results**: statement of research findings with quantitative data and statistical analysis, or qualitative findings;
- (5) **Conclusions**: interpretation of the meaning of the results presented.

Give specific information, general statements such as “Results will be presented” or “Significance will be discussed” will not be accepted.

#### **Asthma Education Programs Without Evaluation Data:**

If presenting an asthma education, billing/reimbursement program, or storyboard (**without** evaluation data) the author(s) must include the following:

- (1) **Significance or Background**: describe the development of knowledge and practice of the asthma education program or related subject;
- (2) **Program Audience and Size**: describe the target audience and size of the program;

(3) **Education Tools**: describe the education tools used that are unique to the program or are standardized;

(4) Services offered (reimbursement/billing): describe the type of services offered, codes used, insurance plans, providers involved and setting.

### Abstract Format and Preparation Instructions

Entire abstract/project abstract must fit in the space provided on the form at the end of this document (pages 4-7). Abstracts/Project Poster may have one clear, concise table or figure; in this case, you are allowed two pages if a table or figure needs to be included (one page for the text and one page for the table or figure) with all pages in the same electronic document. Save the document in Microsoft Word or compatible file format **not a pdf file. Links to Google docs or other file sharing applications are not acceptable.**

Font size of text should be at least a 10-point font. Word limit is 300, excluding the title, table or figure, if any. A font like Calibri, Arial, Helvetica or Times are most easily read. The first line should be the title IN ALL CAPITAL LETTERS. Title should explain content. Follow title on a new line with names of all authors (including credentials), institution(s), and location; underline the presenter's name. 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 instructions. An abstract not prepared as requested may be returned without review.

Oral Presentation (Applicable only to those notified as "winners" of the three Top Scoring abstracts.

The presenters of the three Top Scoring Abstracts who are invited for an oral presentation in addition to the poster presentation will be given guidelines and instructions regarding the oral podium session.

### Poster Presentation

Poster boards will be standard size (between 4-5' high and 6-8' wide). Posters shall be no larger than 4' high by 6' wide. Push pins will be available at the poster session.

Poster Format - Poster should contain sections consistent with the specifications below.

Your poster must contain the following sections:

- Header: title, authors, authors' affiliations
- Abstract

- Background
- Objective(s)
- Methods
- Results, including figures and tables
- Conclusions (unless presenting an asthma education program without evaluation data - specifications as above)

# Abstract/Project Poster Author Information Submission Page

AAE Annual Conference • June 12-14, 2020  
Radisson Blu Mall of America, Minneapolis, Minnesota

**\*Corresponding Author** - First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ Credentials \_\_\_\_\_

Organization/Institute \_\_\_\_\_

Organization Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Preferred Phone \_\_\_\_\_

**\*Presenting Author** - First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Organization/Institute \_\_\_\_\_ Email Address \_\_\_\_\_ Preferred  
Phone \_\_\_\_\_

**Additional Author:** First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ Credentials \_\_\_\_\_

Organization/Institute \_\_\_\_\_

Email Address \_\_\_\_\_ Preferred Phone \_\_\_\_\_

**Additional Author:** First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ Credentials \_\_\_\_\_

Organization/Institute \_\_\_\_\_

Email Address \_\_\_\_\_ Preferred Phone \_\_\_\_\_

ADD MORE AUTHORS IF NEEDED

## **Abstract/Project Poster Category (check only one)**

Asthma Diagnosis and/or management

Asthma Education Program or Program Evaluation

Device and Technique Evaluation

Drug Clinical Trial

Reimbursement/billing for asthma education

ENCORE Presentation

Meeting where previously presented and/or publication citation:

\_\_\_\_\_

Data (check one)     Abstract/Poster     Project with data

\_\_ Abstract/Poster Project without data

Funding Provided by\*: \_\_\_\_\_

**\* Abstract must include any disclosure of financial support provided to each author related to the study - when applicable. Please be sure that this disclosure is also included on the poster.**

**Association of Asthma Educators 2020  
Poster Abstract Submission Page (DATA)**

**Title:**

**Authors:**

**Background:**

**Objectives:**

**Methods:**

**Results:**

**Conclusion:**

**Association of Asthma Educators 2020  
Asthma Education Program Abstract Submission Page (NO  
DATA)**

**Title:**

**Authors:**

**Significance or Background:**

**Program Audience and Size:**

**Education Tools:**