

Instructions



LSRC 48th Educational Meeting and Exhibits

April 4 - April 6, 2018

Baton Rouge, Louisiana

Open Forum Abstract Submission Deadline:

March 12, 2018, 5:00 PM

Calling all Louisiana Respiratory Therapists and Respiratory Therapy Students! The LSRC invites you to contribute to the 48th Annual Educational Meeting and Exhibits by reporting on your research, discussing a unique case study, or presenting the evaluation of a method, device, protocol, or literature review of a respiratory specific disease or topic. The LSRC is accepting the submission of abstracts for the Conference's 9th Annual Open Forum. If your abstract is selected, you will have the opportunity to present your abstract as an electronic poster during the Conference's Open Forum. First place winners from the practitioner category and the student category will each be awarded \$250. Second and third place winners in each category will receive \$150 and \$75, respectively.

The Open Forum is your opportunity to:

- represent your healthcare facility or school of respiratory therapy,
- gain recognition for your work from leading respiratory therapists, physicians, and other health care professionals in attendance at the meeting,
- receive valuable feedback on your poster/presentation given by conference attendees and judges who view your poster/presentation, and
- help the LSRC build a solid scientific basis for the profession of respiratory care, as every abstract that is presented adds another important piece of knowledge to our profession.

ABSTRACT SUBMISSION

- Abstract submission forms can be downloaded from the LSRC website: www.lsrc.net.
- Completed abstract submission forms must be submitted as a single PDF file via email to jzamja@lsuhsc.edu by **March 12, 2018**. No late submissions will be accepted.
- Upload the PDF file with the following file name format: **LastName_FirstName_Abstract**.
- You will receive an email confirming your abstract submission. If you do not receive this email, please contact jzamja@lsuhsc.edu.

ABSTRACT WITHDRAWALS/CORRECTIONS

- If you wish to withdraw your abstract after the abstract has been submitted, but before the deadline **Monday, March 12, 2018 (5:00 pm)** send an email to jzamja@lsuhsc.edu requesting the withdrawal of your abstract.

- If a correction is required after the abstract has been submitted, but before the deadline **Monday, March 12, 2018 (5:00 pm)** submit a new abstract submission form following the same submission steps described above to jzamja@lsuhsc.edu. Upload the new PDF file with the following file name format: **LastName_FirstName_Abstract_Corrections**.
- **No corrections or withdrawals will be allowed after the deadline Monday, March 12, 2018 (5:00 pm)**. Please proofread and edit your abstract carefully before submission!
- You will receive an email confirming your abstract withdrawal/new submission. If you do not receive this email, please contact jzamja@lsuhsc.edu.

ABSTRACT CONTENT

- **Abstracts** can report on an original research study, an evaluation of a method, device, or protocol, a unique case study or a literature review of a respiratory specific disease or topic.
- **Topic ideas** may include aspects of adult acute care, continuing care/rehabilitation, pediatrics, neonatology, polysomnography, cardiopulmonary technology, health care education, advocacy, or delivery of care, etc.
- **Prior Publication:** Abstracts are not to be submitted for consideration if the work covered is to be published or presented at a major national or international meeting prior to the 2018 LSRC Conference.
- **Word count:** The total word count of an abstract may not exceed 300 words or 1600 characters no spaces. Note: The 300 word count is for the abstract body only (title, authors' information, and institutions will not count towards the 300 word count).
- **Abstract body:** The abstract body must include the following components:
 1. Introduction (Background) / Rationale
 2. Research question or hypothesis (only for an original research study abstract)
 3. Methods (only for an original research study abstract or method, device, or protocol evaluation abstract)
 4. Results or Summary
 5. Conclusion or Discussion: It is not satisfactory to state: "The results will be discussed."
 - It is recommended that the abstract body be organized with headings (e.g., RATIONALE, METHODS, RESULTS, and CONCLUSIONS).
 6. References in AMA citation style.
- **Language:** Abstracts must be submitted in English. If accepted for poster presentation, it must be must be presented in English.
- **Abbreviations:** When using abbreviations, spell the full name out on first mention and follow with the abbreviation in parentheses. Do not use abbreviations in the title of the abstract. Use of unfamiliar abbreviations may be grounds for rejection unless definitions are supplied in the abstract.
- **Research Funding Source:** All abstracts and subsequent posters must specify funding source: i.e., pharmaceutical firm name, grant name and source or other specific funding source. Compliance to this rule is a prerequisite for review.

- **Abstracts of research funded by tobacco industry sources will not be considered.** If you have no specific funding source, please indicate "none."
- **Co-authors:** It is required that all authors listed on the abstract have knowledge of the abstract submission.
- **Disclosure:** The Presenting Author of an abstract must also complete the Abstract Author Disclosure, Section B of the abstract submission form (abstract submission form may be downloaded from the LSRC website: www.lsrc.net)
- **ALL ABSTRACTS NOT MEETING THE ABOVE CRITERIA WILL NOT BE ACCEPTED.**

ABSTRACT REVIEW

- Abstracts that meet acceptable scientific and ethical standards and that contain data not previously published or presented will be considered.
- The LSRC Open Forum Committee reserves the right to reject abstracts based not only on fulfilling submission criteria, but also on relative merit and the special scheduling requirements of the Conference.
- All Committee decisions regarding abstract programming are final.

E-MAIL NOTIFICATION OF ACCEPTANCE OR REJECTION

- Notification of abstract acceptance or rejection will be sent electronically to the **Presenting Author by March 16, 2018** at the email address provided in the abstract submission form. **Please note:** Check both your inbox and junk mail folder for your email notification.
- It is the responsibility of the Presenting Author to ensure that the email address is correct because correspondence relating to the abstract will be sent to this address.
- If you have not received your email notification by **5:00 pm on March 16, 2018**, please contact jzamja@lsuhsc.edu.

OBTAINING AN ELECTRONIC POSTER TEMPLATE

- Electronic poster templates will be emailed to **Presenting Authors** of accepted abstracts **by March 16, 2018**, at the email address provided in the abstract submission form. If you have not received your electronic poster template by **5:00 pm on March 16, 2018**, please contact jzamja@lsuhsc.edu.

POSTER SUBMISSION

- Electronic posters must be submitted via email to jzamja@lsuhsc.edu by **5:00 pm, March 28, 2018**.
- The person assigned as the **Presenting Author** of accepted abstracts will be expected to present the study in an electronic poster format at the State Conference.
- The **Presenting Author** is responsible for all fees associated with the Conference, including travel, housing and conference registration.

POSTER CONTENT (Each poster must specify funding source if applicable)

- **Original Scientific Research Study Abstracts:**

Your poster must also contain:

1. A descriptive title, list of authors and institutions;
2. An introduction/rationale to the study;
3. The methods used;
4. The results of the study including new data not previously published or presented at a major national or international meeting;
5. Conclusions of the study. It is not satisfactory to state: "The results will be discussed."
6. References

ALL POSTERS NOT MEETING THESE MINIMUM CRITERIA WILL NOT BE ACCEPTED. It is recommended that the poster content be organized with the following headings: **RATIONALE, METHODS, RESULTS, and CONCLUSIONS.**

- **Method, Device, or Protocol Evaluation Abstracts:**

Method, device, or protocol evaluation posters must also include:

1. Background: identification of the method, device, or protocol and its intended function.
2. Method: description of the evaluation in sufficient detail to permit judgment of its objectivity and validity.
3. Results: findings of the evaluation.
4. Conclusions: interpretation of the evaluation and experience. Cost comparisons should be included where possible and appropriate.
5. References

ALL POSTERS NOT MEETING THESE MINIMUM CRITERIA WILL NOT BE ACCEPTED.

- **Case Reports Abstracts:**

Interesting and unique case reports will be considered for presentation. Each poster should describe only a single case report. Your poster must also contain:

1. A descriptive title, list of authors and institutions;
2. An introduction
3. A description of the actual case report
4. A discussion of the novelty and importance of the specific case
5. References

ALL POSTERS NOT MEETING THESE MINIMUM CRITERIA WILL NOT BE ACCEPTED.

- **Literature Review Abstracts:**

Literature search posters must report information that is new, uncommon or of exceptional educational value and must also include:

1. Introduction: relevant basic information important to understanding the case.
2. Summary: disease diagnosis, pathophysiology, and details of treatment.
3. Discussion: content should reflect results of literature review.

4. References

ALL POSTERS NOT MEETING THESE MINIMUM CRITERIA WILL NOT BE ACCEPTED.

POSTER FORMAT

1. All components of the poster must be able to fit within the set electronic borders (**36.5" wide x 20.5" height**) of the PowerPoint Poster Slide Template.
2. Posters must be written using **Arial Font** and presented in English.
3. **Word count:** The total word count may not exceed 500 words. Note: The 500 word count is for the general body text (title, authors' information, institutions, and figures will not count towards the 500 word count).
4. **Heading:** The first line of the poster title page should be the title (**Font size 88 pt, BOLD, All in Capital Letters**); the title should explain content and contain no abbreviations.
5. Follow the title with the name of the presenter and co-authors (**Font size 54 pt, BOLD**), affiliation and location (**Font size 48 pt, BOLD**); underline the presenter's name.
6. **Subheading (Font size 50 pt, BOLD)**
7. **Body text (Font size 48 pt, BOLD)**
8. **Figures (Font size no less than 40 pt, BOLD), legends (Font size no less than 36 pt)**
6. **References (Font size no less than 28 pt, recommended 36 pt, BOLD)**
7. **Abbreviations:** Standard abbreviations may be employed in the text without explanation; new or infrequently used abbreviations should be spelled out on first use and followed by the abbreviation in parentheses.
8. Use generic names only for drugs; proprietary names may not be used.
9. **ALL POSTERS NOT MEETING THESE MINIMUM CRITERIA WILL NOT BE ACCEPTED.**
 - Posters may be returned to Presenting Authors for revisions if they were submitted before the deadline **Friday, March 22, 2017.**

POSTER PRESENTATIONS

Wednesday 3 – 4:00 pm (Lecture Hall)

- ***Presenting authors are expected to provide an oral review of their posters.***
- The Committee will select posters for oral presentations (both professional and student posters).
- Presenting authors of selected posters will be notified prior to the meeting.
- The poster to be presented will be visually displayed on a large screen in the lecture hall.
- A moderator and panel composed of Open Form Committee Members will oversee the sequence and timing of the oral presentations.
- Oral presentations will last 7-10 minutes consisting of:
 - 5-8 minutes to present (study summary, strengths, weaknesses, future plans, etc.)
 - 2 minutes of questions/discussion from audience or panel members
- Presenting authors will be held to the 8 minute presentation time limit.
- Presenting authors should be familiar with all works cited.

Wednesday 4:00 – 7:30 pm, Thursday 9 – 10 am and 1 – 2 pm (Exhibit Hall)

- All posters will be displayed continuously in 5 minute intervals on a video monitor(s) located in the vendor's exhibit hall and during Pelican Bowl Preliminaries.
- How often a poster is displayed depends on the number of accepted abstracts.
- A list of the sequence of posters that includes the poster's title, authors and affiliation information will be placed alongside the video monitor(s).

Thursday 6:00 pm (Lecture Hall)

- Awards will be presented after the Pelican Bowl Finals.

SUMMARY OF DEADLINES

March 12, 2018, 5:00 pm	Abstract submission deadline Abstract withdrawal/corrections
March 16, 2018, 5:00 pm	Notification of abstract acceptance/rejection Electronic poster templates sent to authors
March 28, 2018, 5:00 pm	Electronic poster submission deadline

For questions or additional information contact:

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References:

1. American Thoracic Society, Call for Abstracts: ATS 2014 International Conference, Submission of Scientific Abstracts and Case Reports Instructions
2. American Association for Respiratory Care Congress 2014, Call for Abstracts Respiratory