

*American Academy of Medical Administrators
Research & Educational Foundation*

**CALL FOR
POSTER SESSION ABSTRACTS**

**2012 ACCA Annual Cardiovascular Administrators' Leadership Conference
March 21-23, 2012
Chicago, IL**

The 2012 Conference will focus on advancing leaders' knowledge of strategies for success. All submissions will be blind-reviewed and considered for their potential contribution to the field.

Guidelines for Poster Session Abstracts

1. All abstracts should be typed and be no longer than 350 words.
2. Abstracts must be **submitted by email attachment in Microsoft Word.**
3. All abstracts should fall within one of the following categories: Research, Operations, Clinical or Educational Projects, and include: (1) Title, (2) Purpose, (3) Specific Aims, (4) Methods, (5) Results, (6) Conclusions and (7) Implications for advancing the field of knowledge related to healthcare management.
4. All abstracts for poster presentations must be sent electronically no later than **February 15, 2012.**
5. Poster presenters will be notified of the decision of the Review Committee, and must confirm their participation by **February 20, 2012.**
6. Poster presenters are expected to register for the ACCA conference and be present at their poster display during the defined times of exhibit hours.
7. By submitting an abstract to the Review Committee for acceptance, the poster presenter agrees that it may be published in the *AAMA Executive Online*.

GENERAL INFORMATION

Display Dates of Poster: March 21-23, 2012

Poster Hours:

Poster must be hung: Wednesday, March 21, between 05:30 - 07:00 pm
Poster on exhibit: Thursday, March 22, 07:00 am - 05:10 pm
Friday, March 23, 07:30 am - 11:00 am
Remove poster: Friday, March 23, 11:00 am - 1:00 pm

POSTER SESSIONS

Criteria for Preparation of your Poster

Poster presenters are **requested to be at their display boards during all breaks in the exhibit hall** to informally discuss their posters.

Information to Include

The poster display should include a statement of the problem, objectives of the research or project, the methodology used to solve the problem or implement the program, the major findings or outcomes and their significance, and conclusions. There should be a logical sequence--introduction, development, and conclusion--to your display. Each sheet should be numbered. A heading should be prepared for your presentation. The heading should include the title of the poster session and all authors' names and institutional affiliations. Your poster session abstract should appear in the top left-hand corner of the board.

Please follow the headings listed to provide consistency in poster presentations: Title, Purpose, Specific Aims, Methods, Results, Conclusions, and Implications for advancing the field of knowledge related to healthcare administration.

Your poster must be free of any commercial bias. If your research/project was funded, you may list supporters at the bottom of the poster.

AAMA is not responsible for any loss or damage to the poster.

PREPARATION OF THE DISPLAY

Space available: Posters will be mounted on a freestanding display board provided by AAMA/ACCA. Maximum display size is approximately 6' long by 4' high. Multiple posters may be displayed together on the display board if space permits.

Lightweight poster: The poster, whether a series of small sheets or one large poster, should be hung with Velcro or pins.

NO A/V services will be provided. **NO electricity** will be provided. **NO computer/Internet** hookup will be provided. **NO sound** may be used in your poster display; it is only a printed/illustrated poster display.

AAMA will not be responsible for any shipping, shipping charges or receiving charges at the hotel. If you ship the poster, please ship to the hotel in your name.

Handouts: If you would like to distribute handouts, they are your responsibility to prepare and distribute. One chair will be provided for each poster to use to set out handouts for distribution. No tables will be provided. We strongly encourage you to provide handouts for participants.

Questions may be directed to Guy Snyder at: guy@aameda.org

ABSTRACT COVER SHEET

Submissions must be **emailed** to: guy@aameda.org

Abstract Title:

**Author 1:
Institution:**

**Author 2:
Institution:**

**Author 3:
Institution:**

PRESENTER'S NAME:

First

Last

Credentials

PRESENTER'S TITLE:

AFFILIATION:

ADDRESS:

CONTACT INFO:

Phone

Email

NOTE: By submitting this abstract to the review committee, you agree that accepted abstracts for poster presentation may be published in the proceedings book and/or the *AAMA Executive Online*, as submitted on the attached form.