

CALL FOR POSTER COMPETITION

*Florida Chapter ACP Fall 2024
Resident & Medical Student Poster Competition
July 15, 2024 – October 26, 2024*

The Florida Chapter is excited to announce the Call for Poster Competition for the Fall 2024 Resident and Medical Students Hybrid Poster Competition, taking place **July 15 – October 26, 2024**

PRELIMINARY ROUND – VIRTUAL July 15 – September 2, 2024

At the conclusion of the preliminary round of competition, scores will be tabulated to determine the finalists. The finalists will be notified and invited to present their poster in-person for the finals round. We anticipate sending these finalist notifications on September 16, 2024

FINALS ROUND – IN PERSON: October 26, 2024

(at the FL Chapter ACP 2024 Annual Scientific Meeting at The Westin Fort Lauderdale Beach Resort in Fort Lauderdale, FL.)

Winners of the Poster Competition will be announced immediately following the Finals round of competition on October 26, 2024

DEADLINE

THE DEADLINE FOR SUBMITTING ENTRIES IS MONDAY AUGUST 19, 2024 11:59 P.M.

NO ABSTRACTS WILL BE ACCEPTED AFTER THE DEADLINE. We encourage you - DO NOT WAIT UNTIL THE LAST MINUTE! Computer glitches DO happen, however, we cannot take responsibility if your abstract was not submitted correctly.

Please be sure to correctly enter your most current e-mail address when submitting your abstract as all communication regarding the abstract competition will be sent electronically to the email address that you provide.

ACP automatically sends you an immediate e-mail confirmation once your abstract has been successfully submitted. If you do not receive your email confirmation within 24 hours of your submission, you should do the following:

- Check to see if the confirmation went to your spam folder
- Follow up with Shelly Hakes in the FL Chapter office at SHakes@floridachapteracp.org to be sure that it was received.

(Please include the name of your Medical School or Residency Program in your email)

HOW TO SUBMIT

ABSTRACTS CAN ONLY BE SUBMITTED ELECTRONICALLY THROUGH THE ONLINE ABSTRACT SUBMISSION FORM:

YOUR SUBMISSION MUST INCLUDE THE FOLLOWING 3 ELEMENTS:

1. A WRITTEN ABSTRACT

- 500 words or less, No graphs, photos or references
- To view ACP's guidelines and tips on preparing an abstract, visit http://www.acponline.org/residents_fellows/competitions/abstract/prepare/

2. A PRESENTATION MEDIA LINK

INSTRUCTIONS TO CREATE YOUR VOICE-OVER POWERPOINT AND MEDIA LINK:

- **Create your ePoster as a ONE SLIDE PowerPoint with a recorded voice-over.**
- See this [LINK](#) for assistance in recording your presentation and creating the media link. (Note – this example shows a multiple slide presentation – **your e-poster must be a SINGLE SLIDE presentation.**)
- Your poster slide should be formatted like a poster that would be printed for an in-person competition.
- The **poster** may include references, photos, graphs.
- This should NOT just be the text of the abstract.
- **Your voice-over may not exceed 5 minutes in length. If it exceeds 5 minutes your submission will be disqualified.**
- **The voice-over must be done by the first author listed on the abstract.**
- **Make sure your video is NOT restricted in any way (i.e. NOT SET TO PRIVATE, NOT AGE RESTRICTED, NOT SET SO THAT IT CANNOT BE PLAYED ON OTHER WEBSITES)**

3. A PDF OF YOUR POSTER

- Format in landscape orientation to be viewed well on a laptop/computer screen.
- File must be less than 2 MB.
- Format your Poster PDF like a poster that would be printed for an in-person competition.
- The **poster** may include references, photos, and graphs.
- This should NOT be just the text of the abstract.

WHY SHOULD I SUBMIT?

- This is an educational opportunity to showcase your work. All qualified abstracts selected will be published on the FL Chapter ACP webpage and may be added to your CV.

ELIGIBILITY

DO I HAVE TO BE AN ACP MEMBER TO SUBMIT AN ABSTRACT?

- **Medical Students** – No, you do not have to be an active ACP member but you must be enrolled in good standing **at a Florida Medical or Osteopathic School.**
- **Residents** – No, you do not have to be an active ACP member but the first author must be enrolled in an Internal Medicine residency program **within the state of Florida.**

If you have not joined ACP and are interested in membership, please visit [ACP Online](#) to find out more and apply.

*****COMPETITION SUBMISSION CHECKLIST*****

- **Abstract** is under 500 words, free from grammatical errors and does not contain graphs, photos or references
- Abstract is submitted in the correct category
- Abstract is submitted by the first author
- All additional authors are listed
- Correct Email address is used
- **PDF of poster** is uploaded
 - Formatted in landscape orientation, file is < 2 MB
 - PDF of poster is formatted as if you were printing it for in-person competition (may include graphs, photos, references)
 - This should NOT just be the text of the abstract.
- **Media Link** is uploaded
 - Voice-over PPT - is your e-Poster as a **SINGLE SLIDE – not a full PPT presentation**
 - Voice-over is done by the submitting (first) author only
 - Voice-over **does not exceed 5 minutes**
 - Video is not restricted in any way (**i.e. - NOT SET TO PRIVATE, NOT AGE RESTRICTED, NOT SET SO THAT IT CANNOT BE PLAYED ON OTHER WEBSITES**)

FAILURE TO FOLLOW THE ABOVE WILL RESULT IN THE DISQUALIFICATION OF YOUR ABSTRACT.

ADDITIONAL INFORMATION AND FAQ'S

- **HOW MANY ABSTRACTS AM I ALLOWED TO SUBMIT?**
Each resident or medical student may submit up to (2) abstracts as first author, regardless of category; however; only ONE abstract per medical student or resident will be chosen for competition. There is no limit on submissions as a second author.
- **I AM UNABLE TO VIEW THE ABSTRACT SUBMISSION FORM OR I GET ERROR MESSAGES. WHAT SHOULD I DO?**
You must be a current, active ACP member to view the abstract submission form. If you receive an error message, ***your membership with ACP is not currently active.*** The abstract submission form is only viewable to active student and resident/fellow members. Students or residents who are not current active members of the chapter, or non-members will receive an error message when they try to view the form. ***Please note:***

Updating membership records through ACP may take up to 48 hours so please check if you are able to view the form early to avoid issues. If you have issues with membership or your online account, please contact ACP Customer Service at <https://www.acponline.org/contact> or 1-800-523-1546.

- **CAN I MAKE CHANGES AFTER MY ABSTRACT IS SUBMITTED?**
Yes changes can be made to your abstract or poster once it has been submitted but **please review it carefully before submitting – make sure to submit in the proper category and include all your additional authors.**
- **WHEN WILL I KNOW IF MY ABSTRACT WAS SELECTED FOR COMPETITION?**
Abstracts for the poster competition will include selections from each of the Florida Internal Medicine Residency Programs and Florida Medical Schools. All first authors will receive notification of abstracts selected for the competition. We anticipate sending these notifications approximately September 16, 2024. If selected, participants will be required to register for the competition no later than September 29, 2024.
- Registration fees for the competition are as follows: Residents \$75 and Medical Students \$25.
- **IF MY POSTER IS SELECTED FOR THE FINAL ROUND AND I AM NOT ABLE TO ATTEND ON OCTOBER 26, 2024, WHO MAY PRESENT MY POSTER?**
If you will not be able to present your poster it may be presented by a co-author with the following conditions:
 - The co-author must be listed on your original abstract submission
 - The co-author must be an ACP member AND be in the same member class (residents may present in the resident competition; medical students may present in the medical student competition)
 - The co-author must not be presenting another poster.
(Each resident or medical student may present only ONE poster)

Need additional information? Please contact Shelly Hakes SHakes@floridachapteracp.org or Dawn Moerings DMoerings@floridachapteracp.org or call the Chapter office at 904-355-0800.

Thank you,
Elisa M. Sottile, MD FACP
Ankush K. Bansal, MD FACP FACPM SFHM
ACP Governors, Florida Chapter