

# Memorial

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University Medical Center

**INTERPROFESSIONAL RESEARCH DAY:  
Celebrating Collaboration to Improve Health**

**May 16-17, 2018**

## **PRESENTATION INSTRUCTIONS AND REQUIREMENTS**

***All Abstracts Deadline: March 1, 2018 by 5:00pm***  
***NO LATE SUBMISSION EXCEPTIONS***

***Poster Content Deadline: March 30, 2018 by 5:00pm***  
***NO LATE SUBMISSION EXCEPTIONS***

***PowerPoint Presentation Deadline: May 4, 2018 by 5:00pm***  
***NO LATE SUBMISSION EXCEPTIONS***

## RESEARCH DAY ACTIVITIES

The Memorial University Medical Center 2018 Research Day event will offer you an opportunity to highlight your healthcare research project or interesting case report. The mission is to provide academic learners a platform to present publication ready scholarly products to our local audience. Individuals able to enter include those who are involved in an accredited or recognized educational program. You must be the principal investigator of your project and may not present your supervisor's work. Research and clinical case report posters will be presented on the afternoon of Wednesday, May 16, 2018. Oral presentations are limited to research projects and will take place on Thursday, May 17, 2018. Keep in mind that completed research projects typically have the best opportunity to win the top awards. Monetary prizes will be awarded to the top three winners in the category of oral research and to the top three winners in the poster category.

## DEADLINES

**NO INTENT TO PRESENT WILL BE REQUESTED FOR THE 2018 RESEARCH DAY EVENT.**

**Abstract:** All participants **MUST** have their abstracts including final data analysis and poster content submitted to the Department of Medical Education by March 1, 2018 at 5:00pm.

**Poster Content:** All poster participants **MUST** have the content for their posters including final data analysis, graphs, and pictures submitted to the Department of Medical Education by March 30, 2018 at 5:00pm.

**Oral Presentation Deadline:** All PowerPoint presentations **MUST** be in to the Department of Medical Education by May 4, 2018 at 5:00pm.

**No exceptions or late submissions will be accepted.**

## ORAL PRESENTATIONS – General Information

Oral presentations will be allowed a total of 10 minutes, which includes a question and answer session immediately following the presentation (8-minute presentation, 2 minutes Q & A). At the end of the 8 minutes, the moderator will indicate time has concluded. There will be a two-point penalty assessed for exceeding the 8-minute presentation time limit.

A copy of the Research Day program syllabus and schedule will be provided to all presenters and program directors by April 13, 2018. If the principal investigator is not able to present, a co-author (other than faculty) must present. **If no one is available to present, the presentation will be bypassed and disqualified.** The program will move on to the next presentation.

If a presentation must be canceled, please notify the Department of Medical Education by April 6, 2018 at 350-8168 or via e-mail at [wiggije1@memorialhealth.com](mailto:wiggije1@memorialhealth.com) to allow for schedule adjustments. After April 6, 2018 the expectation is that everyone included in the syllabus will present.

Individuals presenting at the conference should attend the awards session or assign someone to represent them if unable to attend.

## POSTER PRESENTATIONS – General Information

Poster presenters are required to be present Wednesday, May 16, 2018 during judging and will be given 5 minutes to present their poster and answer questions the judges may have. A copy of the program schedule will be provided to all presenters prior to Research Day. If the principal investigator is unable to be present, a co-author (other than faculty) will need to be present. **If no one is available, the poster will be bypassed and disqualified. Plan to be present for the entire session.**

Individuals presenting at the conference should attend the award session on Thursday, May 17, 2018 or assign someone to represent them if unable to attend.

## ELIGIBILITY FOR ENTRY

### Defined Criteria of Research

*Research is the careful, systematic, scientific study and investigation in a clinical/healthcare field, undertaken to establish facts, principles, or healthcare procedures. The research question is clear, concise, and complete; the research should be clearly defined and appropriate for the research question; the data analysis procedures conform to the research design; and the abstract is complete and thorough with the essential details presented appropriately.*

### Eligibility

Research projects that are considered eligible for presentation are those projects meeting the above definition of research, and have been completed by resident physicians, medical students, nursing students, pharmacy residents, or other team members of Memorial Health who are not faculty, and have not previously been submitted for competition on Research Day. **Research projects must have been approved by the Institutional Review Board (IRB) and Research Mentor process.**

Abstracts submitted will be assessed to ensure the project has received IRB approval. If the project did not receive prior IRB approval, it will be disqualified. The abstracts will be reviewed by a panel appointed by the Research Day Planning Committee, and will include one person from each of the residency programs. All abstracts will be reviewed and judged based on the clearly defined rubric included in this packet. The top tier abstracts will be selected as oral presentations (up to 12). The middle tier abstracts will be selected as poster presentations or E-poster presentations and the bottom tier abstracts will not be presented. Both oral and poster presenters are required to attend a one-hour training on presentation techniques.

### **ABSTRACT SUBMISSION INSTRUCTIONS – ABSTRACT APPROVAL FORM INCLUDED IN THIS PACKET**

This document includes an example of the abstract form. An Abstract Form is located on the Research web site. **There is a maximum limit of 500 words.** *Please fill out form completely including an e-mail address you check on a regular basis.*

**IMPORTANT: 1)** Print out the Abstract Approval Form (included at end of packet), complete and have your Research Mentor sign and date the document attesting that the project meets the defined criteria of research, **2)** Create your Abstract in **MS Word**. **3)** Scan the signed Abstract Approval Form and email both documents [wiggie1@memorialhealth.com](mailto:wiggie1@memorialhealth.com). **NOTE: Two documents should be attached to the email, 1) Signed Abstract Approval Form and 2) 500 words or less Abstract in MS Word. Documents not submitted in the manner will be returned.**

Please note the structured format on the abstract examples. Most competitors and better journals now require structured abstracts for research studies with specific headings for each component of the abstract. The headings will vary with the nature of the project.

Following are some components for structured abstracts:

- Objective
- Design
- Setting
- Methods
- Patients or other participants
- Interventions
- Main outcome measures
- Results

- Conclusions

A format found in other literature lists as a minimum:

- Purpose or objective
- Methods
- Results
- Conclusions

Case reports have a different format. The abstracts are synopses written in narrative form rather than with structured headings. The following general sections are addressed:

- Introduction
- Case reports
  - Chief complaint and present medical history
  - Past medical, family and social histories
  - Physical examination
  - Laboratory findings
- Discussion
- Conclusions

## **ORAL PRESENTATION GUIDELINES**

The presentation should be reviewed and approved by the presenter's Research Mentor. The abstract must include the attestation by the Research Mentor for the project that the presentation meets the definition of research. The presentation must be in compliance with HIPAA regulations. Therefore, all patient identification data must be removed. Failure to comply with HIPAA regulations will result in the disqualification of the oral presentation.

### **PowerPoint**

- File name should include author's last name and abbreviated presentation title
- A title slide should be present containing presentation title and author's name (s)
- Disclosure slide should be a beginning of presentation
- Text considerations:
  - Outline format instead of paragraph
    - Limit bullet lists to about 8 major points
  - Do not read from slides
  - Avoid abbreviations and jargon
- Video clips:
  - Keep video clips together in a folder with PowerPoint file at all times
  - WMV is the best format video file type to insert in PowerPoint
- MS PowerPoint 2013 is the current version supported
- Do not use plain black and white presentation format
- **Submit FINAL PowerPoint files to Jean Wiggins in the Medical Education Department by Friday, May 4, 2018 by 5:00pm.**

**POSTER PRESENTATION GUIDELINES**

Poster content should be reviewed and approved by the presenter’s Research Mentor before placing order. The abstract must include the attestation by the project’s Research Mentor that the presentation meets the definition of research. The poster must be in compliance with HIPAA regulations. Therefore, all patient identification data must be removed. Failure to comply with HIPAA regulations will result in the disqualification of the poster presentation.

**General Specifications**

- Size: **Poster should not be larger than 36 feet by 44 feet**. The only exceptions is for posters made for presentation at another conference or an E-poster.
- Heading should include: title, authors, department, and organization
- Subheadings will vary with the nature of the project
- Text should be large enough to read from 3 feet away
- Avoid use of abbreviations and jargon
- The poster should be able to "stand alone" with regard to content
- Text in Microsoft Word or PowerPoint file
- Original jpg images if possible
- Figures and tables that are labeled and referred to in text. Include legends.
- **NOTE:** Medical Education will only be able to fund the printing of resident physicians’ and medical students’ posters and only if a Mercer Faculty member is the first or last author.
- **Submit poster files to Jean Wiggins in Medical Education by Friday, March 30, 2018 at 5:00pm. No late submissions or major changes will be accepted after this date.**
- Typical poster headings include:

Research Poster Presentations	Case Report Poster Presentations
Introduction/Objective	Background/Purpose
Methods	Case
Results/Findings	Discussion
Discussion	Conclusion
Summary/Conclusion	References
References	

**COMPETITION JUDGES**

Judges for the competition will be comprised of faculty guests from MUMC, MUSM, and other academic institutions, community physicians and others who were selected by the Research Day Planning committee for their individual expertise and professional experience.

**Criteria and Sample of Oral Judging Evaluation Sheet**  
**Judging Evaluation Sheet**

Name of Judge: \_\_\_\_\_  
 Scoring: 1 Poor 2 Fair 3 Satisfactory 4 Good 5 Excellent

Presenter/ Title of Presentation	Originality	Clarity	Methodology	Relevance	Presentation Skill	Comments	Total Pts.

**Criteria and Sample of Research/Clinical Case Poster Judging Evaluation Sheet**  
**Judging Evaluation Sheet**

Name of Judge: \_\_\_\_\_ Type of Posters: Clinical Case Report  
 Scoring: 1 Poor 2 Fair 3 Satisfactory 4 Good 5 Excellent

Presenter/ Title of Presentation	Originality	Clarity	Relevance/ Methodology	Case Content/ Relevance	Presentation Skill	Comments	Total Pts.



**Memorial Health University Medical Center  
INTERPROFESSIONAL RESEARCH DAY: Celebrating Collaboration to Improve Health  
May 16-17, 2018  
CALL FOR RESEARCH PRESENTATION ABSTRACTS**

**Please refer to Instructions for completion requirements of Abstract Form. Those abstracts not following the instructions will be returned.** To ensure that the abstract is considered, please complete all the information below. Submissions include the Abstract Form with required Research Director's/Program Director's signature and an electronic version in MS Word of the actual abstract itself.

Please email or fax the Abstract Form and email the MS Word Abstract to:

**Department of Medical Education, Education Building  
Attn: Jean Wiggins  
Phone: 350-8168 Fax: (912) 350-8998  
[wiggije1@memorialhealth.com](mailto:wiggije1@memorialhealth.com)**

PRIMARY AUTHOR:

SECONDARY AUTHOR(S):

FACULTY MEMBER(S) INVOLVED IN PROJECT:

PRESENTER:

DEPARTMENT:

ABSTRACT TITLE:

CELL PHONE:

PAGER #:

E-MAIL:

Research Director/Program Director:

**Attestation:** *As the Research Mentor for the above named Research Day Abstract entry, I \_\_\_\_\_ (printed Research Mentor's name) attest that this research project or case presentation has been carefully and systematically designed, been part of a scientific study and investigation in a clinical/healthcare field, and has been carried out to establish facts, principles, or healthcare procedures. The research question is clear, concise, and complete; the research is clearly defined and is appropriate for the research question; the data analysis procedures conform to the research design; and the abstract is complete and thorough with the essential details presented appropriately.*

Research Mentor Signature and Date: \_\_\_\_\_ **(Required)**

**DEADLINE FOR SUBMISSION OF RESEARCH PRESENTATION ABSTRACTS IS**

**Friday, March 1, 2018 at 5:00pm**

**Poster is due by March 30, 2018, Slide Presentation is due by Friday, May 4, 2018**

**Please submit abstract in separate MS Word document.**

**Preferred limit of 500 words. Use Arial font, 10-point type.**

**ONLY MS WORD DOCUMENT OF ABSTRACT WILL BE ACCEPTED**