**Alliance Poster Submissions Required Tasks**

*Included below are all required elements for poster submissions.*

**Task 1 Poster Authors**

* We are committed to creating a conference that represents a wide range of perspectives, ensuring that everyone's voice is heard and valued. Diversity and inclusion are essential for fostering innovation, collaboration, and a vibrant exchange of ideas. We encourage individuals from all backgrounds and experience levels to submit posters.
* Poster submitters will be able to invite additional poster authors to complete their profile and required forms in the portal. Once the submitter adds an author’s name and email address, they can hit a button to invite that authors to the portal to complete required forms.

## Task 2 Session Description & Details

* 1. **Poster Title** – max 12 words

*Create a short, specific title that indicates the nature of the poster. Title should contain no abbreviations.*

## Learning Domain

*Select one appropriate learning domain. For further details:* [*Educate\_the\_educator\_curriculum\_Final\_020619.pdf (acehp.org)*](https://www.acehp.org/Portals/0/Docs/Learning/Educate_the_educator_curriculum_Final_020619.pdf)

* + - Measurement & Evaluation
		- Ed Design including Adult Learning Principles
		- Accreditation
		- Evolving & Emerging Trends including Global CPD, IPCE, and Patient Engagement
		- Research and Scholarship
		- Grants and Industry Support
		- Leadership Quality Improvement
		- Program Management
		- Technology

## Conference Learning Objectives

*Submissions should align with at least one of the overall conference learning objectives. You will enter poster-specific learning objectives in the next question.*

* 1. Assess applicability and utility of measurement and evaluation approaches to current CE program and activities.

# Utilize evidence-based education methodology and adult learning principles to design, develop and implement CEhp activities/interventions.

* 1. Identify process improvements that ensure CEhp activities are following applicable
	2. accreditation and/or regulatory and compliance requirements.
	3. Demonstrate familiarity with evolving and emerging trends impacting CEhp
	4. Incorporate recent studies/findings, innovations, and outcomes (new knowledge) that impact our practice and advance the field of CPD.
	5. Identify practical strategies that foster a culture of diversity, equity, and inclusion and access within the Alliance community as well as in the organizations we support.

# Create at least two SMART goals that will advance your career and enhance your skills and talents.

* 1. Adopt at least one strategy that promotes well-being and joy in learning for you and your learners.
	2. **Poster Learning Objectives**

Provide up to 3 learning objectives that are clear, specific, measurable, and achievable for your poster. What will learners be able to DO differently because of what they learned from your poster?

1. **Poster Description** – max 300 words

Submissions must include the study objective, methods, results, and conclusions. Additionally, submissions should include clear statements on how the key insights from the poster can be translatable and utilized by other individuals or organizations.

**Task 3 Target Audience**

## Alignment to Specific Member Sections\*

*Select all member sections to which this poster presentation would be useful.*

# Federal Health Care Educators

* + Health Care Education Organizations
	+ Hospitals and Health Systems
	+ Medical Education Companies
	+ Medical Schools
	+ Healthcare Professionals Membership Societies
	+ Industry Alliance for CE (IACE)
	+ State Medical Societies
	+ Professionals with Educational Expertise, Resources, and Services (PEERS)

**Task 4 IRB Approval for Human Subjects Research**

1. **Please indicate if your abstract describes human subject research. If you are unsure, please consult your Institutional Review Board (IRB) for further guidance. (Yes/no)**
2. **If you answered 'Yes' to your abstract describing human subjects research, please indicate if you received IRB approval or exemption from this work. If you answered 'Yes' to the question regarding human subjects research and 'No' to this question, your abstract will be rejected without review. If you answered 'Yes' to this question, you will be required to submit proof of your IRB approval under the ' Upload IRB Approval or Exemption Documentation' task.**

## Task 5 Acknowledgement of Eligibility and Compliance

* Completed by each author

**Task 6 Financial Disclosures**

* Completed by each author

**Task 7 Member Section**

* Completed by each author

**Task 8 Previous Poster Submissions**

* Completed by each author

**Poster Submission Checklist**

*Utilize the following checklist to insure you have all required elements for your poster submission.*

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Prompts** | **Place a checkmark below to ensure your poster has all necessary components**  |
| Title | Is title included at the top of the poster? |  |
| Authors | Are names of authors/contributors included? |  |
| Institution/Organization | Is name of all affiliated institutions/organizations included?  |  |
| Team approval | Have all co-authors approved the poster? |  |
| Disclosures  | Are disclosures of conflicts of interests mentioned?  |  |
| References  | Are there 3-4 references included?  |  |
| Necessary components | Is Background included?Are Objectives included?Are Methods included?Are Results included?Is Discussion included?Is Conclusion included? |  |
| Figure/Table | Is a figure or table included? |  |
| Format | Is the write-up well written?Is the information clearly communicated?Is the format easy to follow?Is it free of typos or other errors?Is the font readable?Is it printable to a 4ft H x 8ft W (max) size? |  |
| Fair Balanced | Is the topic without commercial bias? Does it avoid promoting a single company, brand, product, or service? |  |

**Final Poster Rubric for Reviewers**

*Poster submissions will be rated by reviewers according to the following rubric.*

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **1**  | **2** | **3** | **4** | **5 (Strongest)** | **Total Score** |
| **Poster Appearance and Clarity** |  |  |  |  |  |  |
| **Poster Organization**  |  |  |  |  |  |  |
| **Content (Design, methods, analysis of results, concepts advancing medical education)** |  |  |  |  |  |  |
| **Applicability to CPD professionals and healthcare professionals** |  |  |  |  |  |  |
| **Poster Presentation (~2 minutes)** |  |  |  |  |  |  |