Poster Application Guidelines

All applicants must review the guidelines below prior to completing the online form.

Oral and General Poster Presentation Deadline: May 1

- Please add foundation@aana.com and applysupport@aana.com to your list of approved email contacts, and check your inbox and spam folder regularly for important notices from us.
- All categories are eligible for oral and general poster presentation.
- A $1,000 honorarium accompanies each oral (not general) poster presentation.
- Applications must include results and conclusion.
- Proposals will not be accepted.* Pilot studies will be accepted if they have an analysis of data or findings.*
- Prior to submission, you must have IRB/IACUC approval if applicable to your project, and indicate that your IRB/IACUC status is approved, exempt, or non-applicable within your application.
- Oral poster applicants must provide a PowerPoint presentation, including mention of IRB status, of their full oral presentation (approximately 15 minutes) upon submission.
- An oral poster PowerPoint presentation’s title/authors must match its abstract’s title/authors, and content must be final upon submission. (Minor changes before presentation are acceptable. Do not resubmit any changes.)
- All are required to provide a slide or PDF of the poster upon application.
  - Oral poster presenters must provide a final version of the poster.
  - General poster presenters must choose from one of the following options:
    1. To compete in the poster tour, provide a final version of the poster. OR
    2. Provide a draft containing all core components of content including charts & graphs (black & white version is acceptable.) Draft posters are not eligible for the poster tour; you must name your file as LastName_FirstName_PosterDraft.
- Each poster application must have a unique presenter and email address. We will only converse with the presenter to ensure direct, timely communications. In the case of co-presenters, list only one contact name. Only one poster submission will be accepted from each principal presenter/email address.
- Refrain from using military email addresses as they block communications from us; use a personal email instead.
- At least one CRNA or SRNA must be included in the list of authors.
- Credentials must include only military rank, licenses and highest degree achieved (i.e., do not include SRNA, RNAS, PhDc, etc.) Please refer to the required order of credentials/military rank.
- The presenter’s name must appear in the list of authors.
- The member fee is $25. At least one author (the principal presenter) on each team must be a member of the AANA, or you will pay the non-member application fee of $150.
- Some fields require AANA member ID numbers. The applicant/principal presenter must be an AANA member and must pay the application fee. If the first author is not an AANA member, indicate 000 in the ID number field.
- Before you submit your application, you must pay for your application. You will have the opportunity online to download a receipt. Please do not contact the Foundation office regarding receipt of your application.
- Where applicable, the fields have character (not word) maximums which include letters, symbols and spaces.
- Do not use bullets within your abstract content.
- You must keep a copy of your abstract’s content in case the reviewers ask for revisions of the text.
• REQUIRED! Name all uploaded attachments for your application with the principal presenter’s personal information as follows: LastName_FirstName_DescriptiveFileName
• Tech support has limited hours so we recommend completing your application well before the deadline. Late submissions will not be considered.
• Research that has been previously published or presented at a national meeting is eligible for presentation.
• Our goal is to email winner/non-winner notifications in a timely manner. Notifications to all applicants will be emailed by June 12. Please do not contact the Foundation office regarding notifications.

**Modifications/Substitutions**
Adjustments to authors, titles, credentials, etc. will not be accepted after submission. Only substitutions for poster presenters will be accepted on or before July 31 and assessed an additional $25 processing fee. Presenter substitutions will be accepted only once per poster presentation, and must include written notification from the original poster presenter and a completed registration form with payment for the substitute presenter. If a non-member substitutes for a member, the non-member rate applies. Please download the substitution form, if necessary.

**Cancellations**
All cancellations must be emailed to foundation@aana.com by July 31, or you will be assessed a $100 fee and not be allowed to participate in future Foundation functions until payment is received. Poster application and/or change fees will not be refunded under any circumstances, including those outside of our control.

*Definitions:
**Abstract:** A brief summary of a research article, review of the literature or a case that provides an analysis of a particular subject or topic. Note: An abstract must have final findings and a summary. Incomplete abstracts without an analysis of findings will not be accepted for presentation.

**Proposal:** A document written by a researcher that provides a detailed description of the proposed program (research study, case study or evidence based project) being explored. It is a detailed outline of the entire research/exploratory process that provides reviewers with a clear summary of the study/project. Findings are not represented in a proposal because the proposed program has not been initiated. However, background information to support studying the topic is included in the proposal. No proposals will be accepted for presentation.

**Pilot:** A study that does not have an analysis of data or findings. Incomplete abstracts without an analysis of findings will not be accepted for presentation.

**Qualitative Research Abstract:** Involving a focus on original research and research methodology, including phenomenological, grounded theory, ethnographic, or case study approaches.

**Quantitative Research Abstract:** Involving a focus on original research and research methodology, with an emphasis on objective measurements and the statistical/mathematical analysis of data.

**Evidence Based Practice Abstract:** For projects involving translating research evidence into nursing practice, healthcare policy, and/or cultivating practice expertise.

**Case Report Abstract:** A project that describes and interprets a unique clinical case.

**Invention/Innovation Abstract:** For inventions or innovations of existing products or processes that demonstrate adherence to scholarly standards and practices with proof of concept backed by evidence/results; may include pilot study results.

**Impact Statement:** A summary of how the study/abstract will impact or potentially impact the care that CRNAs deliver.

**Theoretical Framework:** The overall conceptual underpinning of a study; a conceptual guideline for the study methodology. Typically includes the conceptual definitions of the key variables.

**Proof of Concept:** Evidence or results, including results from a pilot study that demonstrates feasibility or practical potential of a new invention or innovation of an existing process or tool.