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 poster 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 presenter/email address. (Exception: One presenter can present two posters if they are related to the same subject matter, and fall into the same category and subcategory.)
- 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.
- At least one author on each team must be a member of the AANA, or you will pay the non-member application fee of $150. The member fee is $25.
- Some fields require AANA member ID numbers. If the author, presenter or payer is not an AANA member, please indicate 000 in the ID number field. (At least one of those fields must contain an AANA member ID number in order to receive the member rate.)
- Once you submit your application, you must pay for your application. You will have the opportunity online to download a receipt. You will not receive an emailed 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.