Assembly of Didactic and Clinical Educators (ADCE)
(formerly Assembly of School Faculty)

Poster Application Guidelines

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

General Poster Presentation Deadline: October 15

- All categories are eligible for general poster presentation.
- No oral poster presentations, poster tours or poster contest will take place during this meeting.
- Applications without final results and/or conclusion will not be processed.
- Proposals will not be accepted.*
- 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.
- 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.)
- Only one application from each team/project is allowed.
- Please refrain from using military email addresses as they block communications from us. Please provide a personal email instead.
- Please add foundation@aana.com to your list of approved email contacts, and check your inbox and spam folder regularly for important notices from us from time of submission to the meeting.
- 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 listed here.
- 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 N/A 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 or confirmation email. 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. Complete sentences are required.
- 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 is available Monday - Friday, 9 am to 4 pm CT only 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 and non-winner notifications in a timely manner, and all notifications will be sent on the same day. All notifications will be emailed a few days prior to the meeting’s early bird registration deadline. Please do not contact the Foundation office regarding notifications.
• Decisions by the AANA Foundation Board are final.

**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 November 30, 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 January 1, 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.*

**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.

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

**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.

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