

ILPRC 2024 - Abstract & Slide Format Guidelines & Information

Abstract Format Information

- Abstract submissions will OPEN on February 1, 2024
- **Abstracts are due February 18, 2024, 11:59 PM CST**
- The abstract (300 word maximum) should include the following:
 - Statement of the purpose
 - Statement of methods used
 - Summary of results to support conclusion [results and conclusion may be pending for abstract submission but must be included at the time of presentation]
- Do not include: tables, graphs, images or columns
- Do not include references in the abstract. You should include references in your slide deck as you present the full information.
(A slide template will be provided soon.)
- Total word count of the body should be less than 300 words (this does not include title or author)

Along with the abstract the following materials must be submitted by each presenter:

- Presenter CV (please save as PDF and title as **LASTNAME_FIRSTNAME_CV_2024**)
- Presenter disclosure Form as a WORD document (please title as **LASTNAME_FIRSTNAME_DISCLOSURE**)
- Primary Preceptor or Residency Director Curriculum Vitae as a PDF document Please title as **LAST NAME_FIRSTNAME_PRECEPT_CV_2024**
- Primary Preceptor or Residency Director Disclosure Form as a WORD document Please title as **LAST NAME_FIRSTNAME_PRECEPT_DISCLOSURE**
Primary preceptor - defined as the person who has final review and approval of your presentation content.
- NOTE: These forms are required to provide CE for the presentations through Rush University Medical Center. The Disclosure Form is at the webpage link below.

[Disclosure Form](#) - **Presenters & Preceptors must each complete a disclosure form. The 2024 disclosure conflict form may be found here:**

https://ichpnet.org/events/ilprc/presentation_info.php

- All fields MUST BE COMPLETED in the submission form. Sections to complete: Title of Educational Activity, Section 1: Biographic Data, Section 2: Participation, Section 3: Check if NOT Rush employee – attach CV, Section 4: Conflict of Interest, Section 6: Statement of Understanding.
For RUMC presenters, please do NOT check Section 3.
- By submitting the above by February 18, you are agreeing to present in person at the ILPRC 2024 conference.

Abstract Submission Deadline is February 18, 2024

Knowledge-based Verbs - select your learning objective verb from this list.

ONE learning objective only:

Arrange
Classify
Define
Describe
Discuss
Duplicate
Explain
Express
Identify
Label
List
Locate
Name
Outline
Order
Recall
Recognize
Record
Relate
Repeat
Report
Restate
Review
Select
State
Summarize

Slide Format Information

The following guide outlines the **requirements** for your presentation slides. **Please follow the 2024 ILPRC Slide Guide below. You may use the ILPRC logo OR your institution logo on your slides.**

Please label your slides LAST Name_First Name.

Slide 1 - required as Slide 1

Presentation Title: _____

Date: May 17, 2024

Speaker: your name, your credentials here Your work title, your work site

*Preceptor or Mentor (*list ONE only*):

Add name of your **PRIMARY** here with credentials. Add primary preceptor or mentor work title and work site (**required for any fellow/resident presentation*).

Please note:

Additional preceptors / mentors / researchers may be listed on the LAST slide.

Slide 2 - required as Slide 2 - use the wording providing.

Disclosures

Choose between 1 OR 2 (delete the one you do not use); always include # 3.

1. The course director, faculty or presenter, preceptor and reviewers of this activity have no relevant financial relationship(s) with ineligible companies to disclose.

OR

2. Dr. XXX (your name and / or your preceptor's name if applicable) disclose they are a shareholder in XXX (add if applicable). All the relevant financial relationships listed for this/ these individual(s) have been mitigated.

3. Any relevant disclosures for course director, planner(s) and reviewer(s) of this activity are listed in the syllabus.

Slide 3 - required as Slide 3 - Use this EXACT wording - Do NOT alter.

ACPE Information

In support of improving patient care, Rush University Medical Center is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team.

This activity is being presented without bias and without commercial support. Rush University Medical Center designates this knowledge-based live activity for a maximum of 6.75 contact hours for pharmacists.

Slide 4 - required as Slide 4

Learning Objective - **only ONE objective**
Acceptable verbs listed above.

Learning objective text here: _____

Throughout Presentation:

- References on slides as appropriate
- Interactive learning activities
- Assessment activities (Include ONE assessment question tied to learning objective)
- Copyright permission information for images (if speaker owns pictures: "Property of speaker")
Copyright Guidance below.
- Indicate any off-label use
- No commercial logos
- Use generic names (all brands in parenthesis)

Last Slide(s)

Bibliography or Resource List and / or Reference List

Acknowledgements:
ADD another end slide to acknowledge any additional preceptors / mentors / researchers if applicable.

Supplemental Citation and Referencing Guidelines – AMA Style

Print Journals

Author(s). Article title. Journal Name. Year; volume: inclusive page numbers.

Names of Journals — Journal names are always abbreviated and italicized. Initial letters are capitalized. If you're unsure how to abbreviate a journal title, consult previous issues of *American Journal of Public Health* or the National Library of Medicine's List of Journals Indexed in Index Medicus.

Example 1:

Stein AD, Shea S, Basch CE, Contento IR, Zybert P. Variability and tracking of nutrient intakes of preschool children based on multiple administrations of the 24-hour dietary recall. *Am J Epidemiol.* 1991;134:1427-1437.

Example 2:

Jahns L, Siega-Riz AM, Popkin BM. The increasing prevalence of snacking among US children from 1977 to 1996. *J Pediatr.* 2001;138:493-498.

Reference to Books

Author(s). Title of book and subtitle (if any). Volume number and volume title (when there is more than 1 volume). Edition number (do not indicate first edition). Place of publication: Name of publisher; Year of copyright.

Referencing an entire book —

Example:

Wareham R. *No Safe Place: An Assessment on Violence Against Women in Kosovo*: United Nations Development Fund for Women; 2000.

Referencing a chapter in a book — Capitalize the chapter title as you would a journal article's title (sentence style). Do not use quotation marks, but do give the chapter's inclusive page numbers (separated by an en-dash).

Example:

Westron L, Eschenbach D. Pelvic inflammatory disease. In: Holmes K, Mardh P, Sparling P, et al, eds. *Sexually Transmitted Diseases*. 3rd ed. New York, NY: McGraw-Hill; 1999;783-809.

Editors — Names of editors, translators, translator-editors, or executive and section editors are given.

Example 1: single editor

Jafari P ed. *Free Will's Burden: Understanding the True Meaning of Freedom*. New York, NY: Society of Peeves; 1995. Existential Essay Series.

Example 2: translator-editor

Kerplunk, IM. *My Life*. Stockhoff, DA, trans-ed. New York, NY: HarperCollins Publishers Inc; 2000:135–138.

Example 3: multiple editors:

Needham A, Calgaro CA, Jafari P. Ester linkages and beyond. In: Banshee SL, Folishle SD, eds. *Me, You, and Fatty Acids*. 4th ed. Washington, DC: Penguin Press; 1981.

Reference to a Web Site

Example 1:

US Dept of Commerce, National Oceanic and Atmospheric Administration, National Weather Service. 63-Year list of severe weather fatalities. Available at: http://www.nws.noaa.gov/om/severe_weather/63yrstat.pdf. Accessed September 11, 2003.

Example 2:

Centers for Disease Control and Prevention. Youth Risk Behavior Surveillance System (YRBSS). Available at: <http://www.cdc.gov/nccdphp/dash/yrbs/index.htm>. Accessed September 20, 2002.

Paper Presented at a Meeting

Example:

Oliver-Velez D, Beardsley M, Deren S, et al. impact of methadone treatment on HIV risk behaviors among Puerto Rican IDUs in East Harlem, New York and Bayamon, Puerto Rico. Paper presented at: American Public Health Association Annual Meeting; November 7-11, 1999; Chicago, Ill.

Law/Statutes

If you wish to cite a law that was enacted by the US Congress and therefore contained in the US Code (USC), use the following format in this order:

1. Official name of the act.
2. Title/chapter number.
3. Abbreviation of the code.
4. Section number (designated by §).
5. Date of code edition.

Citing state statutes varies by state. *The Bluebook: A Uniform System of Citation* contains examples from each state.

Example 1:

Section 222 of Florida Statutes: Fla Stat §222.

Example 2:

Section 100 of Revised Code of Washington: Wash Rev Code §100

For a more detailed explanation of the American Medical Association style, see American Medical Association Manual of Style 9th Edition.

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www.freedigitalphotos.net

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- Photographs that show individual faces, or other identifying information, will have these blocked out unless you inform reviewers that you have the individual's permission to use the photo.
- A snapshot of the first page of a published article is permissible; a table from an article must be appropriately cited.