

1. Categorisation of Posters - (n.b. Service development and Innovation are now separate categories)

Please read the following information carefully, to ensure your poster is submitted into the correct category:

Please note also that abstracts submitted without results will not be accepted.

Poster submissions may be entered under the following categories (see Section 9; Useful references to help decide what category the poster falls into):

Category 1: Research

1.1. Experimental research: Randomised controlled trials

1.2. Observational research:

- Cohort studies
- Case-control studies
- Cross-sectional studies
- Case series
- Case reports
- Real world studies

1.3. Qualitative research - Surveys and focus group work

1.4. Pharmacoeconomics – Costing, quality of life, etc.

Category 2: Audit

2.1 Baseline audit

2.2 Full audits – closing the loop

Category 3: Service Development

3.1 Case reports - developing/improving an existing service

3.2 Service development in practice

Category 4: Innovation

3.1 Case reports - new/innovative practice

3.2 Innovation in practice

2. Submission of Abstracts

2.1. Abstracts must be submitted via ExOrdo website <https://hpa2019.exordo.com/login> by the **20th of January 2019**

2.2. Paragraphs must be separated by a single blank line.

2.3. Abstracts must use the headings: Introduction, Aims, Methods, Results, Conclusion

2.4. Word count: 300 words. The Title and Authors are not included in the word count. References can be added in the additional box provided to ensure they are not included in the word count.

2.5. A single table may be uploaded with the abstract.

2.5. Tick the appropriate box if want to be considered for an oral presentation

2.6. Primary Author must be a member of HPAI

3. Poster Format

- The poster should be A0 size: 841mm x 1189mm (33inches x 48inches)
- The poster should be printed in portrait format
- The authors should be named in the same manner as the abstract
- References should be Vancouver style and should be displayed on the poster so the judges can access them.

Useful Tips

⌋ Please note, the ASHP and EAHP conferences require a statement of disclosure printed on the poster (at the bottom right hand corner for the ASHP). This states "Authors of this presentation have the following to disclose concerning possible financial or personal relationships with commercial entities that may have a direct or indirect interest in the subject matter of this presentation". This is followed by the list of authors, indicating if each has anything to disclose. If you are considering entering your poster in either of these conferences, this should be included to avoid the necessity of re-printing the poster.

⌋ Printing a contact e-mail address for one author, while not a necessity for this competition, can be helpful for poster viewers.

⌋ Try not to overload the poster with text. Keep the text large enough to be read with ease. Also consider the colour of the background and of the text e.g. light-coloured text can be difficult to read against a dark background. Posters should present information clearly and succinctly.

4. Acceptance Criteria

Posters will only be accepted if the following criteria are met:

1. The abstract has been received by the 20th January 2019
2. The word count does not exceed 300 words (excluding title, author(s), establishment and references)
3. Results are included in the abstract results section
4. The primary author for posters is a member of the HPAI.

Abstracts will be reviewed in advance by the chair of the judging panel and will be rejected if they fail to meet the required standard. The judges decision is final.

5. Poster Display

- Posters for all categories (Category 1 to 4) may be set up anytime from 5.30pm onwards on Friday 5th April 2019. However, all posters must be on display at the conference by 9am on Saturday 6th April 2019.
- Posters maybe taken down from lunchtime onwards on Sunday 9th April 2019
- It is recommended that authors ensure their posters are in line with any policy on publication of work within their respective hospital. Furthermore, it is recommended that the relevant individuals within each hospital are made aware that the poster will be on display at a national conference.

6. Adjudication of Posters

Abstracts will be distributed to the panel of judges in advance of the conference. The abstracts may be used by the judges to short list posters for competition.

7. Oral Presentation

Oral presentations will take place on Sunday 7th of April 2017. A sample of abstracts will be selected to reflect the broad scope of hospital pharmacy practice. The primary authors will be invited to provide a 10-minute oral presentation on Sunday morning. Primary authors must specify, in the HPAI Poster Abstract Submission Form,

whether or not they are available to present. The selected presenters will be informed no later than Friday 15th March 2019.

Please note: The selection of oral presentations is completely separate to the adjudication of poster presentations.

8. Fees and Re-imburements

Presenters are responsible for their own travel costs and registration fees, where applicable.

9. Useful References for submission of abstracts & posters.

Categorisation of Posters

1. Categorising research within the Research Governance Framework for Health and Social Care
2. The Royal Pharmaceutical Society – Practice and Quality Improvement Directorate. Guide to audit. Pharm J 2005; 275:203-204.

Vancouver Referencing

3. International Committee of Medical Journal Editors. Uniform Requirements for Manuscripts Submitted to Biomedical Journals. N England J Med1997; 336:309-315.

Presenting a poster

4. Miller JE. Preparing and presenting effective research posters. Health Serv Res. 2007;42: 311-28.
5. McGuire R. How to present a poster. Pharm J 2003; 270: 650-652

Advice from the judges

1. Make sure your audit is an audit
2. Audits require defined criteria in the methods
 - a. improve on or increase awareness
 - b. are not audit objectives in themselves.
3. In terms of outcomes:
 - a. consider clinically relevant patient focused outcomes
 - b. not all cases can be solely addressed by pharmacy, so other stakeholders are needed.

Queries on poster submissions should be sent to hpaieducation@gmail.com