2012 ACMA Poster Session
Frequently Asked Questions & Tips

Do I have to be a member of ACMA in order to be a poster presenter?
No, you do not have to be an ACMA member to be a poster presenter. However, when you register to attend the conference, a one year ACMA membership is included in the cost of registration.

How do I know if my work would make a good poster?
Ask you co-workers, friends and family. If they find it interesting, others will too; also trust your own judgment. If you have a program that you feel has positive outcomes and has provided a valuable resource to your patients and facility/agency, then submit an application.

Where can I find the application?
Application is now available for download on the ACMA website, www.acmaweb.org under Quick Links

What is the poster committee looking for when accepting posters?
We are always looking for new and innovative ways to help our patients. ACMA is moving towards more evidence-based poster presentations and we are especially looking for abstracts that have some evidence of a positive outcome. Although statistical validation is certainly welcome, any measure to support the successful outcome of the project is helpful.

What am I committing to if I submit a poster application?
You are committing to putting together a poster presentation of your project, attending the national conference, and being at your poster for 4 hours during the welcome reception on the first day of the conference. Your poster must be set up and ready for the judges at least one hour prior to the start of the welcome reception. During this time, other conference attendees walk through, stop to visit with you, and ask questions about your project and how they could use this information in their practice. Frequently, two people present a poster so there is time for one member of the team to look at all of the posters while their partner remains at their poster to present.

Do I get a discount on conference registration?
Unfortunately, a discount is not available.

What are the qualifications of a poster presenter?
All presenters must be employees of a hospital/healthcare system. Submissions from vendor companies and consultants are not eligible.
Do I have to provide my own poster board?
No, ACMA will provide a 36″x48″ tri-fold poster board for your use. You are responsible for bringing your own supplies to affix your poster to the board.

May I bring my own poster board?
Yes, participants may bring their own poster board; however the board must be of solid color, preferably white or black. The dimensions of the board must be 36″ x 48″ or smaller. The background of your poster presentation may be the color of your choice.

Should I bring handouts?
In an effort to support ACMA’s green initiatives, we require submission of soft copy handout, including author contact information several weeks prior to the conference. A minimum of 10 hard copies of handouts should be brought to the poster session as poster session judges will need these to complete their evaluation. On your handout, you may summarize your presentation or simply copy the poster to handout size.

Is this a “formal” presentation?
Actually this is one-on-one or at most a small group as the attendees move through all the posters.

I’ve never done this before, what words of encouragement can you give me?
The whole process, from the application to take down is, in one word, easy! The hard part is putting that great idea or process you have on paper. For the application, give a brief but inclusive summary of what you intend to show on your poster. Focus on outcomes data – both quantitative and subjective or qualitative. Remember that learning objectives should begin with an action verb, for example, “Recognize opportunities to apply principles of crisis intervention across varying situations; or, “Identify additional opportunities to assign/correct status on all surgical procedures.”
If you would like to see examples of actual posters, go to www.acmaweb.org and look for 2012 Poster Session Announcement under Quick Links. If you have additional questions, please email your inquiry to posters@acmaweb.org.

Am I allowed to bring marketing materials from my hospital?
Certainly. Feel free to bring “goodies” from your hospital, e.g., pens and notepads or other give-aways. Some people have candy at their tables too.

Can I have audiovisual equipment at my poster display?
No audio visual, including laptops, is permitted.

When do I take my poster down?
Posters should be taken down at the end of the networking reception on the first day of the main conference. Check your acceptance letter for a specific date and time. Those posters not removed by the owners will be considered trash.
TIPS for Submitters

- Use spell check and have others proofread your abstract before you submit it. Spelling and grammar matter to the judges.
- Ask others to review your material to get a good understanding of your project. If they can’t understand the material, the committee probably won’t understand it either.
- Make sure the outcomes from your project are clearly identified
- Even if all your outcomes data isn’t in, include any preliminary findings/data

TIPS for Poster Presenters

- Plan to arrive with plenty of time to get settled and get your poster set up
- Bring a variety of adhesive/adhering materials
- Do a practice run of your poster set up before you come to the conference- it’s a great idea to present the poster to other employees in your department or hospital to get an idea of what questions you might be asked
- Set your poster up, step back 4-5 feet, and see if you can read everything
- Ship poster supplies (tape, scissors, glue, markers, extra supplies that can’t be carried onto an airplane) to the hotel in advance to save airline fees and issues at security
- Have some paper/notebook at your poster to keep a running log of persons who want you to send them materials when you get back home
- Put your contact information on your handout to avoid having your handout and business card get separated. This saves costs of business cards, too.
- Wear comfortable clothing and shoes for presentation time- you will be on your feet