"State of the Science" Poster Session
Instructions and Guidelines

Thank you for your interest in presenting at the AANA Foundation's "State of the Science" Poster Session. This document contains detailed instructions on preparing your application, and other pertinent information. Read this document in its entirety. Failure to follow the instructions provided in this document could result in your poster not being selected for presentation.

All applicants must submit an abstract of their poster, which will undergo a blind review process. Evaluation tools are available for review in the "Scoring Process" section on the main page of the Poster Session application. You are required to use the abstract template to prepare your abstract. The actual poster files are not required for review.

Categories
The applicant must choose one of the categories below. Please be sure to select the correct category, as the evaluation tools are different for each.

Research (Quantitative, Qualitative)
Research uses the scientific process to generate new knowledge and evidence about a subject using methodology including measurements of variables, collection and statistical analysis of data and conclusions based on results of the study.

Non-Research (Evidence Based Practice, Quality Improvement)
Evidence Based Practice
Evidence based practice uses the best evidence from published research studies and combines it with clinical expertise to guide clinical practice resulting in the best patient outcomes.

Quality Improvement
Quality improvement (QI) is a data-driven strategy to improve processes, costs, productivity, and outcomes within an organization based on evidence from the literature. The focus is on the current structure within the institution that needs to be changed.

Non-Research (Case Study, Innovation)
Case Study
A case study describes an unusual, complicated or novel case of the symptoms, signs, diagnosis, treatment, and follow-up of an individual patient and includes the relevant literature on the topic.

Innovation
An innovation project describes a new invention of a product or process that demonstrates adherence to scholarly standards and practices with proof of concept backed by evidence from the literature which may include pilot studies.

Subcategories
You will also be asked to classify your poster into one of the following subcategories:

- Airway management/techniques
- Animal studies
- Cardiology
- Communication
- Cosmetic
- Endocrinology
- ENT

- Neurology
- New techniques
- Obesity
- Obstetrics
- Ophthalmology
- Pain management
- Pediatrics
- Pharmaceutical
- Healthcare policy
- Regional anesthesia
- Simulation
- Students
- Wellness
- Other

General Information
- The member application fee is $25. 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.
- At least one CRNA or SRNA/RRNA must be included in the list of authors.
- Each poster application must have a unique presenter and email address, and the presenter's name must appear in the list of authors. We will only converse with the principal presenter to ensure direct, timely communications. In the case of co-presenters, you must list only one contact name.
- 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.
- Refrain from using military email addresses as they block important communications from us. Use a personal one 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. Also, doublecheck with your university to ensure they add us to their whitelist to not block our emails.
- Studies/projects/reports must be complete – proposals or incomplete projects will not be accepted. Pilot studies will be accepted if they have an analysis of data or findings.
- Only one poster submission is allowed per presenter. (Exception – one presenter can present two posters if they are related in subject matter, and fall into the same category and subcategory.)
- Some fields require AANA member ID numbers. If a party is not an AANA member, please indicate 000 in the ID number field.
- You must have IRB/IACUC approval or exemption for your research/project, if applicable. You will be required to attest to this during the application process.
- ***You must keep a copy of your abstract's content in case the reviewers ask for revisions of the text.***
- Where applicable, the fields have character (not word) maximums which include letters, symbols and spaces.
- Do not use bullets. Acronyms must be defined with first use. Complete sentences are required.
- Prior to submission, you must pay for your application. You will have the opportunity to download/print a receipt on your online profile page under "My Orders." Please do not contact the Foundation office regarding receipt of your application.
- Tech support has limited hours (9 am – 4 pm CT, M-Th) 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 before the meeting. 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 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.

Cancellations

All cancellations must be emailed to foundation@aana.com, 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.

General Poster Details

All posters must adhere to the guidelines described below. Again, you will not be required to submit the general poster upon application, only the abstract. The organization of the poster should follow the category format of the abstract as identified within the application.
Examples for poster development are available on the poster web page. Some basic tips are as follows:

- The title should be short and attract the attention of those passing by the poster. It should be readable from 4-5 feet away.
- The typeface should be clear and large enough to make reading easy at a distance.
- Allow for white space in the poster to avoid a cluttered appearance.
- A variety of illustrations including figures, tables, graphs, drawings, and photographs can be used for visual appeal.
- Keep your poster professional as it reflects on you and your institution.

Onsite Poster Preparation

Electronic monitors will be provided by the AANA Foundation to present posters. Additional details will be provided upon award.

- No other furniture, free-standing equipment, etc., is permitted.
- Neither the AANA, AANA Foundation nor the Convention Center/Hotel will be held responsible for posters or materials displayed.
- Poster presenters are responsible for staffing their poster onsite at the designated times (TBD).

Selection of Abstracts

Applications are reviewed by the AANA Foundation Board of Trustees and external review committee members.

- Final selections for Oral and General Posters are made by the AANA Foundation Board of Trustees.
- The AANA Foundation Board of Trustees will select the abstracts for publication on the AANA Foundation website.

- Decisions made by the AANA Foundation Board of Trustees are final.

Definitions
Abstract: A brief summary 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 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.
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.