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**Florida Chapter ACP Spring 2025  
Resident & Medical Student Poster Competition**

December 13, 2024 – January 17, 2025

The Florida Chapter is excited to announce the Call for **Virtual** Posters for the Spring 2025 Resident and Medical Students Virtual Poster Competition, taking place December 13, 2024 – January 17, 2025

**VIRTUAL ROUND: December 13, 2024 – January 17, 2025**

At the conclusion of the preliminary round of competition, scores will be tabulated to determine the finalists. The finalists will be notified and invited to present their poster in-person for the finals round. We anticipate sending these finalist notifications on February 10, 2025

**DEADLINE**

**THE DEADLINE FOR SUBMITTING ENTRIES IS  
TUESDAY, JANUARY 17, 2025 11:59 P.M.**

**NO POSTERS WILL BE ACCEPTED AFTER THE DEADLINE.** We encourage you - **DO NOT WAIT UNTIL THE LAST MINUTE!** Computer glitches DO happen, however, we cannot take responsibility if your poster was not submitted correctly.

- **Please be sure to correctly enter your most current e-mail address** when submitting your poster as all communication regarding the poster competition will be sent electronically to the email address that you provide.
- **ACP automatically sends you an immediate e-mail confirmation once your poster has been successfully submitted. If you do not receive your email confirmation within 24 hours of your submission, you should do the following:**
  - Check to see if the confirmation went to your spam folder
  - Follow up with Shelly Hakes in the FL Chapter office at [Shakes@floridachapteracp.org](mailto:Shakes@floridachapteracp.org) to be sure that it was received.

***(Please include the name of your Medical School or Residency Program in your email)***

# HOW TO SUBMIT

POSTERS CAN ONLY BE SUBMITTED ELECTRONICALLY THROUGH THE ONLINE POSTER SUBMISSION FORM.

[https://webforms.acponline.org/form/florida\\_chapter\\_msrf\\_abstract\\_form](https://webforms.acponline.org/form/florida_chapter_msrf_abstract_form)

**YOUR SUBMISSION MUST INCLUDE THE FOLLOWING 3 ELEMENTS:**

## 1. A WRITTEN ABSTRACT

- 500 words or less, No graphs, photos or references
- To view ACP's guidelines and tips on preparing an abstract, visit [http://www.acponline.org/residents\\_fellows/competitions/abstract/prepare/](http://www.acponline.org/residents_fellows/competitions/abstract/prepare/)

## 2. A PRESENTATION MEDIA LINK

### INSTRUCTIONS TO CREATE YOUR VOICE-OVER POWERPOINT AND MEDIA LINK:

- Create your ePoster as a **ONE SLIDE** PowerPoint with a recorded voice-over.
- See this [LINK](#) for assistance in recording your presentation and creating the media link. (Note – this example shows a multiple slide presentation – **your e-poster must be a SINGLE SLIDE presentation.**)
- Your poster slide should be formatted like a poster that would be printed for an in-person competition.
- The **poster** may include references, photos, graphs.
- This should NOT just be the text of the abstract.
- **Your voice-over may not exceed 5 minutes in length. If it exceeds 5 minutes your submission will be disqualified.**
- **The voice-over must be done by the first author listed on the poster.**
- **Make sure your video is NOT restricted in any way (i.e. NOT SET TO PRIVATE, NOT AGE RESTRICTED, NOT SET SO THAT IT CANNOT BE PLAYED ON OTHER WEBSITES)**

## 3. A PDF OF YOUR POSTER

- Format in landscape orientation to be viewed well on a laptop/computer screen.
- File must be less than 2 MB.
- Format your Poster PDF like a poster that would be printed for an in-person competition.
- The **poster** may include references, photos, graphs.
- This should NOT be just the text of the abstract.

# WHY SHOULD I SUBMIT?

- This is an educational opportunity to showcase your work. All qualified posters selected will be published on the FL Chapter ACP webpage and may be added to your CV.

# ELIGIBILITY

## DO I HAVE TO BE AN ACP MEMBER TO SUBMIT A POSTER?

- **Medical Students** – Yes, you must be a current, active ACP member and be enrolled in good standing at a **Florida Medical or Osteopathic School**. *You will not be able to view the poster submission form if you are not a current member.*
- **Residents** – Yes, the first author must be an ACP Resident/Fellow member and be enrolled in an Internal Medicine residency program **within the state of Florida**. *You will not be able to view the poster submission form if you are not a current member.*
- **The Poster Submission Form requires individual member login to submit and is viewable only when logged in to an ACP Member Profile attached to a current & active membership.**  
**\*\*\*PLEASE NOTE – NEW MEMBERSHIPS OR RECENT DUES PAYMENTS MAY TAKE 48 HOURS TO PROCESS AND BECOME EFFECTIVE. DO NOT WAIT UNTIL THE LAST DAY TO RESOLVE ANY MEMBERSHIP ISSUES, OR YOU MAY NOT BE ELIGIBLE TO SUBMIT A POSTER.**
- If you have not joined ACP, please visit [ACP Online](#) to find out more and apply. (Medical student membership is free; residents should contact their residency program directors)

## \*\*\*POSTER SUBMISSION CHECKLIST\*\*\*

- **Abstract** is under 500 words, free from grammatical errors and does not contain graphs, photos or references
- Poster is submitted in the correct category
- Poster is submitted by the first author
- All additional authors are listed **(Limited to 5 authors)**
- Correct Email address is used
- **PDF of poster** is uploaded
  - Formatted in landscape orientation, file is < 2 MB
  - PDF of poster is formatted as if you were printing it for in-person competition (may include graphs, photos, references)
  - This should NOT just be the text of the poster.
- **Media Link** is uploaded
  - Voice-over PPT is your e-Poster as a **SINGLE SLIDE – not a full PPT presentation**
  - Voice-over is done by the submitting (first) author only
  - Voice-over **does not exceed 5 minutes**
  - Video is not restricted in any way (i.e. - **NOT SET TO PRIVATE, NOT AGE RESTRICTED, NOT SET SO THAT IT CANNOT BE PLAYED ON OTHER WEBSITES**)

**FAILURE TO FOLLOW THE ABOVE WILL RESULT IN THE DISQUALIFICATION OF YOUR POSTER.**

# ADDITIONAL INFORMATION & FAQ

- **HOW MANY POSTERS AM I ALLOWED TO SUBMIT?**

Each resident or medical student may submit up to 2 posters as first author, regardless of category; however, only ONE poster per medical student or resident will be chosen for competition. There is no limit on submissions as a second author.

- **I AM UNABLE TO VIEW THE POSTER SUBMISSION FORM OR I GET ERROR MESSAGES. WHAT SHOULD I DO?**

You must be a current, active ACP member to view the poster submission form. If you receive an error message, ***your membership with ACP is not currently active***. The poster submission form is only viewable to active student and resident/fellow members. Students or residents who are not current active members of the chapter, or non-members will receive an error message when they try to view the form. ***Please note: Updating membership records through ACP may take up to 48 hours so please check if you are able to view the form early to avoid issues.***

**If you have issues with membership or your online account, please contact ACP Customer Service at <https://www.acponline.org/contact> or 1-800-523-1546.**

- **CAN I MAKE CHANGES AFTER MY POSTER IS SUBMITTED?**

No changes can be made to your poster once it has been submitted. **Please review carefully before submitting – make sure to submit in the proper category and include all your additional authors.**

- **WHEN WILL I KNOW IF MY POSTER WAS SELECTED FOR COMPETITION?**

Posters for the poster competition will include selections from each of the Florida Internal Medicine Residency Programs and Florida Medical Schools. All first authors will receive notification of Posters selected for the competition. We anticipate sending these notifications approximately January 23, 2025. If selected, participants will be required to register for the competition no later than February 4, 2025. Registration fees for the competition are as follows: Residents \$50 and Medical Students \$25.

- **IF MY VIRTUAL POSTER IS SELECTED FOR THE FINAL IN PERSON ROUND AND I AM NOT ABLE TO ATTEND ON MARCH 15, 2025, WHO MAY PRESENT MY POSTER?**

If you will not be able to present your poster, it may be presented by a co-author with the following conditions:

- The co-author must be listed on your original abstract submission
- The co-author must be an ACP member AND be in the same member class (residents may present in the resident competition; medical students may present in the medical student competition)
- The co-author must not be presenting another poster. (Each resident or medical student may present only ONE poster)

Need additional information? Please contact Shelly Hakes [SHakes@floridachapteracp.org](mailto:SHakes@floridachapteracp.org) or Dawn Moerings [DMoerings@floridachapteracp.org](mailto:DMoerings@floridachapteracp.org) or call the Chapter office at 904-355-0800.

Thank you,  
Elisa M. Sottile, MD FACP  
Ankush K. Bansal, MD FACP FACPM SFHM  
ACP Governors, Florida Chapter