<u>INSTRUCTIONS FOR CLINICAL VIGNETTE & RESEARCH POSTER PRESENTERS – 2020</u>
<u>TUESDAY, MAY 19, 2020 – 9:00 AM – 1:00 PM</u>

Thank you for your participation in the Maryland ACP Chapter Residents Virtual meeting. Your hard work and willingness to share your case with colleagues and faculty is greatly appreciated. Please review the following instructions:

- **Meeting Format**
  - For the first round of competition, we will have 20 rooms with 10 residents, 2 judges and a ZOOM host in each room. For the 2nd round, we will have 8 breakout rooms with 10 residents.

  - There will be two resident clinical vignette winners selected to move onto the 2nd round of competition.   There will be one "winner" selected from each breakout room who will then move on to round 3.

  - The 3rd round will begin with one breakout room and 8 posters left to judge. From that group, a 1st, 2nd, 3rd and 5 Honorable mentions will be selected.

  - Each resident will be asked to provide a PPT or PPTX file that includes 5 slides – one of the entire poster and the other 4 slides highlighting the main areas that you would like the judges to review.

  - **The following link should be used to download your slides. These slides are due no later than May 11th. The slides should be submitted using the following listing: CV number you will be assigned, first name, last name and your program**. https://www.dropbox.com/request/5Bbe0CKzwAhfolP3QBlk

  - **The resident will not need to print the poster but rather have all of the information on Powerpoint during his presentation!**

  - These slides will be used to display your presentation during the Virtual meeting. We suggest that you sit by your laptop at a table to give the best viewing of yourself and your slide presentation.

  - We suggest that you view this presentation that highlights the areas that should be included on your 5 slides. We will provide the link to you on Thursday.

  - Each resident is required to pre-register for this event. Please be sure to download ZOOM on to your computer prior to the meeting. A link will be provided to register as we get closer to the event. Please be sure to use the same email listed on your abstract to sign into your ZOOM account.

  - For the research portion, there will be only two one round of competition, and a 1st, 2nd and 3rd will be selected by the 3 judges present in the breakout room during the 2nd session. However, all awards will be nominated at the Virtual Awards Ceremony.

  - Vignette posters will be judged according to the following qualities:
    - Significance

- Originality
- Clinical reasoning and patient management
- Oral presentation
  - o Each resident is asked to attend a ZOOM presentation training meeting outlining the event and instructions for participation either live on May (TOD) or going to the link that will be provided.

- **Presentation Day**
  - o The resident join his/her assigned zoom room at least 5-10 minutes early. Please use the ID number listed in the ZOOM email inviting you to join the breakroom.
  - o Each Zoom room will have a meeting host. This person will be in charge of displaying your presentation while you are presenting. You will cue them when to change your slides.
  - o We recommend each presenter connect to Zoom via a hard-wired connection and dial into the phone bridge via a land line for best results.
  - o Each resident will be allowed 5 minutes to present with 2 minutes for questions.
  - o Please make sure to give your presentation in a well lit area so your video quality will be good. Don't setup in front of a window as it will cause the iris on your camera to close down and you'll be very dark.
  - o Your slide presentation will be used as the basis for the competition so it is extremely important that you view the link which highlights what areas of the poster you should be sure to include in your slide presentation.
  - o You will be notified by phone the outcome of your presentation and whether or not you have been selected to move to the next round. If selected, you'll be given instructions on what room to join next and you will give your same presentation again. The Zoom host will have your slides from the previous round.

- **The Final Round**
  - o Winners for this round will be notified by phone and you'll be given the Zoom link to present in the final round. As with round 2, the Zoom host will have your slide deck.
  - o Award information will be provided at the end of the 3 sessions at 12:45 PM. Residents and judges will be sent an email to the link where the Awards presentation will be held.

- **The Schedule**
  - o 9:00a – 10:00a – 1st round of competition
  - o 30 minute break
  - o 10:30a – 11:30a – 2nd round of competition
  - o 15 minute break
  - o 11:45a – 12:30p – 3rd round of competition
  - o 12:45p – Awards presentation

The MD ACP Resident Advisory committee thanks you for your participation in this unique opportunity. We are pleased that so many of our residents will be participating in this totally new Virtual meeting. Good luck to ALL!!!