



## Michigan Chapter

### **POSTER or ORAL PRESENTATIONS Guidelines and Instructions for Residents AND Medical Students**

- **YOU CANNOT** withdraw your accepted abstract without the permission of your program/clerkship director and the Governor. In an emergency a co-author only on your abstract may present but must be a peer.
- **You** can change your presentation day; **HOWEVER**, it is up to you to find someone who is presenting on a different day to switch days with you. You will need to immediately notify the Chapter office **NO LATER** than September 13, 2019. No switching days after September 13.
- Residents cannot present a medical student abstract. Medical students cannot present a resident abstract.
- There is only ONE presenter of an abstract and that is the first author or a co-author in case of an emergency. This is not a group effort. This is not an event where you can invite family or friends to your abstract presentation.
- In order to present your abstract for poster or oral presentation you must be a resident/fellow ACP member in a residency program or medical student ACP member in a medical student program.
- **IT IS NOT ACCEPTABLE to decide to JUST NOT SHOW UP.** This reflects poorly on your professionalism, which is a very important part of being a physician, as well as on **your residency or medical student program.**

**Meeting Registration Now Open. Early Bird Registration Pricing Ends on September 13.** You must register for the meeting to present, go to [www.acpmichigan.org](http://www.acpmichigan.org) for a meeting brochure for the full meeting information and link to register. Registration is now being done through our National ACP offices. You must be an ACP member to register on-line.

The following instructions are provided to help you develop your presentation and prepare for on-site judging.

#### **Poster Presentation – Residents and Medical Students:**

Your poster must not exceed 3' H X 4'L in size. There are two posters on an 8' tack board side. Larger posters will not fit for display and may be forfeit for the competition. Your poster will be reviewed and scored by two attending physicians. You **must be present** at your poster in order to describe your poster to the judges. Due to limited time, judges have about 6 minutes to review your poster. Practice presenting a summary of your research in 3-4 minutes and leave 1-2 minutes for questions. If you are not by your poster when the judges come by, your poster may not be scored. Please stay by your poster for the entire judging period as the judges may return for additional review before marking their scores.

Posters will be reviewed:

Residents – You will be assigned either Friday or Saturday. Friday, October 11th Reviewing is 7:30 AM – 9:00 AM, Saturday, October 12<sup>th</sup> Reviewing is 7:30 AM – 9:00 AM. YOU MAY HANG UP YOUR POSTER BEGINNING AT 6:30 AM.

Medical Students – Poster reviewing is on Saturday, October 12<sup>th</sup> ONLY, 7:30 AM – 9:00 AM.

Please review the scoring worksheet that will be used by the judges based on the category of your presentation. You should make it a point to address all of the areas when you prepare and present your poster in order to score well.

Additional information on how to prepare for your presentation can be found by visiting the national ACP website at [http://www.acponline.org/residents\\_fellows/competitions/abstract/prepare/](http://www.acponline.org/residents_fellows/competitions/abstract/prepare/)

Case Report	Score
Clinical Significance (20)	
Case Description (20)	
Presentation (20)	
Discussion (20)	
Overall (20)	
<b>Total Score (100)</b>	

Research/EBM/CQI	Score
Introduction and Significance (20)	
Methods (20)	
Results (20)	
Discussion (20)	
Overall (20)	
<b>Total Score (100)</b>	

**Oral Presentation – Residents Only:**

Oral presentations will be on Friday, October 12<sup>th</sup>, from 1:30 PM – 3:30 PM. Your assigned room will be available at the conference. The total duration of your presentation will be 10 minutes – 8 minutes for presentation and a minimum of 2 minutes for questions. Responses to questions posed by judges are very important in evaluating your presentation. The judges in the room have a 30 second board that they will hold up when you are out of time. Your presentation will end when your time is up.

Your slides must be in Microsoft PowerPoint and stored on a USB flash drive. Please have at least one additional back up copy with you on another USB flash drive or CD media. **You should go to your assigned room prior to your session to load your presentation on the computer.** The computers will be available in your presentation room all morning of the presentation day.

**We are not able to display presentations that are on your own laptop computers.**

A panel of two judges will score your presentation. Please review the scoring worksheet that will be used by the judges based on the category of your presentation. You should make it a point to address all of the areas for which scores are assigned in order to score well.

Additional information on how to prepare for your presentation can be found by visiting the national ACP website at [http://www.acponline.org/residents\\_fellows/competitions/abstract/prepare/](http://www.acponline.org/residents_fellows/competitions/abstract/prepare/)

Case Report	Score
Introduction (20)	
Case Description (20)	
Clinical Significance (20)	
Discussion (20)	
Overall (20)	
<b>Total Score (100)</b>	

Research/EBM/CQI	Score
Introduction and Significance (20)	
Methods (20)	
Results (20)	
Discussion (20)	
Overall (20)	
<b>Total Score (100)</b>	

For additional information please contact:

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