



GUIDELINES FOR SUBMITTING ABSTRACTS FOR PLATFORM PRESENTATIONS

ALCALDÉ XXV

April 12-13, 2012
Dallas, TX

The following items should be included when submitting your abstract for a platform presentation via e-mail. E-mail should be sent in PC Word format to Linda Albrecht at: lalbrech@yahoo.com. The deadline for abstract submission is **February 28, 2012**.

1. **E-mail Text** - Included in your e-mail should be your name, work address, work phone, e-mail address and title of the submission.

2. **Attachments** - You must attach the following items to your e-mail text:

Abstract - A 1-page, typed single spaced (9-point, Times New Roman font) abstract. Leave a 2-inch margin at the top and on each side; leave a 2 1/2 inch margin at the bottom. Type the title in **BOLD CAPITAL LETTERS**, no underlining, followed by the names of all authors in upper and lower case letters - omit titles and degrees, and underline the presenter's name. List the name of the resident's or fellow's institution, city and state (no street address, titles, or degree). (Sample provided below.)

Learning Objectives and Self-Assessment - Two or three learning objectives and self-assessment questions with answers must be provided for the presentation in order for the poster to be accepted.

Curriculum Vitae - Curriculum Vitae (CV) must also be included. A one page CV is acceptable.

ABSTRACT EXAMPLE

IMPLEMENTATION OF ONLINE DRUG INFORMATION SERVICES. Mary B. Earthman, Jon T. Albrecht, Edwin A. Smith, Jimmy N. Hayman, Parkland Memorial Hospital, Dallas, TX.

The objectives of this presentation are to discuss the theory and applications of electronic bulletin boards and their role in pharmacy practice. An electronic bulletin board system is a computerized telecommunications configuration for the exchange of messages, data or programs between users. The purpose of the system is to allow pharmacists and other health care professionals to share timely information on the use of drugs. The bulletin board is operated through the Drug Information Center at Parkland Memorial Hospital. A Drug Information Center Network (D.I.C. NET) pilot project with Methodist Medical Center, Dallas, has been concurrently initiated. Upon connection with the host system, the user may gain access to various services via simple menu driven routes. The main activity menu has seven user areas, which include bulletins on current information, programs on pharmacokinetics and nutritional support which can be down-loaded, drug information text files, as well as message centers to exchange messages with the system operator and other users.

NOTE: The following information from ASHP may help authors in determining the CONTENTS of the papers to be presented.

CLINICAL RESEARCH REPORTS

1. Introduction to the study with the citations of the most relevant previous publications on the topic explicit statement of priority objectives and formal study hypotheses;
2. Methods used in the study, with a description of the number of patients and the relevant demographic characteristics, method of assigning patients to a control or study group, blinding procedures, study design (crossover, washout period, concomitant therapy, inclusion and exclusion criteria), and statistical methods;
3. Results of the study, including the most relevant results, preferably in a summary form (tables and figures) rather than individual findings, unless the nature of the study dictates otherwise; and a
4. Conclusion of the study that relates specifically to the study objectives and is not a summary of the research with the study objectives and results.

EVALUATIVE STUDIES REPORTS

1. Rationale for the study;
2. Objective(s) of the study;
3. Methods used in the study;
4. Results of the study, including treatment of data and identification of any statistical analysis; and a

5. Conclusion, which should be consistent with the study objectives and results.

RESEARCH-IN-PROGRESS

Summaries of research-in-progress reports should include all the items required for evaluative studies (OR clinical research, OR laboratory research) except for reporting results and conclusions.

DESCRIPTIVE REPORTS

1. Rationale for the report;
2. Clear description of the key concept, be it a role, services or situation; and a statement of the concept's importance to current or future practice.

LABORATORY RESEARCH REPORTS

The contents of a summary of laboratory research would be similar to the content of the Summary described for "Clinical Research Reports."

HOSPITAL PHARMACY MANAGEMENT CASE STUDIES

1. Objective of the case (a brief statement of what the case is intended to illustrate and why it should be of interest and useful to other practitioners);
2. Brief description of the initial problem or solution;
3. Outline of the steps taken in carrying out the administrative actions in terms of the major alternatives and the decisions to be made at each step (decisions may be stated as questions to be answered or resolved); and the
4. End result and an evaluation of it in terms of the original problem or situation.

GUIDELINES FOR SUBMITTING PLATFORM PRESENTATIONS IN POWERPOINT FORMAT

The following items should be included when submitting the PowerPoint version of your presentation via e-mail. E-mail should be sent to Linda Albrecht at: lalbrech@yahoo.com.

1. **E-mail Text** – Included in your e-mail should be your name, work address, work phone, e-mail address and title of submission.
2. **Attachment** – The final version of your presentation in PowerPoint format.

The deadline for submission of presentations in PowerPoint format is **April 6, 2012**. Please note that changes to presentations cannot be made after this time.