

## **Virtual Poster Symposium Frequently Asked Questions**

**What is the Virtual Poster Symposium (VPS)?** The VPS starts with electronic submission of an abstract. If the abstract is accepted, the author is invited to create a poster and submit it in standard PDF format. The poster is made available for viewing by all attendees during the designated VPS dates. Virtual poster presenters will be virtually available (**either** May 21 or 22 from 7-9 p.m. Eastern Time) for real-time online question sessions alongside their virtual posters. Presenters will be able to discuss their findings with students, residents, fellows, seasoned practitioners, and even family and friends during the Symposium.

### **What is the deadline for abstract submission?**

- March 25, 2024: submission deadline for all abstracts, except Research-in-Progress.
- April 22, 2024: submission deadline for Research-in-Progress abstracts.
- April 29, 2024: Abstract acceptances/declinations will be emailed.

**Do I have to be an ACCP member to submit an abstract to the 2024 Virtual Poster Symposium?** No. All investigators in the field of clinical pharmacy and clinical pharmacology are welcome to submit abstracts.

**Is there a fee to submit an abstract?** Yes. To help defray the costs of hosting the Virtual Poster Symposium, a \$50 fee will be charged to submit an abstract. This is a submission fee and will not be refunded, independent of whether an abstract is accepted or declined for presentation.

### **If my abstract is accepted, do I need to be available for real-time online question-and-answer sessions on both May 21 and 22?**

You need to be available for *one* of the two interactive sessions. If your abstract is accepted, you will be asked to provide your preference to be present for either the “live” session on May 21 *OR* the 22 (7 p.m. – 9 p.m., Eastern Time). Presenters will be “live” from 7p.m. – 9p.m. Eastern Time during their assigned session.

The technology required for presenters and the poster-viewing audience is minimal—a broadband Internet connection and a current version of an Internet browser.

**Will my abstract be published?** All accepted abstracts presented during the symposium, excluding “Encore” and “Research-in-Progress” posters, will have full-text abstracts published online in the *Journal of the American College of Clinical Pharmacy*

(JACCP). Only the abstract title, authors, and original citation will be published for “Encore” presentations.

**How many abstracts can I submit as first author?**

Authors may submit an unlimited number of abstracts

**How many characters can be included in my abstract?**

All abstract categories (except Encore) have a 300 word-count limit, including tables. This abstract word limit does not include the abstract title, author names or affiliations.

**May I include a table, graph, or image in my abstract?**

Tables may be included in the abstract. Figures and images are not permitted within abstracts (except for Encore abstracts).

**Do I have to enter my abstract in a specific format?** All abstracts, except for Encore Presentations, must conform to a structured format, and include ACCP-required headings. The required headings differ based on submission category. See the general instructions section for the required headings.

**Can I revise my abstract after it has been submitted?** You can edit your abstract until the submission deadline. After the deadline, abstracts cannot be edited.

**If I would like to withdraw my abstract, what should I do?**

To withdraw your abstract prior to the abstract deadline, login to the submission site and withdraw your abstract. After the abstract deadline, email Shelly Enders at [senders@accp.com](mailto:senders@accp.com) to have your abstract withdrawn.

**When and how will I receive notification about the status of my abstract in the program?** Presenting authors will receive email notification of acceptance or declination no later than April 29, 2024.

**May I submit my abstract to the 2024 ACCP Virtual Poster Symposium if it was previously presented as Research-in-Progress at another meeting?**

Yes. In addition, a previously presented abstract may form the basis for a new abstract to be submitted (i.e., *not* an Encore presentation) for consideration in the Original Research category if the previous abstract:

1. was a descriptive report of planned research only,
2. described preliminary results only and complete results are now available (i.e. Research-in-Progress),
3. was presented at a student, resident, or fellow conference focused on gaining presentation experience and/or formative feedback,
4. was presented at an ACCP Chapter or PRN event, or
5. conclusions have been added/modified based on a new hypothesis and data analysis of the original results database.

If you are still uncertain if you should submit your abstract as a new abstract or as an Encore, please email Shelly Enders [senders@accp.com](mailto:senders@accp.com).

**May I submit my abstract to the 2024 ACCP Virtual Poster Symposium if it was already presented at another meeting?**

Original research findings presented elsewhere, but important to clinical pharmacy, are encouraged as “Encore” submissions.

- Abstracts submitted for Encore Presentations must not be modified from the previously presented/published version. This includes the title, authors, and abstract body. The presenting author may change, but they must be an author on the original abstract.
- The same abstract may not be presented at more than one national ACCP event.
- Only the abstract title and authors will be published in *JACCP*.
- Submit Encore Presentation abstracts as either Original Research, Systematic Review/Meta-Analysis, Case Reports, Advances in International Clinical Pharmacy Practice, Education or Training, or Clinical Pharmacy Forum and select “Encore” when prompted, providing the original citation, and a copy of the original abstract.

If you are still uncertain if you should submit your abstract as a new abstract or as an Encore, please email [senders@accp.com](mailto:senders@accp.com).

**May I submit work that was already published as a manuscript?**

No. The submitting author must verify at the time of submission that the manuscript will *not* have been published *prior to* presentation at the 2023 ACCP Virtual Poster Symposium.

