



Mississippi Society of Health-System Pharmacists  
A Great Team for Mississippi Healthcare

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## Research Presentation Submission Rules and Guidelines

For  
2018 MSHP Annual Meeting  
July 26 – July 28, 2018  
Oxford, MS

## General Information

- All abstract submissions must be received before the deadline in order to be considered.
- All abstract submissions will be reviewed by a panel of pharmacists prior to acceptance.
- Incomplete submissions will not be considered.
  - It is the responsibility of the submitter to ensure completeness.
  - It is not the responsibility of the review panel to ensure that submissions are complete.
- Encore submissions are welcome.
- You will be notified via email if your abstract has been accepted.
  - Please be sure to include a valid email address with your submission.
- All accepted abstract authors should be prepared to present a poster on Saturday morning at the MSHP Annual Meeting.

## Deadline

- The deadline for submitting all abstract material is **June 1, 2018 at 11:59pm (CST)**.
- Notification of acceptance will be emailed no later than **June 30, 2018**.

## Authorship

- The primary author is responsible for submitting all required information.
- The primary author must currently be a member of MSHP.
- He or she may only submit one abstract as the primary author but may be involved in additional abstract submissions.
- Be sure to include all authors on the original submission.
  - MSHP will be unable to add authors after submission.

## Meeting Registration

- All presenters must be registered for the MSHP Annual Meeting.
- Written notification is required for any submission withdrawals.
  - The primary author is responsible for requesting the withdrawal.
  - Withdrawal notice must be received no later than **July 5, 2018, 11:59pm (CST)**.

## Abstracts

- All abstracts should include poster title and list of authors (primary author listed first).
- For Descriptive Reports and Evaluative Study Reports, the abstract should contain a purpose, methods, results, and conclusion.
- Research-in-Progress Reports may be limited to purpose and methods.
- Case Reports / Case Series and Unique Institutional Services abstracts should only contain a purpose that highlights what makes this case or these cases unique or interesting.
- Abstracts for Descriptive Reports, Evaluative Study Reports, Case Reports / Case Series, and Unique Institutional Services should be limited to **600 words or less**; Abstracts for Research-in-Progress reports should be limited to **300 words or less**.

## Types of Posters

- Descriptive Reports– Describes completed new, improved or innovative roles or services in pharmacy practice, or unusual clinical cases in one or a few patients that have not been

formally evaluated, but are of such importance that they must be brought to the attention of practitioners.

- Evaluative Study Reports – Describes completed original research, including clinical research on drug effects in humans, drug-use evaluations, and evaluations of innovative pharmacy services. Abstracts must include scientific results and/or data to support the conclusions.
- Case Reports / Case Series – Describes unusual patient-specific case(s) that was not part of a study but the findings are of interest to clinical pharmacists. Case reports / case series do not need the headings Purpose, Methods, Results, or Conclusions, but cannot be a research-in-progress.
- Research-in-Progress Report – Describes uncompleted original research, including clinical research on drug effects in humans, and drug-use evaluations. Note: results can be presented on your poster at the meeting.
- Unique Institutional Services – Describes unique, original, innovative, or process improvements currently underway or already implemented and evaluations of this/these service(s).

## Disclosure

- All authors should disclose any financial or other commercial relationships that could have an interest in the data presented.

## How to Submit

- Abstracts should be completed using the template found on the final page of these guidelines.
- Submit abstracts via Google Drive to: [http://bit.ly/MSHP-2018-Annual-Meeting\\_Abstract-Submission](http://bit.ly/MSHP-2018-Annual-Meeting_Abstract-Submission) (please copy and paste this link into your browser window)
  - Use the following file naming format:
    - Firstname.lastname\_MSHPAbstract2018

## Posters

- Accepted posters must be set-up at least 15 minutes prior to the beginning of the session on Saturday, July 28<sup>th</sup> at 8:00am CST.
- Posters must be removed by the conclusion of the MSHP Annual Meeting on Saturday, July 28<sup>th</sup> at 12:00pm CST. Any posters left behind will be discarded 15 minutes after the close of the Annual Meeting.
- You will be provided with a poster board approximately 7.5 feet wide by 3.5 feet high of usable space. **It is suggested to format your posters to be 6 feet wide by 3 feet high.**
- Disclosure summaries for all authors must be displayed in the lower right or lower left corner of your poster.
  - Please use the following wording: Authors of this presentation have the following to disclose concerning possible financial or personal relationships with commercial entities that may have a direct or indirect interest in the subject matter of this presentation.
    - John Doe: Nothing to disclose
    - Jane Brown: Consultant – AAA Pharmaceuticals
    - Carol Jones: Nothing to disclose
    - Michael Smith: Member – ABC Speaker's Bureau
- Please bring your own push pins.

## Research Grants

- Up to 5 pharmacists can apply for a \$100 grant specifically to cover the cost of printing a poster to present at the MSHP annual meeting, covering hotel cost (if applicable), and travel to the annual meeting.
- Up to 30 students can apply for a \$15 grant to cover the cost of printing a poster to present at the MSHP annual meeting.
- If a grant is applied for and granted, the recipient is responsible for the following activities:
  - Submitting and presenting a project or service conducted within the last 2 years.
  - Submitting an expense report within 30 days of the MSHP annual meeting detailing how the funds were utilized.
- Please complete the application at the end of this document if you wish to apply and submit the completed application to Dr. Joshua Fleming at [jfleming2@umc.edu](mailto:jfleming2@umc.edu)

## Questions

- Questions can be directed to Dr. Joshua Fleming at [jfleming2@umc.edu](mailto:jfleming2@umc.edu)

# Mississippi Society of Health-System Pharmacists 2018 Poster Session

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**Poster Type (indicate which option from the choices below):**

- Descriptive Report
- Evaluative Study Report
- Research-in-Progress Report
- Case Report / Case Series
- Unique Institutional Services

\* see abstract guidelines for required sections for each poster type\*

**Poster Title:**

**Purpose:**

**Methods:**

**Results:**

**Conclusions:**

**Primary authors' contact information:**

- First and last name
- School or affiliation
- Position/title
- Mailing address
- Email address
- Telephone number

\*Please upload this form to the submission site: [http://bit.ly/MSHP-2018-Annual-Meeting\\_Abstract-Submission](http://bit.ly/MSHP-2018-Annual-Meeting_Abstract-Submission). (please copy and paste this link into your browser window)

# Mississippi Society of Health-System Pharmacists

## GRANT REQUEST FORM

Name/Organization Requesting Grant: \_\_\_\_\_

Amount of Grant Request: \$\_\_\_\_\_

(Attach a copy of proposed grant budget, Please be specific)

Reason for Grant Request:

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### CRITERIA

*Briefly describe how the proposed project will achieve any or all of the following:*

**Promote the Profession of Pharmacy:**

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**Promote Patient Care:**

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**Support the mission of MSHP:**

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**Which target of MHSP's goals/objectives does this request support?**

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**Expected Timeline of Project:**

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**Additional Information:**

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Requested by: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Address / Phone: \_\_\_\_\_

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Note: Grant recipients are required to provide a written report to Dr. Joshua Fleming on outcomes achieved as a result of this grant no later than thirty (30) days following the MSHP Annual Meeting. The report should also include specific information on how the money was spent.

**Email this form to: [jfleming2@umc.edu](mailto:jfleming2@umc.edu) (Attention: Grant Application)**

**Or mail to:**

**Mississippi Society of Health-System Pharmacists (Attention: Grant Application)**

**PO Box 4826, Jackson, MS 39296-4826**