



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

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 **July 1, 2018 at 11:59pm (CST)**.
- Notification of acceptance will be emailed no later than **July 15, 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 20, 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 (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 28th at 8:00am CST.
- Posters must be removed by the conclusion of the MSHP Annual Meeting on Saturday, July 28th 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

Questions

- Questions can be directed to Dr. Joshua Fleming at jfleming2@umc.edu

Mississippi Society of Health-System Pharmacists 2018 Poster Session

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. (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:

CRITERIA

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

Promote the Profession of Pharmacy:

Promote Patient Care:

Support the mission of MSHP:

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

Expected Timeline of Project:

Additional Information:

Requested by: _____ Date Requested: _____

Address / Phone: _____

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 (Attention: Grant Application)

Or mail to:

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

PO Box 4826, Jackson, MS 39296-4826