# New England Residency Conference

# Abstract and Presentation Guidelines

Presenting your research project at the New England Residency Conference is an excellent opportunity to share what you’ve been working on throughout your residency with an audience of other residents, preceptors, Residency Program Directors and Coordinators, and interested pharmacists throughout the region. In addition to networking with fellow attendees, audience members will often pick up innovative concepts or practice changing ideas that they can take back to their healthcare system. As you are submitting your abstract, please keep in mind the following abstract guidelines and deadlines.

# Abstract Guidelines

## Overall

* The resident must be the primary author of the abstract being submitted, though the abstract may include non-resident authors. The abstract and research project it describes must be the presenter’s original research.
* Topics can cover all pharmacy practice areas and all topics including, but not limited to, pharmacotherapeutics, administration, and medication safety.
* Abstracts should be submitted as a Word document. Documents should be saved with a file name of ‘Last Name\_Short Title’.
* Abstracts should reflect a sound research design and be free of promotional bias.
* The word count for the entire abstract should be approximately 400-650 words, and we recommend following ASHP guidance for the breakdown of word count per section:
  + - Title: 25 words or less, Background/Purpose: ~100 words, Methods: ~225 words, Results: ~200 words, Conclusion: ~100 words
* Do not use underlines, bold, italics, or other special functions or characters.
* Use complete sentences. Check grammar, spelling, and punctuation prior to submission.
* Do not include graphs or charts in your abstract.
* Spell out any acronyms.
* Abstracts can include results and conclusions at the time of submission if available. If not available, indicating ‘results in progress’ is acceptable. Results and conclusions should be included in the final presentation submission.

## Title

* Be short and specific
* Use sentence case format
* Use capitalized letters only for your first word, proper nouns, or acronyms
* Do not use brand names

## Background/Purpose

* Provide adequate background information as context to the project
* Clearly connect background information to the purpose of the project

## Methods

* Discuss the methods or resources used in the project
* Indicate IRB approval if necessary/appropriate for the study

## Results

* Provide results in an organized manner
* Ensure outcomes align with the stated purpose
* If no data or results are available, provide an explanation of why no results are available and describe outcomes that are expected

## Conclusion

* Interpret your results
* Describe how your results will be utilized to change practice, confirm current practice, expand services, etc.

# Presentation Guidelines

* Each platform presentation will be allocated a total of 15 minutes. Presenters should plan for 10 minutes of presentation with 3-5 minutes for questions.
* Feedback will be provided to the residents in both written and verbal formats. Verbal feedback will be provided immediately following the presentation by designated evaluators. All attendees will be able to provide written feedback via an electronic form. This will be provided to the resident in the week following the conference.
* Major Headings for your Platform Presentation
  + Background: Why is your topic important?
  + Objectives: What were the goals of your project?
  + Methods: How was the study conducted?
  + Results: What were the outcomes of your project?
  + Discussion: How will your results change practice? What are the next steps?
  + Conclusion: What is the key takeaway for attendees?