TAPA
TENNESSEE ACADEMY OF PHYSICIAN ASSISTANTS

Bridging the Future of Healthcare

The Tennessee Academy of Physician Associates is committed to presenting high-quality posters reflecting the diverse interests and talents of the physician assistant community. To achieve this goal, participants must follow these guidelines.

Please read all guidelines before submitting an abstract.

General Poster Information
The Annual Poster Session is part of TAPA's FallFest conference. Posters are displayed Friday through Sunday, and authors are present to talk about and answer questions regarding their work during breakfast from 7-8 a.m. on Saturday morning. Posters must be picked up from the conference by noon Central time on Sunday.

Posters are categorized into four galleries:

- **Clinical Gallery**: includes clinical research and case studies or clinical reviews.
- **Education Gallery**: includes research on PA and medical student education
- **Professional Outreach and Advocacy Gallery**: includes projects and programs promoting the profession or serving patients and communities in ways not particularly clinical or research-based
- **Student Gallery**: includes research and case studies or clinical reviews by current students of PA programs

General Requirements
All abstracts for poster submission **must be** submitted by a PA or PA student who can claim authorship for the project. Authorship includes involvement in the conception and design, or analysis and interpretation of data; drafting the article or revising it critically for intellectual content; and final approval of the version to be published. Authorship is not acceptable if the author only provides encouragement, physical facilities, financial support, critiques or editorial contributions.

An individual may be the submitting author on no more than **two** abstracts, but cannot be included as an author on more than **three**. Authorship limitations may be waived for faculty sponsoring students. Multiple submissions of similar abstracts from the same

investigator are discouraged, and literature reviews are not acceptable for poster presentation.

Posters previously presented at other organizations' poster sessions are welcome.

The presenter is responsible for expenses associated with the submission, preparation and presentation of posters.

Presenters are required to be registered for the FallFest conference in order to participate. Registration can be for the full weekend, or the daily registration on Saturday when authors will be present. For more information on registration, please visit the FallFest section on the TAPA website.

Abstract General Information
Authors must submit abstracts electronically to info@tnpa.com no later than midnight on **Aug. 15.**

Selection for participation in the poster session will be based on quality of research, clarity of the abstract and adherence to the guidelines.

PAs, PA faculty and PA students are encouraged to submit abstracts describing original research.

Those submitting abstracts must disclose any known or potential conflicts of interest, and any source of funding must be disclosed at the time of online submission.

Accepted abstracts may be published in the Annual FallFest Conference final program and on the TAPA website.

Abstract Submission and Formatting Guidelines
Authors must submit abstracts electronically to info@tnpa.com. If you have a question or experience technical difficulties, call TAPA at (615) 463-0026. All abstracts must be received online by midnight on **Aug. 15**.

Abstracts received after this deadline will not be accepted.

The abstract text **should not exceed 500 words** (not including the title and author information). Titles should be brief and clearly indicate the abstract's content. Capitalize the first letter of each word, except prepositions. No abbreviations should be used in the title. Only standard abbreviations will be accepted. Special or unusual abbreviations should be placed in parentheses after the full word appears the first time. Arabic numerals should be used to indicate numbers, except when used in the beginning of a paragraph. Nonproprietary (generic) names of drugs should be used. Do not include tables, graphs, algorithms, pictures or references in the abstract. Abstracts that include these will not be accepted.

Accepted abstracts will be printed as submitted. **Changes to abstracts will not be accepted after online submission.** Abstracts should be **edited and carefully reviewed prior to submission**. A common reason abstracts are not accepted is significant typographical or grammatical errors. **Only the abstract's submitting author will receive all correspondence via e-mail from TAPA.**

Clinical Gallery Guidelines
Clinical abstract presentations are divided into the following categories:
 Original research - study findings or other research projects not previously presented or published
 Clinical report/case studies - clinical case reports or clinical vignettes highlighting unusual cases or innovative approaches to clinical problems/techniques

Original research abstracts should be informative and include the following sections:
 Purpose - a brief statement explaining why the research was conducted, preferably limited to one sentence
 Methodology - materials, methodology and any analytical procedures applied, preferably limited to two sentences
 Results - should be presented in sufficient detail to support the conclusions (It is inadequate to state: "The results will be discussed" or "The data will be presented.")
 Conclusions - the authors' opinion about the meaning of the study

Abstracts submitted without final conclusions or results will not be accepted.
Exceptions may be made for student submissions - see Student Gallery Guidelines for full information.

Education Gallery Guidelines
These guidelines should be followed in addition to those listed under the Abstract Submission and Formatting Guidelines.
Educational abstract presentations are divided into the following categories:
 Educational research - original research conducted in PA education, may include results from a grant-funded project
 Curricular innovation - a descriptive poster about a new teaching method, learning opportunity or other innovative educational modality introduced into the clinical or didactic phase of a PA program

Educational abstracts should clearly and completely describe the project. The format of the abstract should include a general description of the objective(s), rationale, methodology, evaluation, results and conclusions. It is desirable to highlight objectives that are uniquely innovative, have impact on special populations or have value to other PA educators. It is most important to discuss measurable outcomes and data that support them. Abstracts that highlight community-campus linkages, especially those that improve the health of underserved and diverse populations, are particularly valued. Educational research abstracts will be peer-reviewed by PA educators and PAs familiar with PA education. PA education abstracts will be evaluated based on their overall quality, the level of innovation, inclusion of measurable outcomes and value to other PA educators.

Posters previously presented at the Physician Assistant Education Association Annual Education Forum can be submitted for the TAPA Poster Session. Authors should follow TAPA's submission guidelines.

Professional Outreach and Advocacy Gallery Guidelines
Participants should follow these guidelines in addition to those listed under the Abstract Submission and Formatting Guidelines.
Professional outreach and advocacy abstract presentations are listed as follows:
 Outreach and advocacy activities designed to serve a community or patient population
 Outreach and advocacy activities intended to promote the PA profession
 Outreach and advocacy activities designed to demonstrate innovation in delivery of patient care

Professional outreach and advocacy abstracts should be informative and include the following sections:
 Purpose: a brief statement explaining why the project or program was conducted.
 Description: a description of the objectives and steps taken to achieve them. Highlight aspects of the project that are innovative, impact special populations or communities, build partnerships, are sustainable, add value to the PA profession and/or are particularly timely. Describe the plan to evaluate the success of the project or program.
 Results: should be presented in sufficient detail to support the conclusions. (It is inadequate to state: "The results will be discussed.")
 Conclusions: the authors' opinion about the impact of the project or program.

Student Gallery Guidelines
Student poster submissions must be submitted by a PA student or PA program faculty representing student work. PA program faculty may be an author, but a PA student or students must be primary author(s). PA students include all current students of PA programs for at least part of the time from October of last year to October of this year. If a student graduates during this time, they are still eligible to submit to the Student Gallery.

Student abstract presentations are divided into the following categories:
 Original research - study findings or other research projects not previously presented or published
 Clinical report/case studies - clinical case reports or clinical vignettes highlighting unusual cases or innovative approaches to clinical problems/techniques

Original research abstracts should be informative and include the following sections:
 Purpose - a brief statement explaining why the research was conducted, preferably limited to one sentence
 Methodology - materials, methodology and any analytical procedures applied, preferably limited to two sentences
 Results - should be presented in sufficient detail to support the conclusions. If results are not yet available, there must be a comprehensive outline of when the results will be available.

 Conclusions - the authors' opinion about the meaning of the study. If results are not yet available, there must be a comprehensive description of how the data collected will be used to determine a conclusion or otherwise meet the purpose of the study.

Abstract Acknowledgement
After you have successfully completed the submission application, you will receive an e-mail notification confirming receipt of your abstract. If you have not received confirmation within 24 hours, please contact TAPA at (615) 463-0026.

Poster Guidelines

- Posters should be no more than 4' x 8' (48" X 96") and no less than 3' x 4' (36" X 48"), and they should be mounted on foam board to be displayed on an easel.
- Posters must include a title, author or authors' names, abstract, purpose, methodology, results and conclusions. All subtitles and texts should be readable from two to three feet away. Avoid the use of script fonts that are difficult to read.
- The poster should have the title placed at the top with the authors' names and affiliations (optional) beneath it. The title should match that submitted with the abstract.
- The poster should also include a copy of the abstract and expanded sections of the purpose, methodology, results and conclusions as appropriate to the type of abstract.
- All illustrations (graphs, pictures, figures, tables) should be large enough for easy observation.
- Matte finish on graphs or pictures gives better visibility due to reduction of glare.
- All figures and tables should have brief captions.
- Authors are responsible for the transportation of their presentations.
- **Do not mail posters to the conference venue.**

Notification
Decisions regarding acceptance will be made by mid- September. The submitting author will be notified via e-mail of the final results. Authors of accepted abstracts are required to make their own travel arrangements to present and discuss their research at the annual FallFest conference.

Attendance Policy
Authors of accepted posters are required to be registered for the conference and present with their posters for discussion at the specified time during FallFest. Poster presentation discussions are scheduled for Saturday from 7-8 a.m. Central time. Authors are also encouraged to attend and participate in the other FallFest conference activities. **If the authors are not registered for FallFest by Oct. 1, the poster will be disqualified.**