ABSTRACT SUBMISSION INSTRUCTIONS AND GUIDELINES

We are soliciting abstracts for podium and poster presentation. Abstracts addressing health equity are encouraged. Selected abstracts will be presented as podium presentations during concurrent breakout sessions or poster presentations during poster sessions.

Abstracts will be accepted via electronic submission only. **Abstracts that do not conform to official guidelines will not be accepted.**

A presenting author is expected to register and attend the XULA-COP 2013 Conference to present the abstract. Abstracts will **not** be considered without receipt of an Abstract Submission Form from the author(s).

- **DEADLINE**: All abstracts and submission forms must be received by the Secretariat (through online registration at http://www.regonline.com/xula13, or email to xula@the1joshuagroup.com) no later than 5:00 PM Eastern, January 11, 2013. No corrections will be allowed.

- **ELIGIBILITY**: All abstracts should represent basic science, clinical science, community populations and studies, education, health policy, or special technologies and methodologies.

- **PRESENTATION FORMAT**: Authors should indicate their preference for podium or poster presentation on the submission form. However, the final decision of assignment to podium or poster presentation will be determined by the abstract reviewing committee.

- **ACKNOWLEDGEMENT**: All abstracts will receive notification of **receipt** no later than January 18, 2013. Notification of **acceptance** will be sent no later than January 31, 2013. All notification will be made via email from xula@the1joshuagroup.com.

- **SUBMISSION REQUIREMENTS**: Please submit abstracts via the **Adobe Form**. *Abstracts will not be processed for review if they are not submitted using the online form.*

ABSTRACT INSTRUCTIONS

- Maximum of 300 word count (excluding title, authors, affiliations, and mention of grant support). Define all abbreviations the first time they appear in the abstract.

- Avoid formulas.

- Do not include references or credits.

- Single space all typing; no space between title and body or between paragraphs.

- To maintain legibility, avoid use of ornate or script fonts. Blocky fonts like Swiss, Humanist, and Arial or conservative serif types like Times Roman and Bookman read well. Please submit abstracts with a 12 point font using sans or serif type.

Figure 1: Sample Fonts (all fonts shown at 12 pt)

Swiss	Humanist	Arial	Times Roman	Bookman

- Proofread the abstract carefully before submitting; no corrections will be allowed.

- Submit computer file of abstract. File must be in a PC-compatible format, preferably Microsoft Word.

Revised 10/11/2012 5:37 PM

ALL RESEARCH abstracts must be organized using the following format:

- **TITLE** (upper-case letters) maximum 60 characters
- **AUTHOR(S)** (upper- and lower-case letters) who have significantly contributed to the work; optimal limit 5-10
  - Presenting author must be listed first (upper-case letters)
  - For each author, include first and second initials and last name. Separate authors with semi-colon.
    Example: FC Jones; AF Hill; KG Witherspoon
- **AFFILIATION(S)**
  - List institution(s) where work was performed. Present affiliation information in a new line immediately following author line and include author initials following affiliation.
    Example:
    FC Jones; AF Hill; KG Witherspoon
    Xavier University (FCJ); New Way Out Ministries (AFH, KGW)
- **PURPOSE** (header in upper-case letters)
  - Explain the importance of the research or activity to include objectives, goals and purpose
- **DESIGN METHODS** (header in upper-case letters)
  - Briefly explain the procedure and strategy used to gather the information presented.
- **RESULTS/EXPECTED RESULTS** (header in upper-case letters)
  - What did you find when you performed the analysis of the information presented?
- **DISCUSSION/CONCLUSION** (header in upper-case letters)
  - How does the result address the hypothesis?
  - How do the reported findings contribute to the knowledge in the respective field?
- **MENTION OF GRANT SUPPORT** (where applicable)
  - Authors are encouraged to acknowledge grant support for work

Figure 2: Sample Research Abstract

THE IMPACT OF HEALTH DISPARITY AWARENESS ON THE HEALTH BEHAVIORS OF STUDENTS AT XAVIER UNIVERSITY OF LOUISIANA
PL Rose; BC Brookover; KB Kennedy; AL Powell
College of Pharmacy (PLR; KBK; ALP), Department of Psychology (BCB)
Xavier University of Louisiana

PURPOSE - To examine the relationship between health disparities, awareness, and behaviors among college students. **METHODS** - A Campus Health Awareness Survey (CHAS) was completed on the campus of Xavier University of Louisiana. Participants (n=169) answered questions regarding demographics, general health, family medical history, health behaviors, and awareness. **RESULTS** - For each participant, a summary score, Knowledge of Health Disparities (KHD), was calculated for the total number correct for all of the health disparities diseases and conditions (M=5.11, SD=3.44). A nonparametric bivariate correlation was calculated between health disparities correct and self rated health, rs=+.32, p<.01. Analysis of Variance (ANOVA) showed that with a mean KHD of 5.31, African Americans were significantly more aware of health disparities than all other races/ethnicities (3.41), p<.01. Likewise, students with family income greater than $50,000 (6.06) were more aware than those with less than $50,000 (4.33), p<.01. Finally, each level of student classification was significantly more aware than the previous one. There were no significant differences between students who were or were not aware of health disparities for most health behavioral factors, including eating habits and physical activity levels, with the exception of student awareness of diabetes as a health disparity. **CONCLUSIONS** - The results of the CHAS survey indicate that most students are moderately aware of health disparities; however, they do not associate their health behaviors to an increase in risk. These findings highlight the need for interventions to increase awareness of health disparities and to link knowledge to improved behaviors.

ALL **POLICY** abstracts must be organized using the following format:

Policy abstracts should contain a brief description of the problem/issue to be considered, the key factors underlying the issue, and the recommendations for moving forward.

- **TITLE** (upper-case letters) maximum 60 characters
- **AUTHOR(S)** (upper-lower case letters) who have significantly contributed to the work; optimal limit 5-10
    - Presenting author must be listed first (upper-case letters)
    - For each author, include first and second initials and last name. Separate authors with semi-colon.
      Example: FC Jones; AF Hill; KG Witherspoon
- **AFFILIATION(S)**
    - List institution(s) where work was performed. Present affiliation information in a new line immediately following author line and include author initials following affiliation.
      Example:
      FC Jones; AF Hill; KG Witherspoon
      Xavier University (FCJ); New Way Out Ministries (AFH, KGW)
- **PROBLEM/ISSUE TO BE CONSIDERED** (header in upper-case letters)
- **UNDERLYING ISSUE KEY FACTORS** (header in upper-case letters)
- **RECOMMENDATIONS** (header in upper-case letters)
- **MENTION OF GRANT SUPPORT** (where applicable)
    - Authors are encouraged to acknowledge grant support for work.

ALL <u>CLINICAL PRACTICE</u> abstracts must be organized using the following format:

- **TITLE** (upper-case letters) maximum 60 characters
- **AUTHOR(S)** (upper-lower case letters) who have significantly contributed to the work; optimal limit 5-10
  - Presenting author must be listed first (upper-case letters)
  - For each author, include first and second initial and last name. Separate authors with semi-colon.
    Example: FC Jones; AF Hill; KG Witherspoon
  - **AFFILIATION(S)**
    - List institution(s) where work was performed. Present affiliation information in a new line immediately following author line and include author initials following affiliation.
      Example:
      FC Jones; AF Hill; KG Witherspoon
      Xavier University (FCJ); New Way Out Ministries (AFH, KGW)
  - **PURPOSE** (header in upper-case letters)
    - Explain the importance of the activity to include objectives, goals and purpose.
- **PROJECT DESCRIPTION**
  - Describe the problem/issue to be considered, the key factors underlying the issue.
  - Give information on the Best Practice Guidelines used to address the problem/issue and protocols used to incorporate these guidelines into practice.
  - Implications and recommendations for clinical practice moving forward.
  - **MENTION OF GRANT SUPPORT** (where applicable)
    - Authors are encouraged to acknowledge grant support for work.

ABSTRACT GRADING CRITERIA

Abstracts should be developed to meet the following technical review criteria:

1. Importance and relevance of topic

2. Adherence to the Xavier University of Louisiana College of Pharmacy to prepare pharmacists to impact medically underserved communities, in an effort to eliminate health disparities through patient-centered care, community service and scholarly work.

3. Innovation and Contribution to Knowledge Base

4. Clarity and Completeness – made up of the following: overall quality, purpose and objective, theoretical and/or applied focus, research/activity methods, findings, and potential practical application.

5. Well organized and clearly written

6. Potential contributions of the study to science/society

7. Research Design:
   o Explicit background information
   o Sufficient information about the data collection and analysis procedures (if applicable)

8. Results:
   o Discussion of empirical studies, or in the case where the study has not yet been carried out, details of any predictions about the expected direction of the findings.
   o Results likely to be of value to the field

Selected abstracts will be presented from the podium during concurrent breakout sessions or poster presentations during poster sessions.

Poster Presentations will occur during Poster Sessions March 7-9, 2013. Upon acceptance, presenters will be provided specifics on installation, presentation, and dismantle times. Poster participants must pre-register and attend the Xavier University of Louisiana College of Pharmacy's Sixth Health Disparities Conference.

1. Conference March 7-9, 2013.

2. An 8'x4' poster board will be furnished for all participants to display their posters. The mounting surface area is 7'10" wide by 3'10" tall, do not exceed this dimension.

3. The presenting author is responsible for displaying the poster at the beginning of the assigned poster session and removing it at the end of the assigned poster session, at times to be designated in the Poster Acceptance Package. Detailed instructions for poster displays, poster number, and location will also be included in the Poster Acceptance Package.

4. The presenting author must be available at the poster display during designated Poster Session. Conference participants will be invited to speak with authors either one-on-one format or in group sessions. There will be **no audio-visual equipment** for poster presentations, as space does not permit.

5. Your poster should cover the KEY POINTS of your research. The ideal poster is designed to (1) attract attention; (2) provide a brief overview of your work; and (3) initiate discussion and question.

GRAPHS AND TABLES: As with the rest of your poster, strive for brevity, simplicity, and clarity. Here are some rules of thumb. Tables with more than 20 data cells will begin to overwhelm a typical viewer. Similarly, graphs with no more than three lines or six bars are preferable. Include captions and legends but keep them short and informative. Maintain a consistent labeling system for all graphs. When data of the same type are presented on separate graphs, it may be useful to use the same scale on all axes.

TYPE SIZE: All text must be legible. The title should be legible from at least 16 feet and text from 3-5 feet. Minimum recommended type sizes are summarized below.

Figure 3: Minimum Recommended Font Size (Times Roman shown)

Title	90
Heading	60
Subheading	30
Text	18

TYPE STYLE: To maintain legibility avoid the use of ornate or script fonts. Blocky fonts like Swiss, Helvetica and Arial or conservative serif types like Times Roman and Bookman read well. In the body of the text, follow normal convention when employing italics and capital letters.

LAYOUT: Organize your poster from left to right and top to bottom. One good method is to divide your material into 3 to 5 logical sections. Lay out each section as a vertical module on your poster, moving from left to right and leaving space between each module. Empty space is important and can be used to separate parts of your poster or establish relationships between modules or sections. Avoid clutter.

BACKGROUND: Advances in computer technology have created a plethora of graphic possibilities. Just as you can choose a color photo of your favorite estuary as a backdrop for your computer's desktop, so can you print your entire poster on such a photo. Such backgrounds call attention to the background, not your science. Often your material will be very difficult to read and visually obscured. However conventional it may be, choose a background that accentuates the material you want to present.

COLORS: Do not use fluorescent or intense colors for anything. Colors can be used on graphs, but should consistently represent the same population or variable throughout. Subdued or neutral colors toned down with grey are best for backgrounds and large areas. Blues, browns, greens, or grays are appropriate for framing. Background for text and graphs can be white, but off -white or beige is easier on the eyes.

Abstract Podium Presentations will occur during the concurrent breakout sessions to convene on March 7-9, 2013. Upon acceptance, each podium presenter will be provided specifics on assigned session. Make note that abstracts selected for podium presentation will require a **maximum** of 3-5 slides for a 10-minute presentation followed by a 5-minute questions and answer period. Slide presentations must be submitted to The 1Joshua Group via email (**xula@the1joshuagroup.com**) no later than February 18, 2013 and will not be accepted on-site.

Presenters are encouraged to keep the audience focused and interested; here are some tips for a successful presentation:

1. **Proofread everything, including visuals and numbers.**

2. **Use Key Phrases About Your Topic**
   Seasoned presenters use key phrases and include only essential information. Choose only the top three or four points about your topic and make them consistently throughout the delivery. Simplify and limit the number of words on each screen. Try not to use more than three bullets per slide. Don't overload your slides with too much text or data. The surrounding space will make it easier to read.

3. **Slide Layout is Important**
   Make your slides easy to follow. Put the title at the top of the slide where your audience expects to find it. Phrases should read left to right and top to bottom. Keep important information near the top of the slide. Often the bottom portions of slides cannot be seen from the back rows because heads are in the way.

4. **Limit Punctuation and Avoid All Capital Letters**
   Punctuation can needlessly clutter the slide and the use of all caps makes statements more difficult to read and is like SHOUTING at your audience.

5. **Avoid Fancy Fonts**
   Choose a font that is simple and easy to read (see Figure 1 – Sample Fonts). Avoid script type fonts as they are hard to read on screen. Use, at most, two different fonts – perhaps one for headings and another for content. Keep all fonts large enough (at least 24 pt and preferably 30 pt) so that people at the back of the room will be able to easily read what is on the screen.

6. **Use Contrasting Colors for Text and Background**
   Backgrounds should never distract from the presentation. Dark text on a light background is best, but avoid white backgrounds. Using the default white background is hard on the viewer's eyes -- tone it down by using beige or another light color. Note that colors appear lighter when projected and pale colors often appear as white. A dark background with white font reduces glare. When using a dark background, be sure to make text a light color for easy reading.
   - Patterned or textured backgrounds can reduce readability of text.
   - Keep your color scheme consistent throughout your presentation.

7. **Limit the Number of Slides**
   Keeping the number of slides to a minimum ensures that the presentation will not become too long and drawn out. It also avoids the problem of continually changing slides during the presentation that can be a distraction to your audience. If the audience is reading slides, they are not paying attention to you. A more successful and engaging presentation is one that averages about one slide per minute.

8. **Use Photos, Charts and Graphs**
   Combining photos, charts, and graphs will add variety and keep your audience interested in the presentation. Avoid having text only slides.

ABSTRACT SUBMISSION CHECKLIST

The following must be submitted by January 11, 2013 in order to be considered for review:

- ❑ Abstract prepared according to instructions (not to exceed 300 words). Please do not send an image of your abstract. We will require the text for placement in conference proceedings.

- ❑ Abstract Submission Form (one per abstract) –fully completed via the **Adobe Form**.

- ❑ Register online for the Conference (visit **http://xula.the1joshuagroup.com/registration.html**).

- ❑ The organizers will confirm **receipt** of your abstract within two business days and no later than January 18, 2013. If you have not received a response, please call 404.559.6191 or re-submit via the **Adobe Form**.

- ❑ Abstract notification deadline January 31, 2013 (via email from **xula@the1joshuagroup.com**)

- ❑ **Pre-Registration Discount Deadline December 1, 2012**

For Inquiries, please contact:
XULA-COP Conference Organizer
c/o The 1Joshua Group, LLC
1513 East Cleveland Avenue
Bldg 100-B, Suite 110
Atlanta, GA 30344-6947
v) 404.559.6191
f) 404.559.6198