



## XAVIER UNIVERSITY OF LOUISIANA COLLEGE OF PHARMACY TENTH HEALTH DISPARITIES CONFERENCE

March 16 – 18, 2017 in New Orleans, Louisiana



### 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 2017 Conference to present the abstract. Abstracts will **not** be considered without receipt of an Abstract Submission Form from the author(s).

- **DEADLINE:** All abstracts must be submitted via the [online form \(http://bit.ly/xula-abstracts\)](http://bit.ly/xula-abstracts) no later than 5:00 PM Eastern, January 16, 2017. 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:** Notification of **receipt** will be sent immediately to the email address provided by the submitting author. Notification of **acceptance** will be sent no later than January 30, 2017. All notifications will be made via email from [xula@the1joshuagroup.com](mailto:xula@the1joshuagroup.com).
- **SUBMISSION REQUIREMENTS:** Please submit abstracts via the online form (<http://bit.ly/xula-abstracts>). **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, tables, and charts.
- Do not include references or credits.
- Single space all typing; no space between paragraphs.
- Proofread the abstract carefully before submitting; no corrections will be allowed.

Revised 6/29/2016 10:09 AM

## 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 with author initials following each corresponding affiliation.  
**Example:**  
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

## 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 with author initials following each corresponding affiliation.  
**Example:**  
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 CLINICAL PRACTICE 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 with author initials following each corresponding affiliation.  
**Example:**  
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.

Figure 1: Sample Abstract Submission (online form available at <http://tinyurl.com/xula-abstracts>)



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**TENTH HEALTH DISPARITIES CONFERENCE**  
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## XULA 2017 Abstract Submission Form

Before you begin    Author Affiliation    **Abstract Information**    Submission Agreement

### Abstract Information

**Please consider my abstract for: \***  
Podium Presentation

*This selection does not guarantee presentation method.*

**Presentation Statement \***  
 I understand that selecting my presentation preference does not guarantee acceptance as such. I also understand that the final decision of assignment to poster or podium presentation will be determined by the Abstract Review Committee.

**Abstract Category \***    **Abstract Grading Criteria: \***  
1.0 Social Determinants of Health    RESEARCH Abstract

**1.0 Subcategory \***  
1.5 Social and Community Context

**Abstract Title: \***  
THE IMPACT OF HEALTH DISPARITY AWARENESS ON BEHAVIOR  
*Please use all caps for your abstract title.*

**Abstract Authors: \***  
PL Rose; BC Brookover; KB Kennedy; AL Powell  
*e.g., FC Jones; AF Hill; KG Witherspoon*

**Author Affiliations \***  
Xavier University of Louisiana (PLR, BCB, KBK, ALP)  
*e.g., Xavier University (FCJ), New Way Out Ministries (AFH, KGW)*

**Abstract Text: \***  
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.   
*Your abstract may not exceed 300 words. Please do not paste title, author(s), or affiliation(s) in this field.*

**Grant Support:**  
Research supported by ABC-DEFG Grant # 0A12BC345678 at Xavier University of Louisiana  
*Please leave blank if there is no grant support for this work.*

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## 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:
  - Explicit background information
  - Sufficient information about the data collection and analysis procedures (if applicable)
8. Results:
  - 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.
  - 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 PRESENTATION GUIDELINES

Poster Presentations will occur during Poster Sessions March 16 – 18, 2017. 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 Tenth Annual Health Disparities Conference.

1. Conference March 16 – 18, 2017.
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.

**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. White (empty) space is important and can be used to separate parts of your poster or establish relationships between modules or sections. Avoid clutter.

**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 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.

**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 2: Minimum Recommended Font Size (Times New Roman shown)*

Title	90
Heading	60
Subheading	30
Text	18

**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, you can 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.

## PODIUM PRESENTATION GUIDELINES

Abstract Podium Presentations will occur during the concurrent breakout sessions to convene March 16 – 18, 2017. 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 in **widescreen (16:9) PowerPoint format** to 1Joshua Group via email ([xula@the1joshuagroup.com](mailto:xula@the1joshuagroup.com)) or online (<http://bit.ly/295Nyfa>) no later than March 1, 2017 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.
- 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 by viewers in the back rows because heads are in the way. 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 white space will make it easier to read.
- 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. 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. Placing dark text on a light background is best, but the use of white backgrounds should be avoided. 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 which 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 completed in order to be considered for participation as an abstract presenter in the 2017 Conference:

- 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 [online form \(http://bit.ly/xula-abstracts\)](http://bit.ly/xula-abstracts) by January 16, 2017. **All abstracts, once submitted, will begin the review process; updates and re-submissions will NOT be accepted at any time. Subsequent submissions of the same abstract are marked as duplicates and removed from the abstract review process.** Before starting the submission process, it is recommended to have your completed abstract on hand so that you may copy and paste the text into the online form.
- Register online for the Conference (visit <http://xula.the1joshuagroup.com/registration.html>). Early Bird Discount Deadline is November 11, 2016. Payment is not required at the time of registration – simply change your method of payment to “CHECK” if you are not prepared to make payment at the time of registration. However, you will be responsible to confirm the registration with payment at a time in the future and according to the payment schedule on <http://xula.the1joshuagroup.com/registration.html>.
- Notification of **receipt** will be sent to the email address provided by the submitting author. If you have not received confirmation of receipt within 30 minutes after submitting your abstract, please call 404.559.6191 or re-submit via the [online form \(http://bit.ly/xula-abstracts\)](http://bit.ly/xula-abstracts).
- Submitting authors of **selected** abstracts will be notified by January 30, 2017 (via email from [xula@the1joshuagroup.com](mailto:xula@the1joshuagroup.com)).

*For Inquiries, please contact:*

**XULA-COP Conference Organizer**

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