# 14th Health Disparities Conference
## XAVIER UNIVERSITY *of* LOUISIANA

*April 7–8, 2021 · A Virtual Conference*

# ABSTRACT SUBMITTAL & PRESENTATION GUIDELINES

**ALL SUBMISSIONS DUE: 03/08/2021 @ 11:59 PM CENTRAL**

#XUHDCON

# ABSTRACT SUBMISSION OVERVIEW

**We are soliciting abstracts for oral and poster presentation.** Abstracts from all fields of research, policy, and clinical practice are encouraged. Abstracts presented at other meetings are allowed. Selected abstracts will be presented during Concurrent Podium Presentation Sessions and/or during Poster Sessions.

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

Abstracts will not be considered unless submitted via the **online form**.

**REGISTRATION:** All presenting authors are required to register/pre-register for the Conference. Payment is not required immediately at the time of registration, but registration fees must be paid by the respective deadlines in order for discounts to apply, and all registration balances must be paid in order to participate in the XULA 2021 Conference.

**DEADLINE: All abstracts must be submitted via the online form no later than 11:59 PM Central on Monday, March 8, 2021. No corrections will be allowed.**

**TARGET AREAS:** All abstracts should represent social determinants of health; disease process, disparities, and equity; health maintenance and prevention; health services and policy; community partnership; research in special populations; and data science and big data.

**PRESENTATION FORMAT:** Authors may 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 Review Committee.

**ACKNOWLEDGMENT:** All abstract submitters will receive notification of **receipt** from the XULA 2021 Conference Organizers within 30 minutes of submission. Acceptance notifications will be sent no later than Wednesday, March 10, 2021. All notifications regarding abstract submissions will be made via email from **xula@the1jg.com**.

**SUBMISSION REQUIREMENTS:** Please submit abstracts via the **online form**.

## ABSTRACT SUBMISSION ETIQUETTE

# DOs&DON'Ts

✓ **Limit your word count** to 300 (not including title, authors, affiliations, or mention of grant support).

✓ **Single space** all typing.

✓ **Define all abbreviations** the first time they appear in the abstract.

✓ **Proofread the abstract carefully** before submitting. No corrections will be allowed, and accepted abstracts will be printed in conference materials as submitted and approved by the Abstract Review Committee.

✗ **Do not** use tables, charts or formulas.

✗ **Do not** include references or credits.

✗ **Do not** add space between paragraphs.

✗ **Do not** submit abstracts of published papers.

✗ **Do not** submit your abstract more than once; all subsequent submissions of the same abstract are marked automatically as duplicates and removed from the review process.

# ABSTRACT SUBMISSION FORMAT

### All RESEARCH abstracts should be organized using the following format:

**TITLE** *(uppercase)*
- Title must be a maximum of 60 characters, spaces and punctuation included.

**AUTHORS** *(mixed cases)*
- List those who have significantly contributed to the work should be listed.  The recommended limit is 10 authors.
- The presenting author must be listed first (uppercase letters).
- For each author, include the first and second initials with the last name.  Separate authors with a semicolon.
- Example: FC JONES; AF Hill; KG Witherspoon

**AFFILIATIONS** *(capitalized)*
- List institution(s) where work was performed.  Include author initials after the corresponding affiliation.
- Example: Xavier University (FCJ); New Way Out Ministries (AFH, KGW)

**PURPOSE** *(header in uppercase)*
- Explain the importance of the research or activity to include objectives, goals, and purpose.

**DESIGN METHODS** *(header in uppercase)*
- Briefly explain the procedure and strategy used to gather the information presented.

**RESULTS / EXPECTED RESULTS** *(header in uppercase)*
- What did you find when you performed the analysis of the information presented?  Remember, tables and charts are NOT allowed in your submission.

**DISCUSSION / CONCLUSION** *(header in uppercase)*
- How does the result address the hypothesis?
- How do the reported findings contribute to the knowledge in the respective field?

**GRANT SUPPORT** *(list only in the grant support field)*
- Authors are encouraged to acknowledge grant support for work where applicable.

# ABSTRACT SUBMISSION FORMAT

### All POLICY abstracts must be organized using the following format:

**TITLE** *(uppercase)*
- Title must be a maximum of 60 characters, spaces and punctuation included.

**AUTHORS** *(mixed cases)*
- List those who have significantly contributed to the work should be listed. The recommended limit is 10 authors.
- The presenting author must be listed first (uppercase letters).
- For each author, include the first and second initials with the last name. Separate authors with a semicolon.
- Example: FC JONES; AF Hill; KG Witherspoon

**AFFILIATIONS** *(capitalized)*
- List institution(s) where work was performed. Include author initials after the corresponding affiliation.
- Example: Xavier University (FCJ); New Way Out Ministries (AFH, KGW)

**PROBLEM / ISSUE TO BE CONSIDERED** *(header in uppercase)*

**UNDERLYING ISSUE KEY FACTORS** *(header in uppercase)*

**RECOMMENDATIONS** *(header in uppercase)*

**GRANT SUPPORT** *(list only in the grant support field)*
- Authors are encouraged to acknowledge grant support for work where applicable.

**Note:** Policy/special technologies & methodologies 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.

# ABSTRACT SUBMISSION FORMAT

### All CLINICAL PRACTICE abstracts should be organized using the following format:

### TITLE *(uppercase)*
- Title must be a maximum of 60 characters, spaces and punctuation included.

### AUTHORS *(mixed cases)*
- List those who have significantly contributed to the work should be listed. The recommended limit is 10 authors.
- The presenting author must be listed first (uppercase letters).
- For each author, include the first and second initials with the last name. Separate authors with a semicolon.
- Example: FC JONES; AF Hill; KG Witherspoon

### AFFILIATIONS *(capitalized)*
- List institution(s) where work was performed. Include author initials after the corresponding affiliation.
- Example: Xavier University (FCJ); New Way Out Ministries (AFH, KGW)

### PURPOSE *(header in uppercase)*
- Explain the importance of the research or activity to include objectives, goals, and purpose.

### PROJECT DESCRIPTION *(header in uppercase)*
- Describe the problem/issue to be considered, the key factors underlying the issue.
- Disclose the best practice guidelines used to address the problem/issue and protocols used to incorporate these guidelines into practice.
- Note the implications and recommendations for clinical practice moving forward.

### GRANT SUPPORT *(list only in the grant support field)*
- Authors are encouraged to acknowledge grant support for work where applicable.

## ABSTRACT SUBMISSION GRADING CRITERIA

**All abstracts will be reviewed using the following categories:**

**RELEVANCE AND ADHERENCE** to the mission of Xavier University of Louisiana College of Pharmacy: to prepare pharmacists to impact medically under-served communities in an effort to eliminate health disparities through patient-centered care, community service, and scholarly work.

**INNOVATION AND CONTRIBUTION** to knowledge base.  Discussion of empirical studies, or detailed predictions of the expected direction if the study has not yet been carried out.  Are the results likely to be of value to the field?

**CLARITY AND COMPLETENESS** of the content including overall quality, purpose and objective, theoretical and/or applied focus, research/activity methods, findings, and potential practical application.  Organization of the abstract content, as outlined on pages 4–6.

**RESEARCH DESIGN** — sufficient background information and description of the data collection and analysis procedures (if applicable).

**Please utilize the grid below to rank the abstract: \***

*Reviewers should assign a score of 1-5 for each part of the ranking criteria presented below (whereas "1" is very poor and "5" is excellent). The best overall score is therefore 20 and the worst score is 4.*

|  | Very Poor (1) | Poor (2) | Average (3) | Good (4) | Very Good (5) |
|---|---|---|---|---|---|
| Relevance and Adherence * | ○ | ○ | ○ | ○ | ○ |
| Innovation and Contribution * | ○ | ○ | ○ | ○ | ○ |
| Clarity and Completeness * | ○ | ○ | ○ | ○ | ○ |
| Research Design * | ○ | ○ | ○ | ○ | ○ |

# ABSTRACT SUBMISSION CHECKLIST

## The following items must be completed for successful submissions and presentations:

☐ **REGISTER** to attend the XULA 2021 Conference.  The Early Bird Registration Discount expires at 11:59 PM Central on Monday, March 8, 2021, and the Standard Registration Rate expires at 11:59 PM Central on Tuesday, March 30, 2021.  All registration fees must be paid by the respective deadlines in order for discounts to apply.

☐ **PREPARE YOUR ABSTRACT** according to the guidelines (remember not to exceed 300 words).

☐ **SUBMIT YOUR ABSTRACT** via the online form by 11:59 PM Central on Monday, March 8, 2021 via the online form.

☐ **ACKNOWLEDGMENT OF RECEIPT** will come from the Conference Organizer (xula@the1jg.com) within 30 minutes of submission.  If you have not received an email receipt (remember to check your filtered mail folder), please call (404) 559-6191.

☐ **ABSTRACTS SELECTED** for podium and/or poster presentation will receive notification emails no later than Monday, March 30, 2021.

☐ **CONFIRM YOUR PARTICIPATION** as an abstract presenter using the link in your notification email no later than Monday, March 15, 2021.  If you submit more than one abstract, then you must confirm for each accepted abstract that you plan to present at the conference.

*For inquiries, please contact:*
**XULA-COP Conference Organizer**
c/o 1Joshua Group, LLC
1513 East Cleveland Avenue
BLDG 100-B, STE 202
Atlanta, GA 30344-6947
**Phone: (**404) 559-6191
**Fax:** (404) 559-6198
**Email:** xula@the1JG.com

# PRESENTATIONS

# NEED *to* KNOW

**POSTER PRESENTATIONS** **will be available for viewing through the conference for all registered attendees and will be viewed during the Dessert Cafe Poster Session on April 7, 2021.** Poster presenters must register to attend the XULA 2021 Conference.

**PRESENTATION LENGTH:** Make note that abstracts selected for poster presentation will be allowed a **maximum** of 1–3 slides in a pre-recorded 5-minute video presentation.

**SUBMIT VIDEO:** Video presentations must be submitted in MP4 format to the Conference Organizer, 1Joshua Group, via DropBox no later than **Monday, March 22, 2021**; files will **not** be accepted thereafter.

**PODIUM PRESENTATIONS** **will occur during concurrent podium sessions in the 2021 conference.** Upon acceptance, each podium presenter will be provided with specifics on the assigned session. Podium presenters must register to attend the XULA 2021 Conference.

**PRESENTATION LENGTH:** Make note that abstracts selected for podium presentation will be allowed a **maximum** of 5–10 slides for a 15-minute presentation, not including the Questions & Answers period.

**SUBMIT SLIDES:** Slide presentations must be submitted in widescreen (16:9) PowerPoint format to the Conference Organizer, 1Joshua Group, via DropBox no later than **Monday, March 22, 2021**; files will **not** be accepted thereafter.
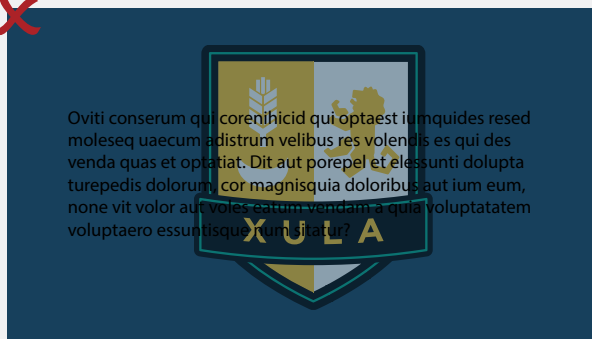
# DEVELOPING YOUR PRESENTATION

**PROOFREAD EVERYTHING**, including visuals and numbers.

**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.

**MAKE YOUR SLIDES EASY TO FOLLOW.**  Put the title at the top of the slide where your audience expects to find it.  Keep important information near the top. Oftentimes, the bottom portions of slides cannot be seen when projected.  Limit the number of words on the 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.

**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.
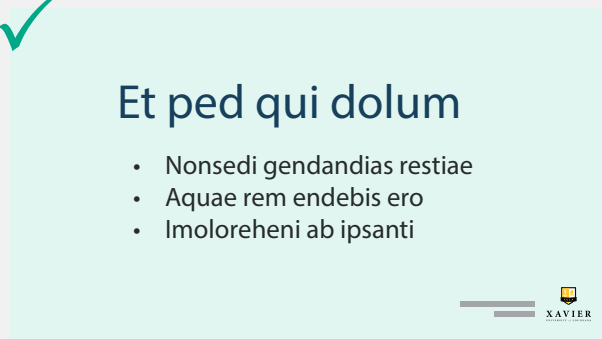
## DEVELOPING YOUR PRESENTATION

**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.

**USE CONTRASTING COLORS** for text and background.  Avoid the use of patterned and/ or textured backgrounds as they distract from the presentation and reduce the readability of text.  Placing dark text on a light background is best; tone down the potential glare of a white background by using beige or another light color.  Note: 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.

## DEVELOPING YOUR PRESENTATION

**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 or even one slide every two minutes.

**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.
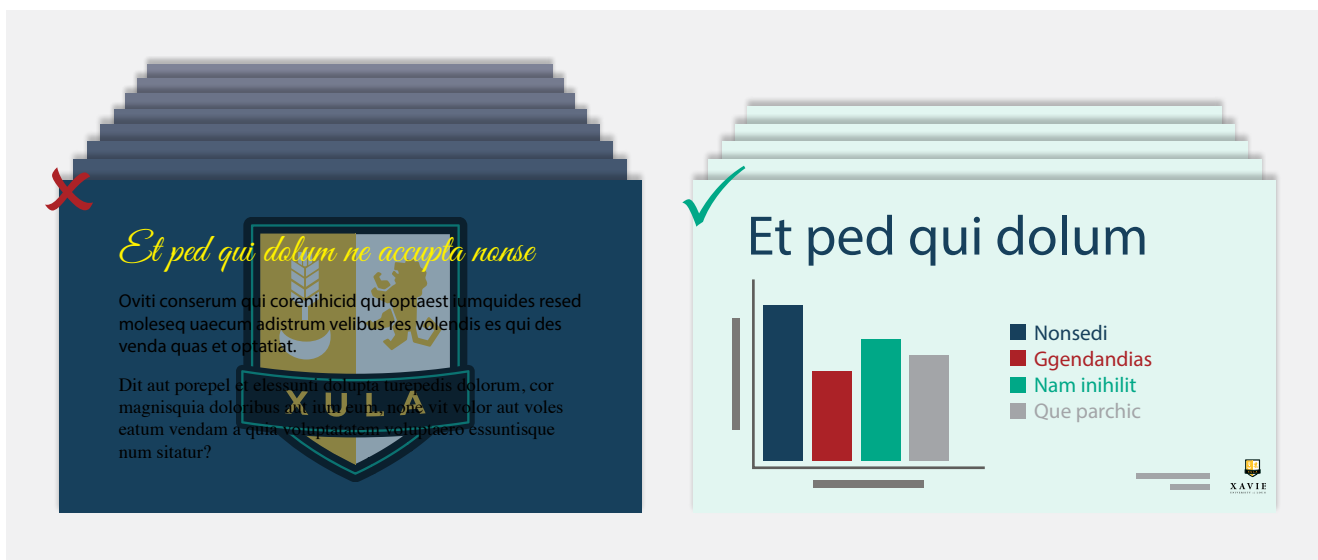
# FINAL NOTES FOR POSTER & PODIUM PRESENTATION

Please keep the following dates in mind when planning to attend and present an abstract during the XULA 2021 Conference:

**Monday, 03/08/2021** : : **Early Bird Registration Rate Ends**
*Standard registration rates will apply beginning 03/09/2021.*

**Wednesday, 03/10/2021** : : **Abstract Selection Notification**
*All notifications should be received by 03/10/2021, 11:59 PM Central.*

**Monday, 03/15/2021** : : **Notification Responses Due**
*Authors notified of acceptance must complete the response form before 03/16/2021.*

**Monday, 03/22/2021** : : **Presentation Submission Deadline (Poster & Podium)**
*All Presentation files must be submitted by 11:59 PM Central via the link identified in your Abstract Selection Notification.*

**Tuesday, 03/30/2021** : : **Standard Registration Rate Ends**
*Late / On-site registration rates will apply beginning 03/31/2021.*

**Wednesday, 04/07/2021** : : **Conference Begins**
*The Opening Plenary Session begins at 1:00 PM Central.*

**For all inquiries, contact the Conference Organizer:**

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