



Poster Abstracts for the 2023 FAC Summit Submission Guidelines

The Florida Asthma Coalition (FAC) invites submission of poster abstracts related to any aspect of asthma diagnosis, management, or education. Submissions will be peer reviewed by FAC's Summit Poster Committee. Selected authors will be invited to present in-person at the FAC Summit on June 16, 2023. A three-minute oral presentation will be allotted for selected authors to present their poster and findings. Selected authors do not have to be a member of FAC to submit an abstract. However, if accepted, the presenting author must be registered for the FAC meeting. Please read through the submission specification carefully before completing the corresponding form beginning on page 4. If you have any questions, please reach out to Health Council of Southeast Florida at planning@hcsef.org.

Notification of Acceptance

Abstracts should be submitted electronically **using the corresponding form beginning on page 4** to Dr. Debra Weiss, Co-Chair FAC, at dweiss@york.cuny.edu no later than April 28, 2023, at 11:59 PM Eastern Standard Time. Abstracts received after the deadline will not be reviewed. Abstracts that do not follow the guidelines will be returned without review.

Acknowledgement of receipt will be sent via email to the corresponding author. If you have not received an acknowledgement of receipt by May 05, 2023, please contact Health Council of Southeast Florida **by telephone** 561-844-4220 ext. 2800.

Notification of acceptance will be sent to the corresponding author by May 12, 2023, at 11:59 PM Eastern Standard Time. The corresponding author shall be responsible for confirming receipt of notification of acceptance or non-acceptance and informing other contributing authors. Please contact Health Council of Southeast Florida if an email is not received by May 17, 2023.

Deadline for submissions: 11:59 PM EST April 28, 2023

Specifications — Read Carefully!

Poster Abstract Categories:

- (1) asthma diagnosis and/or management
- (2) asthma education program or asthma program evaluation
- (3) device and technique evaluation
- (4) a drug clinical trial
- (5) ENCORE presentation

*If the work has been presented as a regular poster or has been presented in an oral podium session at a national, regional, or statewide meeting, or has been previously published in any form, it should be submitted in the ENCORE poster category. The work must still be timely and relevant to be accepted). Please note that ENCORE submissions are not eligible for awards.

Submissions will be scored using a rubric developed by the FAC Summit Poster Committee. Especially encouraged are submissions that are innovative, have strong preliminary data, and seek to reduce the burden of asthma and/or asthma disparities.

Poster Abstract Submissions:

Must include: (1) **Background:** statement of research problem, question, and hypothesis; (2) **Study Objective,** (3) **Methods:** description of research design and conduct in sufficient detail to permit judgment of validity; It should include the target population, study/project methods, and statistical analysis methods (4) **Results:** statement of research findings with quantitative data and statistical analysis, or qualitative findings; (5) **Conclusions:** interpretation of the meaning of the results presented.

Give specific information; general statements such as “Results will be presented” or “Significance will be discussed” will not be accepted.

Poster Abstract Format and Preparation Instructions:

Entire poster abstract must fit in the space provided at the end of this document (pages 4-5). Poster abstract may have one clear, concise table or figure; in this case, you are allowed two pages if a table or a figure needs to be included (one page for the abstract and one page for the table or figure) with all pages in the same electronic document. Please save the document as a **pdf file**. Font size of text should be at least a 12-point font. Word limit is 300, excluding the title, table, or figure, if any. Please use a font that is easy to read, such as Calibri, Arial, Helvetica, or Times Roman. The first line should be the title IN ALL CAPITAL LETTERS. Title should explain content. Follow title on a new line with names of all authors (including credentials), institution(s), and location; underline the presenter's name. Provide all author information requested. Standard abbreviations may be used without explanation; new or infrequently used

abbreviations should be spelled out on first use. Any recurring phrase or expression may be abbreviated if it is first explained. Check for: (1) errors in spelling, grammar, facts, and figures; (2) clarity of language; and (3) conformance to these specifications. An abstract not prepared as requested may not be reviewed.

Oral Presentation:

Selected authors will be invited to give a three-minute in-person oral presentation at the FAC Summit on Friday, June 16, 2023.

Poster Presentation:

Poster boards will be standard size (between 4-5' high and 6-8' wide). Posters shall be no larger than 4' high by 6' wide. Please submit a pdf of your poster.

Poster Format - Poster should contain sections consistent with the specifications below.

Your poster must contain the following sections:

- Header: title, authors, authors' affiliations
- Abstract
- Background
- Objective(s)
- Methods
- Results, including figures and tables
- Conclusions

Poster Abstract Author Information Submission Page
FAC Summit • June 16, 2023

***Corresponding Author:** First Name _____ MI _____
Last Name _____ Credentials _____
Organization/Institute _____
Organization Address _____
City/State/Zip _____
Email Address _____ Preferred Phone _____

***Presenting Author:** First Name _____ MI _____ Last Name _____
Organization/Institute _____
Email Address _____ Preferred Phone _____

Additional Author: First Name _____ MI _____ Last Name _____ Credentials _____
Organization/Institute _____
Email Address _____ Preferred Phone _____

Additional Author: First Name _____ MI _____ Last Name _____ Credentials _____
Organization/Institute _____
Email Address _____ Preferred Phone _____

ADD MORE AUTHORS IF NEEDED

Poster Abstract Category (check only one)

- Asthma Diagnosis and/or management
- Asthma Education Program or Program Evaluation
- Device and Technique Evaluation
- Drug Clinical Trial
- ENCORE Presentation

Meeting where previously presented and/or publication citation: _____

Funding Provided by*: _____

***Abstract must include any disclosure of financial support provided to each author related to the study - when applicable**

**2023 Florida Asthma Coalition Summit
Poster Abstract Submission Page**

Title:

Authors:

Background:

Methods:

Results:

Conclusion: