January 28, 2015

TO: Deans of AACP Member Institutions

FROM: Melinda D. Colón
Director of Governance Programs and Meetings

RE: School Posters at the 2015 AACP and AFPC Annual Meeting in National Harbor

Background
AACP has a tradition of calling upon member institutions to share via a poster presentation information regarding one or more elements of the school’s academic program. Each year, with input from the Program Committee, a specific theme or topical area is identified. This provides for a school poster display with a wide array of contributions focused on one specific aspect of pharmacy education (e.g., professionalism, faculty recruitment/development, assessment programs).

2015 School Poster Theme and Specifications
The 2015 school poster theme will draw upon the newly released ACPE Standards 2016 specifically those Standards related to: co-curricular activities, performance-based assessment, personal and professional development activities and assessment strategies. Schools are invited to present a poster that showcases innovative approaches to Standards 2016. Posters shall describe how the institution is working to accomplish one or more of these elements in the new Standards, including how they are being assessed. This may include innovative activities such as interprofessional activities, experiential education, and assessment strategies.

Colleges and schools of pharmacy are each invited to submit one poster abstract to AACP by Wednesday, March 25. The abstracts should contain no more than 250 words, excluding author’s name, school name, and abstract title.

School posters will be displayed on Saturday, July 11 from 1:00 p.m. - 6:00 p.m. at the 2015 AACP and AFPC Annual Meeting in National Harbor. Presenters are encouraged to be at the poster from 5:00 p.m. – 6:00 p.m. Each poster should be able to fit on four feet high by eight feet long display board. Notification of acceptance will be sent via e-mail in mid-April.

If you have any questions regarding abstract submissions, please contact Melinda D. Colón at 703.739.2330 ext. 1012 or mcolon@aacp.org.
Call for School Poster Abstracts
2015 AACP and AFPC Annual Meeting
July 11-15, 2015; National Harbor, MD

ABSTRACT DEADLINE is Wednesday, March 25, 2015. All materials must be received at AACP headquarters by March 25.

All school poster abstracts must meet the criteria listed below. PLEASE NOTE: Only one poster can be accepted per college or school of pharmacy.

INSTRUCTIONS

Please review carefully the criteria prior to preparing and submitting an abstract. School poster abstracts must be submitted online. A verification form for each school abstracts must be emailed with the signature of the CEO dean. Before submitting your abstract online, be sure to proof it carefully. Accepted abstracts will be published in AJPE as submitted. Edits can be made until the Wednesday, March 25 deadline.

SPECIFICATIONS FOR PREPARATION OF ABSTRACTS

Abstracts may be no more than 250 words, excluding author’s name, school name, and abstract title. Abstracts of more than 250 words will be returned to the presenter without consideration.

The following are steps for submitting a School Poster Abstract:

1. Go to the AACP online submission site
2. The username and password for the programming submission site is the same as your AACP username and password.
3. If you have forgotten your password, please contact Angie Edwards at aedwards@aacp.org or 703.739.2330 ext. 1035.
4. If you are not a member of AACP but are a member of AFPC, please contact Colleen Miglio for instructions on how to submit an abstract. You will not able to submit online but Colleen will assist you in submitting the abstract.
5. Click on Submit or Edit Proposal twice and then School Poster Submission
6. Type the title of the abstract and the abstract details in the field provided.
7. Hit Accept and Continue and include the name(s) of additional author(s) in the space provided.
8. To ensure your School Abstract is received, please remember to select the Accept and Continue button or your submission will not go through. An email to confirm your submission will be sent to you immediately.
9. A completed verification form for each School Poster Abstracts must be emailed to Colleen Miglio at cmiglio@aacp.org.
10. The CEO dean must sign the verification form for School Poster Abstract to indicate approval of the abstract.

SUBMISSION CHECKLIST:

- Title of the abstract
- Abstract is 250 words or less, excluding author name(s), school name, and title.
- The abstract has been proofread. The abstract will be published in AJPE as submitted.
- The completed verification form for your school abstract has been e-mailed to Colleen Miglio at cmiglio@aacp.org.