aapa 2021
ePoster & Research in Action
Submission Guidelines

Table of Contents

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 1 of 21

aapa 2021
ePoster & Research in Action
Submission Guidelines

Dates

Submissions open	11/13/2020
Research in Action submissions due	12/13/2020
Research in Action notifications of acceptance	1/4/2021 *
ePoster submissions due	1/6/2021
ePoster notifications of acceptance	2/1/2021 **
Details on creating ePoster available online	3/1/2021 **
ePoster deadline for uploading	4/2/2021 **
Poster sessions	5/23/2021 to 5/25/2021
Research in Action	5/23/2021 to 5/25/2021

* Once Research in Action submissions are accepted, communication will be handled by the AAPA CME team.
** Tentative dates, subject to change.

Location

AAPA 2021 is a hybrid conference. What does that mean?

The conference will be held Saturday, May 22, 2021 – Wednesday, May 26, 2021.

The live conference will be held inside the Pennsylvania Convention Center, 1101 Arch Street, Philadelphia, PA 19107 and the Philadelphia Marriott Downtown, 1200 Filbert Street, Philadelphia, PA 19107.

For those unable to attend in person, there is a virtual conference held simultaneously! This Virtual Conference is a new, 100% online event experience that will connect PAs around the world. The event will have something for everyone.

Research Sessions

Researchers may present their research as a 25 minute podium presentation in the Research in Action series. Alternatively, they may present their work as an ePoster, which is a digital poster of their findings.

Submission Deadlines

All submissions to Research in Action must be submitted no later than December 13, 2020 at 11:59 pm EST. Late submissions will not be considered for Research in Action but will be considered for ePosters.

All submissions to ePosters must be submitted no later than January 6, 2021 at 11:59 pm EST. Late submissions will not be considered for Research in Action but will be considered for ePosters.

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 2 of 21

It is strongly recommended that submitting authors begin the submission process prior to the last day of the deadline. A word document is available on the AAPA website if you would like to start the process before opening the portal. If you have any questions on any part of the process, contact us at postersession@aapa.org. Allow up to two business days for a response.

It is the responsibility of the submitting author to ensure that all information provided is correct and final. All information that is submitted must be the final information.

Eligibility

Research must be about the PA Profession or PA Education or conducted by PAs and/or PA students.

AAPA will not consider submissions for ePosters or Research in Action with industry or medical education company involvement or sponsorship. Authors may have relationships to industry (which must be disclosed), but the submission as well as any ePosters and presentations themselves must be independent of those relationships: written by the author without industry or medical education company planning, oversight, editing, review, financial support, or approval. Submissions with industry involvement may be considered for ePoster presentation at separate sponsored ePoster stations.

Authors interested in this option should contact the AAPA Business Development team for more information.

Acceptance

Selection for participation in both the ePoster Sessions and Research in Action will be based on quality of the research, clarity of the abstract, and adherence to the Guidelines.

Registration and Attendance

At least one author is required to register for AAPA 2021 and attend their session. Authors are responsible for all costs associated with registration, travel, lodging, and ePoster creation. We do not have scholarships available at this time.

Conference registration must be completed by April 29, 2021. ePosters and Research in Action authors who have not registered for conference will be excluded from the ePoster Sessions and associated publications. For more information on registration, please visit the Annual Conference website.

Researchers may attend the live or the virtual conference. We will be coordinating this in the spring 2021 when the current nature of the pandemic can be better assessed.

Authorship

Research must be about PA Education or the PA Profession or conducted by PAs and/or PA Students.

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 3 of 21

All listed authors <u>must be able to claim authorship for the project</u> as defined by the International Committee of Medical Journal Editors (ICJME).

The <u>ICMJE recommends</u> that authorship be based on the following 4 criteria:
1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Only include authors if they meet the above four criteria.

Industry Sponsored Submissions

AAPA <u>will not</u> consider submissions for ePosters or Research in Action with industry or medical education company involvement or sponsorship. Authors may have relationships to industry (which must be disclosed), but the submission as well as any ePosters and presentations themselves must be independent of those relationships.

All submissions must be written by the author without industry or medical education company planning, oversight, editing, review, financial support, or approval.

Submissions with industry involvement may be considered for ePoster presentation at separate sponsored ePoster stations. Authors interested in this option should contact the <u>AAPA Business Development team</u> for more information.

Multiple Submissions

Multiple submissions of similar topics from the same researcher are discouraged.

Communications

The corresponding author is responsible for contacting and coordinating with all other authors in their group. AAPA and JAAPA will only have contact with the corresponding author.

The individuals submitting the research are responsible for entering all information correctly, including email addresses, names, and credentials. AAPA is not responsible for misspelled information and they will not edit any submissions for spelling, grammar, etc.

Please ensure that the corresponding author is willing and able to serve as such.

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 4 of 21

ePoster Guidelines

ePosters are scheduled on Sunday through Tuesday, May 23rd to the 25th, 2021. Please do not submit a proposal if one author is not able to attend.

Share your expertise by submitting your research. Either as an individual or as part of a group, you can become a recognized expert within the PA profession.

ePoster Display

ePosters will be displayed electronically on a large touch-screen monitor and are available each day of the conference in the ePoster area as well as in the AAPA app.

At AAPA 2021, ePosters will also be available online through the AAPA Conference website for virtual attendees.

ePoster Showcase

Authors from select ePosters are invited to participate in a 30 minute ePoster showcase. Each ePoster is represented by one (1) author who will give a 7 to 10 minute podium presentation on their research. Authors may choose to expand their ePoster to be on multiple slide or they may elect to have their ePoster as the presentation as a single slide. This is presentation series will grant attendees CME.

Poster Awards

JAAPA Student Poster Award

The JAAPA Student Poster Award furnished by Wolters Kluwer will be awarded to the top three (3) student posters. Each of the winning posters will receive $500. Anyone who is a PA student for any time between June 2020 and May 2021 are eligible to submit posters as a student and be eligible for the JAAPA Student Poster Award.

APPAP Poster Award

The APPAP Poster Award, furnished by the Association of Postgraduate PA Programs, is given to the top ePoster submitted by a PA enrolled in a postgraduate program or to a PA student whose ePoster is focused on postgraduate education. The winner receives $500.

A list of winners is available on the on the ePosters pages.

ePoster Publication in JAAPA

Qualified ePoster abstracts are eligible to be published in JAAPA online and indexed in Ovid. ePosters are selected by the JAAPA editorial staff. AAPA Research team members do not have input into the process other than providing abstracts to their staff. For all questions, please reach out to JAAPA staff directly.

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 5 of 21

Collections are typically published in December. The AAPA 2019 collection may be found online.

Important Notes for ePoster Submissions
Please note the following presentation information:

The presentation does not have to include new primary research.

If new primary research is featured and the study is ongoing, it must be concluded by May 2021. Please indicate that in the proposal as well as the proposed analyses, anticipated findings, and applications for the research.

All research presented must have clear application to the PA profession.

All speakers, panelists, workshop assistants, workshop instructors, and workshop chairs who are PAs must be current members of AAPA at the time of participation.

Submissions that consist solely of literature reviews will not be accepted as ePosters.

Research or presentations previously presented at other organizations' meetings are permissible for the ePoster session but are not eligible for publication in JAAPA.

All submissions must be made by January 6, 2021 at 11:59 pm.

One author must attend AAPA 2021. Each author is responsible for their own registration, travel, and other expenses.

All submissions are peer-reviewed. The evaluation process is competitive – less than half of all submissions were accepted for AAPA 2020. If your presentation or workshop is selected, you will be informed by early 2021.

We are unsure of the format of the Meet the Author Sessions for AAPA 2021 at this time. In the past, live conferences brought approximately 8 to 40 people to any given Meet the Author Session.

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 6 of 21

Research in Action Guidelines

Share your expertise by submitting your research. Either as an individual or as part of a group, you can become a recognized expert within the PA profession.

AAPA 2021 Themes

We are looking for presentation proposals related to the following themes. Topics for consideration include, but are not limited to…

Foundations

Bringing together your profession's unifying foundation, what are the tools you use to shape your future? What does leadership look like for PAs? How can you advance patient care through new clinical research? What are the practice barriers PAs still experience and how can they be broken down? What is the future of PA education?

Pandemic

Research in this area may address the role PAs play in managing the COVID-19 pandemic, changes to their well-being including burnout and employment; how did PA programs pivot to the rapidly changing educational environment and how did students handle the changes?

PA Value and Impact

Research in this area may address the role PAs play in providing quality healthcare, improve patient satisfaction, or increase access to care; it may also address public awareness or perceptions of PAs; PA utilization as it relates to the cost effectiveness, or medical liabilities, of healthcare.

Understanding the PA Workforce

Research in this area may address issues of diversity with the profession; PA specialization trends; the ability for PAs to have career flexibility; workforce projections; or how national and state practice barriers are impacting PAs.

PA Role and Practice

Research in this area may address the reach of the PA profession; PAs roles on, as well as the dynamics of, medical teams; innovations into the expanded roles of PAs; and how legislation and systems influence the way PAs practice.

Research in Action is scheduled on Sunday through Tuesday, May 23rd to the 25th, 2021. Please do not submit a proposal for Research in Action unless an author is able to attend.

Important Notes for Research in Action Submissions

Please note the following presentation information:

The presentation does not have to include new primary research.

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 7 of 21

If new primary research is featured and the study is ongoing, it must be concluded by May 2021. Please indicate that in the proposal as well as the proposed analyses, anticipated findings, and applications for the research.

All research presented must have clear application to the PA profession.

All speakers, panelists, workshop assistants, workshop instructors, and workshop chairs who are PAs must be current members of AAPA at the time of participation.

Research or presentations previously presented at other organizations' meetings are permissible for Research in Action.

All submissions must be made by December 13, 2020 at 11:59 pm.

AAPA will provide a small honorarium and will provide complementary registration for one presenter per Research in Action session. Each presenter is responsible for their own travel and other expenses.

All coordination of Research in Action sessions will be done by the AAPA CME team with support from AAPA Research.

All submissions are peer-reviewed. The evaluation process is competitive – less than half of all submissions were accepted for AAPA 2020. If your presentation or workshop is selected, you will be informed by early 2021.

Presentations will be 25 minutes with the last few minutes reserved for question and answers.

Audiences range in size from 15-75.

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 8 of 21

Overview of Information Needed
No late submissions will be accepted.

The following is a non-exhaustive list of all questions asked. It is designed to allow authors to gather the materials needed prior to submission. For more information, refer to the Research Submission Guidelines.

All submissions
We will be collecting the following information for each author.
- Full name
- Credentials (i.e., MPAS, PA-C)
- Occupation (specify: PA, PA Student, Other)
- Email
- Title
- Department, Organization, City and State of Organization

Note that the following must be BLINDED. This means that we should not be able to tell what organization you work for, who you are, who your funder is, etc. If your submission is not blinded, it will not move on to the review process.

- Submission Title (150-character limit)
- Abbreviated Title (30-character limit)
- Background and Purpose or Clinical Importance (100-word limit)
- Description and Methodology (150-word limit)
- Results (150-word limit)
- Discussion and Conclusions (100-word limit)
- Brief description (300-character limit)
- Keywords
- References (for CME submissions, you must include at least one authoritative reference to support your submission)

For all submissions that are considered for CME, please include:
- Learning objectives (1 to 2)
- Importance of topic for PAs
- Why is this topic important for PAs?
- Will your presentation include any interactive components?

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 9 of 21

Full Submission Process

Submission Information

Page 1: Introduction

*What is your name and email? ***

We need this information in order to send you a reminder to complete your submission in case you need more than one session to complete the submission and to assist if you have issues.
Name:
Email:

*Which gallery is this proposal for?**

Please review the ePoster submission guidelines to ensure that you are submitting your proposal under the correct heading.

Clinical Gallery: Original Clinical Research

The Clinical Gallery: original clinical research includes clinical findings or other research projects pertaining to medical study. Abstracts to the Gallery are not generally eligible for publication in JAAPA.

Clinical Gallery: Case Study or Clinical Reviews

The Clinical Gallery: Case studies or clinical reviews include clinical case reports or clinical vignettes highlighting unusual cases or innovative approaches to clinical problems/techniques. Abstracts to the Gallery are not generally eligible for publication in JAAPA.

Education Gallery

The Education Gallery includes original research conducted in PA education or descriptive analysis of a new teaching method, learning opportunity or other innovative educational modality introduced into the clinical or didactic phase of a PA program. It is desirable to highlight objectives that are uniquely innovative, have impact on special populations (particularly undeserved or diverse populations) or have value to other PA educators. Posters previously presented at the Physician Assistant Education Association Annual Education Forum can be submitted for the AAPA ePoster Session but will not be eligible for publication in JAAPA.

Workforce Gallery

The Workforce Gallery includes research or descriptive analysis of outreach and advocacy activities designed to serve a community or patient population, outreach and advocacy activities intended to promote the PA profession, and outreach and advocacy activities designed to demonstrate innovation in delivery of patient care.

Evidence-Based Medicine Gallery

The Evidence-Based Medicine Gallery includes research that is designed to aggregate research and disseminate the conclusions on novel medical interventions. Note that treatments for conditions that are included in Cochrane Review or Up to Date will not be considered.

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 10 of 21

Which of the following apply to your submission?*
Research conducted by students
Research conducted by PA in an APPAP approved postgraduate training program
Research is industry-sponsored
Encore presentation (presented previously)
Research conducted about post-graduate PA training

Tell us about your APPAP approved postgraduate training program.*

What is the relationship to industry?*

Please list all of the previous conferences, meetings, and congresses where this research was presented.*

For AAPA 2021, are you willing to in present your research in the following formats?
[ ] Online (live)
[ ] Online (pre-recorded)
[ ] In-person in Philadelphia, PA

Page 2: Submission Information
Once you start your submission, you may leave and return to complete it at a later time. We also recommend doing this once within the submission process to get the link that will allow you to edit your submission after the fact.

To do so, please click save at the top right of the page where you desire to leave off.

As a reminder, please note that we do not edit your submission for grammar and spelling.

Submission Title.*
Please limit the title to 150 characters or less.

Abbreviated Title.*
Title in 30 characters or less that can be used in publications and signage.

Which of the following is your submission for?*
We will not consider case studies, clinical research, and evidenced based medicine for Research in Action.
  ( ) ePoster only
  ( ) Research in Action (25 minute podium presentation) only
  ( ) ePoster ONLY IF not accepted for Research in Action

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 11 of 21

Would you like your ePoster abstract considered for publication in JAAPA and indexed in Ovid?
      ( ) Yes   ( ) No

Would you like to be considered for the ePoster Research Showcase?
This is presentation series will grant attendees CME. Authors from select ePosters are invited to give a 7 to 10 minute podium presentation on their research. If you are interested in this opportunity, select yes.
      ( ) Yes   ( ) No

Page 3: Authors

*How many authors are on this submission?**
You may include up to 8

Please list the authors in the order you would like them to appear.
List their full name, without credentials, as they will appear in all publications.
For example, if you want the authors to appear like this...
John D Doe, Jane R Smith, Susie Q Public,
Author 1: John D Doe
Author 2: Jane R Smith
Author 3: Susie Q Public
The order names are entered below are the order they appear in within all written materials. They cannot be changed once submitted.
Please pay attention to spelling. Do not use all caps.

Page 4: Author Designations

For each submission, designate the following author attributes, if appropriate.

*Which author is the corresponding author?**

*Which author is the faculty adviser?**

*Which authors will speak at Research in Action or the ePoster Showcase, if accepted?** Select 1 to 2 for Research in Action and 1 for ePoster Showcase*

*Which of the authors is in an APPAP-approved postgraduate training program? **

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 12 of 21

Page 5: Author Descriptives

For each of the authors, provide the following:
What is the occupation of author?*   ( ) PA   ( ) PA Student   ( ) Physician   ( ) Other:
When is their anticipated graduation?*(students)
What is their name for correspondence? (Dear ...)?*:
Credentials?*:
Title?*:
Best email *: (warning: aol.com emails tend to be blocked in spam filters)
Where is the author employed/in school?*
       Organization name:
       City:
       State:

Page 6: Abstract Sections

Your submission will be evaluated on the following:
-- Background and Purpose or Clinical Importance
-- Description and Methodology-
-- Results
-- Discussion and Conclusions- Originality and Usefulness

You may also receive additional points if your research
- Addresses the needs of a special population
- Is well written
- Focuses on one of the AAPA National Health Priorities (including diabetes, obesity, veterans' health, opioid epidemic, oral health, and nutrition)
- Provides relevant and adequate references
- Is of high interest to the PA profession
This is the basis for the peer review of your proposal.

Your abstract should be blinded. Please do not include the name of your institution, your name, or any other identifying information. If you do not blind your submission, it will be automatically rejected and not reviewed. You may enter text such as (Redacted) in place of any identifying information.

Submissions should be edited and carefully reviewed prior to submission.

Common reasons proposals are not accepted include:
- Significant typographical or grammatical errors
- Not including enough information in each of the areas for review
- Not being blinded
- Not fitting any of the criteria (i.e., is a literature review)

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 13 of 21

Background and Purpose or Clinical Importance
(100 word limit)*
You will be scored out of 5 points on this.
Reviewers will consider the following when assessing the merit of your submission.
<u>For case studies and program descriptions</u>: Is background information included in the abstract? Is the information clinically important, relevant, and significant? Is the information presented unique and notable?
<u>For all other submissions</u>: Is background information included in the abstract? Is the purpose/objective clearly stated? Is the scope of the topic too broad or too narrow?

Description and Methodology
(150 word limit)*
You will be scored out of 5 points on this.
Reviewers will consider the following when assessing the merit of your submission.
<u>For case studies</u>: Is the description of the case study clear and understandable? Are the clinical procedures used adequately described? If applicable, are the data collection and experimental technique adequate for the study?
<u>For program descriptions</u>: Is the description of the program clear and understandable? Are all aspects of the program adequately described? If applicable, are the data collection and experimental technique adequate for the study?
<u>For all other submissions</u>: Is the description of the materials and methodology clear and understandable? Are the data collection and experimental techniques adequate for the study? Are the analytical procedures used adequately described? Is the research design appropriate for the data collected and the subject of the study?

Results
(150 word limit)*
You will be scored out of 5 points on this.
Reviewers will consider the following when assessing the merit of your submission.
<u>For case studies</u>: What was the result of the H & P, diagnostics, etc.? Was the diagnosis correct?
<u>For program descriptions</u>: Was the description of the program clear and well thought out?
<u>For all other submissions</u>: Are the results presented in sufficient detail to support the conclusions? Do they follow the data and analysis?

Discussion and Conclusions
(100 word limit)*
You will be scored out of 5 points on this.
Reviewers will consider the following when assessing the merit of your submission.
<u>For case studies</u>: Were the right conclusions drawn?
<u>For program descriptions</u>: Did the program accomplish its purpose?
<u>For all other submissions</u>: Are the conclusions clear and the interpretation sound?

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 14 of 21

References
You may include up to 5 references. For CME submissions, you must include at least one authoritative reference to support your submission.

Brief description. *
The brief description may appear in the AAPA 2021 materials. This may be a shortened version of the abstract, or a different description more applicable for the conference materials. This is limited to 300 characters which is about 3 sentences for most people.

Please provide any keywords that describe your proposal.

Please upload your abstract as entered above in the separate sections.
Allowed types: doc, docx, txt. Max file size: 10 MB

Please select the subject area covered in your presentation. *

ALRG-Allergy/Immunology
ALTE-Integrative Medicine
ANES-Anesthesia
CCME-Critical Care Medicine
CDEV-Career Development
COMM-Communication
CV-Cardiovascular
DERM-Dermatology
DIVR-Disparities/Diversity
EDUC-Education
EMER-Emergency Medicine
ENDO-Endocrinology
ENTH-Ears/Nose/Throat
ETHI-Ethics
GAST-Gastroenterology
GENE-Genetics
GERI-Geriatrics
GLOB-Global Health/Travel Medicine

GU-Genitourinary
HEMO-Hematology/Oncology
HOSP-Hospital Medicine
HPOL-Health Policy/Law/Legislation/Regulations
INFD-Infectious Disease/HIV
LABM-Laboratory Medicine
NEPH-Nephrology
NEUR-Neurology
NUTR-Nutrition
OBGY-Obstetrics and Gynecology
OCCM-Occupational Medicine
OPHT-Ophthalmology
ORTH-Orthopaedics
PAIN-Pain Management/Palliative Medicine
PEDS-Pediatrics
PMR-Rehabilitation/Physical Medicine

PREV-Preventive Medicine
PRIM-Primary Care
PROF-Professional Role/Professional Practice
PSYC-Psychiatry
PUBL-Public Health
PULM-Pulmonology
RADI-Radiology
REIM-Reimbursement Issues/Business of Medicine
RHEU-Rheumatology
SUBA-Substance Abuse
SURG-Surgery
TECH-Technology
TRAU-Trauma
VETS-Veteran's Health
OTH-Other

I agree, if my submission is accepted, to attend my assigned session. I agree that if I am not present for my session(s), then I will not be eligible for presentations until 2024. *
( ) I agree   ( ) I do not agree

Page 7: Required Information for JAAPA
Please indicate whether you agree or disagree with the following statement.*
ORIGINALITY: Each author warrants that his or her submission to the Work is original, does not infringe upon, violate, or misappropriate any copyright or other intellectual property rights, or any other proprietary right, contract or other right or interest of any third party, and that he or she has full power to enter into this agreement. Neither this Work nor a similar work has been published nor shall be submitted for publication elsewhere while under consideration by this Publication.
          ( ) I agree   ( ) I do not agree

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 15 of 21

Did the author(s) seek review and approval from an IRB for this research?*
        ( ) Yes   ( ) No

Please include your IRB approval number or ethics statement here.*
If you did not seek IRB approval, tell us why you did not.

Page 8: CME
Please provide 1 to 2 learning objectives for your submission. *
Complete the learning objectives below **without** the stem: At the end of this session, the participant should be able to - as this will be included in all of them.
By the end of the session, attendees should be able to:

Why is this topic important for PAs?*

Page 9: Thank you for your submission
Thank you for your submission. We expect to have the dispositions for Research in Action complete by January 4, 2021 and for ePosters by February 1, 2021. All correspondence will go to the corresponding author.

We recommend that you take the time now to review your submission now and download a copy for your records.

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 16 of 21

Frequently Asked Questions

Submissions

Who is eligible for the Student Poster Award? I graduated in December 2020; am I still eligible?
Anyone who is a PA student for any time between June 2020 and May 2021 are eligible to submit posters as a student and be eligible for the JAAPA Student Poster Award.

Can I submit my final ePoster instead of an abstract?
You must submit the information outlined above for review. AAPA will provide guidance on creating an ePoster prior to AAPA 2021.

I approved and submitted my materials, but now I want to make changes. How do I do that?
All information should be reviewed and finalized before submitting. Changes made to the submission materials after the submission has started the review process may be accepted on a case by case basis, as time allows. AAPA Research may be able to send you a link to edit your submission after you receive your notice of submission. All edits must be made by 1/6/2021. AAPA Research may not be able to accommodate requests for edit links after 1/4/2021.

Which submissions are eligible for publication in JAAPA?
Clinical research, case studies, and evidenced-based medicine are generally not eligible for publication; all other submissions are eligible. Student research must have a PA on the submission if they want to be considered for publication in JAAPA. All decisions are made at the discretion of JAAPA and are final.

Any research that is industry-sponsored will not be eligible for publication.

Encore presentations will not be eligible for publication.

You will hear directly from JAAPA if it is accepted for publication. Please do not reach out to AAPA for information regarding JAAPA publication.

I don't know if my submission was completed. I thought I completed it, but I never received the email. Should I re-submit it?
No. You are welcome to contact us by email before 1/4/2021. Any incomplete submissions after 1/6/2020 will be considered late and will not be considered for the ePoster Session.

Do you accept late submissions?
No!

Do you accept industry-sponsored ePosters?
AAPA will not consider submissions for ePosters or Research in Action with industry or medical education company involvement or sponsorship. Authors may have relationships to industry (which

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 17 of 21

must be disclosed), but the submission as well as any ePosters and presentations themselves must be independent of those relationships.

All submissions must be written by the author without industry or medical education company planning, oversight, editing, review, financial support, or approval.

Submissions with industry involvement may be considered for ePoster presentation at separate sponsored ePoster stations. Authors interested in this option should contact the AAPA Business Development team for more information.

Acceptance

When will I know if my abstract was accepted?
Acceptance status notifications will be emailed to the corresponding author no later than February 28, 2020. In this email, you will find out if your submission was accepted to the ePoster sessions, Research in Action, or both.

You will hear directly from JAAPA if it is accepted for publication. Please do not reach out to AAPA for information regarding JAAPA publication.

What did the reviewers think of my proposal?
Reviewers often, but not always, comment on the abstracts they review. If you wish to see the comments, please reach out to us and we will provide that feedback.

Registration

I am an author on multiple submissions. Do I need to have multiple authors registered for AAPA Conference, or does my registration count for all of the posters?
Each presentation (Research in Action and ePoster) must have at least one author registered for the Conference. If you are an author on multiple projects, your registration counts for all projects that you are an author of.

I am unable, or unwilling, to travel to AAPA 2021 due to COVID-19. Can I still present my research?
Yes! AAPA 2021 is a hybrid event. That means that we are still holding the conference live in Philadelphia. At the same time, we will be providing live-streamed events, events that are pre-recorded with live Q & A, and more. For Research events, we are still figuring out what that will look like. Rest assured; we will make it possible for everyone accepted to participate virtually.

Will I receive complimentary registration to AAPA 2021?
As we have in past years, one author from each Research in Action presentation will receive complimentary registration if they book their hotel within the AAPA room block. If they choose to stay elsewhere, their registration will be $200.

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 18 of 21

We do not provide a complimentary registration to ePoster presenters.

Will I receive an honorarium? Other CME speakers do!

Beginning with AAPA 2021, Research is pleased that we are able to provide an honorarium for CME speakers, commiserate with the time they are speaking. Most CME speakers are speaking for an hour and Research in Action speakers are half that. As such, they will receive a smaller honorarium. We are still working through the details at this time. When you receive your acceptance letter, more information will be included. From that time forward, most of your correspondence will be from the AAPA CME team.

ePosters at AAPA 2021

If my proposal is accepted, can I bring a physical poster instead of an electronic poster?

No. All posters must be in electronic format.

How will viewers be able to find my ePoster at the AAPA Conference?

Attendees will be able to search ePosters at the ePoster kiosks, and online, by gallery, title, author, and keywords. It is very important that you enter keywords when submitting your abstract so interested viewers can find your poster. Once you submit your abstract, you will not be able to add keywords.

Will I be able to present my ePoster at AAPA Conference?

We are still developing programming for AAPA 2021. Due to the current pandemic, we are unsure if about the timing of AAPA 2021 research events. ePoster Meet the Author sessions are schedules from Sunday May 23rd to Tuesday May 25th, 2021. Please be patient with us as we adapt to the changing needs. We do plan to have more understanding of conference room availability around the time ePoster acceptances are sent out.

We do believe, however, that all ePosters will be available and that there will be some options for those that would like to interact with attendees.

I cannot attend AAPA 2021. Can I still have my ePoster displayed? Can I delay my ePoster until AAPA 2022?

No. Just like you would not have a physical poster displayed at a conference for which no author was in attendance, you cannot have your ePoster displayed if no author is in attendance.

The good news is that even if you cannot travel to AAPA 2021, you may still be able to present your ePoster. For this year, AAPA 2021 is a hybrid conference. That means that you can attend in-person or online. One author will need to register for AAPA 2021.

If you have a scheduling conflict with your assigned session, please let us know as soon as possible. We may be able to switch sessions with another researcher. If you cannot come at all, we may be able to reserve you a spot the following year. If you have a scheduling conflict and fail to let us know in a

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 19 of 21

timely manner, or you fail to appear at AAPA 2021, we reserve the right to reject future submissions for the next three (3) years.

Each ePoster must have at least one author registered for the Conference. If you fail to appear at AAPA 2021, we reserve the right to reject future submissions for the next three (3) years.

Can I embed media in my ePoster presentation?
We do not allow media to be embedded within the ePosters at this time. This may change as we move to a hybrid conference with ePosters online.

Can I leave handouts for conference attendees?
You may have handouts available for conference attendees during your Meet the Author session. They will need to be removed at the end of your session.

Research in Action at AAPA 2021

What is the difference between Research in Action and ePosters?
Research in Action is our podium series. One to two authors stand on a podium and present their research to an audience. Each session is 25 minutes.

I do not want CME. Can I ask for my session to not have it?
No. All sessions are evaluated for CME approval prior to acceptance. If you wish to present your work and do not want CME credit, please submit your work as an ePoster.

Can I present my research as an ePoster and as Research in Action?
No. In order to present the most research possible, we are no longer allowing the same research to be in ePosters and in Research in Action.

Do I need to resubmit my Research in Action as an ePoster if it is not accepted?
No, If you indicate that you are interested in being considered for ePoster, you will automatically have that done.

I cannot attend AAPA 2021. Can I still have my research displayed? Can I delay my research until AAPA 2022?
The good news is that even if you cannot travel to AAPA 2021, you may still be able to present your ePoster. For this year, AAPA 2021 is a hybrid conference. That means that you can attend in-person or online. One author will need to register for AAPA 2021.

If you have a scheduling conflict with your assigned session, please let us know as soon as possible. We may be able to switch sessions with another researcher. If you cannot come at all, we may be able to reserve you a spot the following year. If you have a scheduling conflict and fail to let us know in a timely manner, or you fail to appear at AAPA 2021, we reserve the right to reject future submissions for the next three (3) years.

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 20 of 21

Each session must have at least one author registered for the Conference. If you fail to appear at AAPA 2021, we reserve the right to reject future submissions for the next three (3) years.

AAPA 2021 ePoster & Research in Action Guidelines
Questions? Contact us at postersession@aapa.org
Page 21 of 21