Ohio College of Clinical Pharmacy
Abstract & Podium Presentation Guidelines
Spring Meeting – Friday, May 10, 2024 (Tri-C East Campus)

Platform presentations are reserved for pharmacy residents (PGY1 and PGY2) and fellows. Students and faculty cannot be accommodated at this time. Please read the below instructions carefully.

Abstract Construction
1. The due date for abstract submission is **Friday, March 15,2024.**   Abstracts should be submitted via the OCCP website https://www.occpweb.org/.
2. Submit abstracts using the template on the following page. Abstracts must be typed in "Microsoft Word" Arial size 10 font and must fit on a single 8.5 x 11 inch page of paper with 0.5 inch margins. Please left justify all text for formatting purposes.
3. Abstracts should include the following information: title, names of authors, degrees, institution(s) where work was performed, PGY-X & specialty if applicable, contact email for the first author (trainee), structured abstract (see template and example provided), and 3-5 references. Please do not use EndNote to prepare the reference section of the abstract.
4. Full results are **not** mandatory on the abstract and can simply specify they are pending.
5. All files submitted should be Microsoft Word files (".doc" or ".docx"). File names should be in the following format: Last Name_First Name
6. Late abstract submissions will **not** be accepted. No changes to the abstracts can be accepted after the due date.

Presentation Construction
1. The due date for presentation slide submission is **Friday, April 26, 2024.** Presentation slides should be submitted via the OCCP website https://www.occpweb.org/.
2. Presentation slides should be constructed in "Microsoft PowerPoint" (".ppt" or "pptx"). File names should be in the following format: Last Name_First Name.
3. Title slides should include the following information: title, names of authors, degrees, institution(s) where work was performed, PGY-X & specialty if applicable, contact email for the first author (trainee), and presenter conflicts of interest disclosure.
4. Late submissions will not be accepted. No changes to the presentation slides can be accepted after the due date.
5. All presentation slides will be posted, as submitted, to the OCCP website on the day of the meeting for downloading by attendees.

Bio
1. A 2-3 sentence bio should be submitted on **Friday, April 26, 2024** with your presentation submission
2. Your bio should include a brief introduction for the moderator to use the day of your presentation.
3. All files submitted should be Microsoft Word files (".doc" or ".docx"). File names should be in the following format: Last Name_First Name - Bio

Podium Presentation Instructions (day of the meeting)
1. Presentations will occur live.
2. Presenters will be organized into breakout rooms (room assignments will be sent by OCCP Co-Chairs prior to the meeting).
3. Presenters are encouraged to be in their scheduled rooms at least 5 minutes prior to the beginning of their assigned session to ensure their slides are appropriately available.
4. Each resident presenter will be allotted **15 minutes for an oral presentation** of their study, with 5 minutes for Q&A from the audience (**maximum 20 minutes per resident presenter**). Moderators will be assigned in each room to introduce each presenter, facilitate the session and keep time. Moderators will also assist with collecting all feedback forms.
5. Feedback/evaluation forms will be distributed at the check-in desk to the resident presenter at the **end** of the Spring meeting.

Meeting Registration
1. Please note that all presenters **must** register for the meeting. Registration will be available at https://www.occpweb.org/ and will close on **Friday, May 3, 2024**. Early registration is encouraged and at discounted rate. Registration rates are available on the website.
2. Registration is required for claiming C.E. for the educational programming provided at this meeting.

Please contact Amanda Mertz at amanda.mertz@va.gov, Bhavin Mistry at mistryb@ccf.org, or Katherine Knudsen at knudsek@ccf.org for any questions or concerns with the abstract or slide submission instructions.

<p style="text-align: center;">**Abstract Template**</p>

Title (in bold)

Full names of authors and author degrees (resident's name listed first and in **bold**):

Resident's email address

PGY-___ & specialty (if applicable)

Research Site

Background:

Objectives:

Methodology:

Results and conclusions:

References:

1.

2.

3.

4.