

2018 HHC Poster Presentation Guidelines

Eligibility

The abstract should describe original work, with relevance to global health.

Successful applications meet the following criteria:

- Value and relevance to global health
- Quality of research design, methodology and scientific content;
- **No promotional, commercial or ethical conflicts of interest;**
- Has met the requirements of the **applicant's** local IRB (approval or waiver), **when appropriate.**

INMED makes the final decisions about eligibility. INMED reserves the right to deny any application or presentation that, in the opinion of the INMED, is deemed promotional, commercial or unethical.

Ethical Consideration

All material presented in the poster must be current, relevant and free from ethical bias. Comparisons of efficacy, contraindications, modes of administration, etc., between competitive products shall be fully presented. Editorial conclusions should be avoided. If the poster deals with a pharmaceutical product, medical device or any product that is sold on the open market, the content of the poster must **not** be promotional and must use only generic names.

Conflict of Interest

All submissions must include a Full Disclosure for Continuing Medical Education Activities page indicating relationships that they or their spouse/partner have with commercial entities producing health care goods or services. Applicants will be contacted if any such relationships are determined to be a potential conflict of interest. Invitation to the Poster Presentation is contingent upon receipt of all disclosure forms and resolutions of all existing conflicts of interest.

Disclosure of Financial Support

If financial support has been provided for the preparation of the poster, it must be indicated on the application form. INMED, as well as the Accreditation Council for Continuing Medical Education (ACCME), requires all presenters to sign a disclosure statement indicating whether or not financial support was provided. The disclosure statement must be submitted with the application. Failure to disclose financial support will result in the application being disqualified.

Trade Names

Company logos of the supporting company are prohibited on any part of the poster. Only generic names of drugs and other products may be used in the body of the poster. An asterisk may mark the first appearance of the generic name, with the trade name as a footnote at the bottom of the display not exceeding one-half inch in height. When a number of different products appear in the poster copy, exception to the rule may be granted at the discretion of INMED. All generic designations of competitive products shall be used with equal emphasis on height, weight, color and typeface of lettering. The senior exhibitor shall be fully responsible for the content, arrangement and presentation of all data in the poster. INMED may prohibit or remove any poster or material that, in the opinion of INMED, may detract from the general character of the poster presentations as a whole, or consists of products or services inconsistent with the purpose of the poster presentations, without liability for any refunds or other poster expenses incurred.

Specifications & Costs

REQUIRED: Submission of poster in Powerpoint format prior to micah@inmed.us by midnight April 01, 2018. **Bring a flash-drive with you to the conference with your poster presentation on it.**

If selected for presentation, there is no exhibiting fee for poster presentations. Poster presentations are presented on a 60 x 40 foam board. Posters must not exceed 60 x 40 inches in size.

We do not provide reimbursement for travel cost or conference registration.

Poster Setup & Dismantle

Poster setup is available on Wednesday, April 11 from 4:00pm – 6:00pm or on Thursday, April 12 from 7:30am – 8:00am.

Posters must be removed from hall by 4:00pm on Friday, April 13.

On-site Poster Presentations

The poster presentations will be displayed on Friday, April 12. Presentation hours are:

Thursday, April 12, 2018

8:00am – 9:00am

9:50am – 10:00am

10:50am – 11:00am

12:00pm – 1:30pm – Presentation to Judges and attendees in room 102 **only 3 minute presentation with 2 minutes of Q&A**) You will receive a deduction for going over 3 minutes.

2:20pm – 2:40pm

3:40 – Poster presentation award winners announced

Please be available during conference breaks to answer questions from attendees.

A qualified demonstrator must staff posters during dedicated hours.

Staffing

The senior presenter must be the author of the work on which the poster is based **OR** the person responsible for the content, arrangement and presentation of the data in the poster. **The senior presenter may not be a sales representative of a commercial firm or representative of agencies hired or employed by a firm providing financial support to a poster.** The senior presenter is required to be in attendance at the Conference and in charge of the poster presentation. If this is not possible, the senior presenter is expected to inform INMED promptly. The senior presenter shall be responsible for seeing that all rules and regulations have been explained to everyone who will be staffing the poster. **Sales representatives of commercial firms or representatives of agencies hired or employed by a firm providing financial support to a poster are not permitted to staff or present at any time.** There will be no exceptions to this rule. Failure to comply with the rules could have an effect on exhibiting at future INMED events.

On-site Judging for Posters

INMED has selected a group to judge the effectiveness of the poster, the content of the research project, and the presentation skills of the presenter. Presenters will give a three-minute oral presentation during the judging. Awards will be given to the senior presenters during the conference.

Note: Poster presenters will provide a 3-minute presentation of their poster displayed on a screen (using your flash drive) followed by 2 minutes of Q&A with the judges.