2018 National Case Management Conference
& 19th Annual ACMA Meeting
April 24-26, 2018 • Houston, TX

2018 ACMA POSTER SESSION TOOLKIT

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Contact us:
Email posters@acmaweb.org or call ACMA at 501-907-2262
I. Poster Presentation Guidelines

Please review the following information to assist you in developing your poster.

Session Description:
Presenters display information on a bulletin board. Attendees review posters and meet with presenters during the attended and non-attended sessions.

Guidelines for Developing and Presenting a Poster:

1. Plan and develop your poster and poster components. Components may include:
   - **Title Banner** – It is recommended that the title run across the top and be readable from 15-20 feet. Authors’ names and organization should be part of this banner but may be presented in smaller font.
   - **Introduction/Purpose** – The introduction should identify the project statement and the objectives and/or purpose of the research/project/study.
   - **Project Summary & Methods** – This section should provide an overall description including tools and procedures for gathering and analyzing data.
   - **Data/Results** – Data and findings should be highlighted. Avoid small print tables. Self-explanatory graphics should be used with minimal text.
   - **Implications** – Summarize the significance of your project/initiative on existing or future processes.
   - **Conclusion/Outcomes** – This section should include clear and brief statements that highlight what has been achieved relative to the objectives. Bulleted lists are recommended.

2. ACMA will provide a bulletin board for display purposes. The dimensions of the poster must be 48” wide by 36” high or smaller. ACMA will provide push pins.

3. In an effort to support ACMA’s green initiatives, we require submission of electronic copy handout, including author contact information by March 9, 2018. On your handout, you may summarize your presentation or simply copy the poster to handout size. Your handout will be available online for attendees to reference/download.

4. Bring your completed poster to the designated poster session location for set-up.

5. Staff your poster with a minimum of one representative. Two presenters work well with the volume of attendees and questions.

6. No AV equipment allowed (including laptops). ACMA is not liable for any display products or security.

Please reference the poster samples enclosed and also available online at www.acmaweb.org/posters

II. Important Dates & Deadlines

September 19, 2017: Information Webinar at 1pm (Eastern)
October 20, 2017: Call for Poster Presentation Deadline
TBD: National Conference Early Registration Deadline
March 9, 2018: Poster Handout Submission Deadline
TBD: Poster Set-up from TBD
April 24-26: 2018: Poster Presentations
April 26, 2018: Poster Tear-down from TBD
III. Tips

**TIPS for Submitters**

- Use spell check and have others proofread your abstract before you submit it. Spelling and grammar matter to the judges. Also, make sure to complete all fields including poster title.
- Ask others to review your material to get a good understanding of your project. If they can’t understand the material, the committee probably won’t understand it either.
- Make sure the outcomes from your project are clearly identified.
- Even if all your outcomes data isn’t in, include any preliminary findings/data.

**TIPS for Poster Presenters**

- The poster should be a clear and self-explanatory presentation of your research/project/initiative.
- Your poster should allow you to present findings in a concise, visual form.
- Plan to arrive with plenty of time to get settled and get your poster set up.
- Do a practice run of your poster set up before you come to the conference- it’s a great idea to present the poster to other employees in your department or hospital to get an idea of what questions you might be asked.
- Set your poster up, step back 4-5 feet, and see if you can read everything.
- If you ship your poster, make sure you track delivery to ensure it arrives on time.
- Put your contact information on your electronic handout and bring business cards on site.
- Wear comfortable clothing and shoes for presentation time- you will be on your feet.

IV. Frequently Asked Questions

**Application Process**

**Do I have to be a member of ACMA in order to be a poster presenter?**
No, you do not have to be an ACMA member to be a poster presenter. However, when you register to attend the conference as a non-member, a one year ACMA membership is included in the cost of registration.

**Who can submit a poster?**
Any case management professional, including nurse and social work case managers, hospital administrators, physician advisors, etc.

**Where can I find the application?**
Link to online application will be available on the ACMA website, [www.acmaweb.org/posters](http://www.acmaweb.org/posters).

**What is the deadline to submit a poster?**
Poster submissions must be completed by **October 20, 2017**. Late submissions will not be accepted.
How do I know if my work would make a good poster?
Ask your co-workers, friends, and family. If they find it interesting, others will too; also trust your own judgment. If you have a program that you feel has positive outcomes and has provided a valuable resource to your patients and facility/agency, then submit an application. Suggested topics are:

- ACO / Medical Home Models
- Behavioral Health Case Management
- CM Models / UM Models
- Collaboration / Teams / Education
- Community Resources / Relationships
- Denial Management / Reimbursement
- Discharge Planning / Discharge Barriers
- Disease Management / Specific Patient Populations
- Documentation
- End of Life / Palliative Care / Ethical Dilemmas
- Hospital Programs/Initiatives
- Interfacility Collaboration
- Leadership
- Performance Improvement
- Physician / Physician Advisor / Hospitalist
- RAC – Recovery Audit
- Readmissions
- Reporting / Data / LOS
- Social Work Initiatives / High-Risk Population
- Strategic Planning / Financial Plans
- Transitions of Care

What is the poster committee looking for when accepting posters?
We are always looking for new and innovative ways to help our patients. ACMA is moving towards evidence-based poster presentations and we are especially looking for abstracts that have some evidence of a positive outcome. Although statistical validation is certainly welcome, any measure to support the successful outcome of the project is helpful.

What am I committing to if I submit a poster application?
You are committing to putting together a poster presentation of your project, attending the national conference, and being at your poster for up to 4 hours during the specified time at the conference. Your poster must be set up and ready for the judges at least one hour prior to the start of the poster session. During this time, other conference attendees walk through, stop to visit with you and ask questions about your project and how they could use this information in their practice. Frequently, two people present a poster so there is time for one member of the team to look at all of the posters while their partner remains at their poster to present.

Do I get a discount on conference registration?
Unfortunately, a discount is not available.

What are the qualifications of a poster presenter?
All presenters must be employees of a hospital/healthcare system and/or patient provider organization. Submissions from vendor companies and consultants are not eligible.

How will I know if my poster submission was accepted?
The committee will convene late November 2016 to review all submissions. Decision letters will be emailed by mid-December 2016.

Preparing your Poster

How will I display my poster?
ACMA will provide a bulletin board and tags for your use.
How big should my poster be?
The dimensions of your poster must be 48” wide by 36” high or smaller. The design/background of your poster presentation may be of your choice. Cloth posters are allowed.

Should I bring handouts?
To support ACMA’s green initiatives, we require submission of electronic copy handout, including author contact information by March 10, 2017. On your handout, you may summarize your presentation or simply copy the poster to handout size.

Is this a “formal” presentation?
This is one-on-one or at most a small group as the attendees move through all the posters.

I’ve never done this before, what words of encouragement can you give me?
The whole process, from the application to take down is, in one word, easy! The hard part is putting that great idea or process you have on paper. For the application, give a brief but inclusive summary of what you intend to show on your poster. Focus on outcomes data – both quantitative and subjective or qualitative. Remember that learning objectives should begin with an action verb, for example, “Recognize opportunities to apply principles of crisis intervention across varying situations; or, “Identify additional opportunities to assign/correct status on all surgical procedures.”

If you would like to see examples of actual posters, go to www.acmaweb.org/posters. If you have additional questions, please email your inquiry to posters@acmaweb.org.

Am I allowed to bring marketing materials from my hospital?
No. A table will not be available as all posters are now displayed on bulletin boards.

Can I have audiovisual equipment at my poster display?
No audio visual, including laptops, is permitted.

When do I take my poster down?
Tear-down information will be communicated to presenters closer to date. Those posters not removed by the owners will be considered trash.

How will my poster be judged?
The scoring/judging criteria will be shared with presenters in advance.

V. Sample Posters

Poster handouts from our former poster winners are available on the website as samples for reference. www.acmaweb.org/posters