Abstracts for Podium Presentations & Posters

This group will be using Oxford abstract systems for abstract submission process. It is easy to navigate online and you will have full office support from IACRN HQ. Your role is determining the questions asked of submitters: ie: categories? Topic categories or abstract/poster or both? Will the system ask all CE stuff? Yes! (Sign CE form)

Set up deadlines & questions to ask

1. Set up instructions that will be sent to all submitters
2. You will be the contact should the submitter have a clinical or content related question. Office will be the contact to answer system-use questions.
3. Track submissions
4. Identify an abstract review committee or reviewers (Master Calendar – tell exact review dates)
* How many will each review (Master Calendar)
* Qualifications?
* Score sheet or template developed and shared with reviewers in advance – will score sheet questions apply to every type of abstract? – do we want ie: Research Committee to review Research abstracts – did we ask “Research” as a category? Educ, global trends
1. Program system
* To send x abstracts to certain reviewers
1. Review scores & select abstracts podium and posters
2. Slot into program with co-chairs
3. Communicate via ask letter – posters in brochure – CE forms – cloud handout submission & deadline
4. Chase paperwork with office (B)(brochure), (W)(website), (CE)(CE committee), (M)(Members)
5. On-site – Poster judging
* How determined (score sheet)
* Who reviews (involve membership & attendees)
* Prize
* Recognition – where, when, who