2016 Abstract Presentation Guide

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IMPORTANT DATES TO REMEMBER

Manuscript Submission - February 15 - March 15, 2016
Poster Presentation File Submission Deadline - April 15, 2016
General Information

The APSA Annual Meeting provides a professional forum for the presentation and discussion of new ideas, issues and developments of importance to APSA members and to the interested community. The presentation of abstracts is a key feature of the meeting. Your cooperation in adhering to all of the guidelines will help the meeting run smoothly and provide quality and consistency for the attendees.

Speaker Registration Information

APSA policy dictates that all presenters are required to complete a registration form and pay the published registration fee. Registration information is available on the APSA website (www.eapsa.org).

Abstract Rescheduling/Withdrawal

Authors should make arrangements to be present for their assigned session. The order of presentation of the abstracts will not be changed. Withdrawal of abstracts after acceptance is strongly discouraged and may be subject to sanctions from the Board of Governors.

Get the Word out about your Presentation

Add your Twitter handle to your poster or presentation slide. This makes it easy for attendees to hear more from you.

Presentation Requirements

Important note!
The slide presentation format is Widescreen HD Format (16:9 aspect ratio).
Go to the APSA website for instructions to convert your slide presentation to the widescreen format.

Electronic Presentations

All presentation rooms will be equipped with the following:

- Wireless mouse
- LCD projector
- Podium with microphone
- Appropriate screens
- Monitor for speaker
- Laser pointer

The A/V technician will project your PowerPoint slide when you begin your presentation. There will be a separate screen allowing you to see the slide while facing the audience. The A/V technicians will be available to assist you if needed.
Innovation Presentations

Innovation abstracts will be presented during the Innovation Session on Monday, May 16, 12:15 – 1:15 p.m. Abstracts presented in this session are subject to the same requirements as the podium and video presentations. Go to the APSA website for instructions to convert your slide presentation to the Widescreen HD Format (16:9 aspect ratio).

Video Presentations

Video abstracts will be presented during the Video or Innovation Sessions, depending on the assignment indicated in your acceptance notification. The Innovation Session will take place on Monday, May 16, 12:15 – 1:15 p.m., the Video Session will take place on Tuesday, May 17, 3:15 – 4:15 p.m.

APSA staff will bring your video to the annual meeting and the A/V technicians will begin broadcasting your video when you take the podium for your presentation. We advise you to visit the Speaker Ready Room the day prior to your presentation and check in with the A/V technician to ensure your presentation is loaded properly. Go to the APSA website for instructions to convert your slide presentation to the Widescreen HD Format (16:9 aspect ratio).

Podium Presentations

Podium presentations are spread out among seven scientific sessions, including the APSA-IPSO Symposium, Saturday, May 14 - Tuesday, May 17, and fall into the following categories, dates and times:

- **Cancer Abstracts (APSA-IPSO Symposium):**
  Saturday, May 14, 10:30 a.m. – Noon

- **Plenary Session I**
  Monday, May 16, 7:30 a.m. – 9:00 a.m.

- **Scientific Session I: Clinical Surgery I - CDH, Anorectal, IBD, General**
  Monday, May 16, 10:45 a.m. – 12:15 p.m.

- **Scientific Session II: Basic Science I - Neonatal, Venolymphatic Malformations, Pancreaticobiliary**
  Monday, May 16, 10:45 a.m. – 12:15 p.m.

- **Innovation Session**
  Monday, May 16, 12:15 p.m. – 1:15 p.m.

- **Scientific Session III: Clinical Surgery II - Quality Improvement**
  Tuesday, May 17, 8:00 a.m. – 9:15 a.m.

- **Scientific Session IV: Basic Science II - NEC/Intestinal Ischemia, Short Gut/Tissue Engineering**
  Tuesday, May 17, 8:00 a.m. – 9:15 a.m.

- **Plenary Session II**
  Tuesday, May 17, 11:00 a.m. – Noon

- **Video Session**
  Tuesday, May 17, 3:15 p.m. – 4:15 p.m.
Presentations must be limited to **5 minutes for presentation and 3 minutes for questions and discussion**. Times will be strictly enforced by session moderators. In consideration to subsequent presenters, if your presentation runs long, you will be asked to end it prior to completion and discussion time will be eliminated.

- Go to the [APSA website](http://www.eapsa.org) for instructions to convert your slide presentation to the Widescreen HD Format (16:9 aspect ratio).

- Podium presentations must be made using Microsoft PowerPoint for Windows (Office XP or earlier).

- Your final presentation materials must be submitted to the A/V technician in the Speaker Ready Room **the day before your presentation**.

**Poster Presentations**

Posters are both displayed in a poster hall AND authors deliver a short oral report to attendees during poster presentation sessions. Poster presentations are divided into two concurrent sessions:

1. **Poster Session I: Basic Science, CDH, Critical Care**  
   Sunday, May 15, 4:30 p.m. – 6:15 p.m.

2. **Poster Session II: Clinical Surgery**  
   Sunday, May 15, 4:30 p.m. – 6:15 p.m.

Presentations consist of **one image (PowerPoint slide, no transitions)** containing the relevant data from the study and a brief oral report. Your presentation is limited to **2 minutes for presentation and 2 minutes for questions and discussion**. Your **FINAL, SINGLE SLIDE presentation** must be submitted via e-mail to the APSA Headquarters at mpetrulla@eapsa.org **by April 15, 2016**. Failure to submit your slide by the due date may result in withdrawal of your presentation.

Go to the [APSA website](http://www.eapsa.org) for instructions to convert your slide presentation to the Widescreen HD Format (16:9 aspect ratio).

**Poster Display**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poster Set Up</td>
<td>Monday, May 16</td>
<td>6:30 a.m. – 10:00 a.m.</td>
</tr>
<tr>
<td>Poster Viewing</td>
<td>Monday, May 16</td>
<td>10:00 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Tuesday, May 17</td>
<td>6:30 a.m. – 3:30 p.m.</td>
</tr>
<tr>
<td>Poster Tear Down</td>
<td>Tuesday, May 17</td>
<td>3:30 p.m. – 5:30 p.m.</td>
</tr>
</tbody>
</table>

APSA will provide one 4’ (1.22 meters) tall by 8’ (2.44 meters) long poster board and pushpins for your poster display. Poster boards will be numbered; be certain to display your materials on the board corresponding to your poster number. Authors are requested to be in attendance during the general session breaks Monday and Tuesday to address questions from meeting attendees. APSA and the hotel are not responsible for your presentation materials.
Tips for a Successful Presentation
Session moderators will ensure that each talk starts and ends at the scheduled time.

- Practice the presentation several times, preferably with an audience of peers.
- PowerPoint slides should be easily readable and understandable by the audience. Information should be legible when read unaided at a distance of 40 feet (12.9 meters).
- Use a big, bold font, such as Arial. Use contrasting colors, but avoid using too many colors. A maximum of three colors is recommended.
- Avoid putting too much information on one slide. A limit of 36 words is recommended.
- Avoid projecting typed pages as they are not legible more than a few feet from the projected image.
- Information should be presented horizontally (landscape).
- Significant results and conclusions should be highlighted on the visuals.
- Use a laser pointer during your presentation.
- Remain at the podium following your presentation to answer questions from the audience.
- Repeat any questions from the audience into the microphone for the entire audience to hear before attempting to respond.
- Speak loudly and clearly to be heard in the back of the room.
- Speak to the audience, not to the visual.
- Avoid slang and contractions when possible.
- Bring a back-up copy of the digital file in the event the original file has been corrupted.

Podium:
- Text should be summarized statements, no more than six words per statement and no more than six points per slide. Several simple slides are preferable to one complicated slide.

- Tables and graphs should be used to show only relevant information. Titles, headings and legends should be clearly presented. Tables: limit the size to six rows and four columns. Graphs: be sure they are simple, big and bold, making one point at a time. General trends and relative values are better than detailed line drawings. Photographs: should tell a story and support the overall presentation. Avoid using poor quality photos.

Poster:
- Limit the amount of text included in your poster. Small text is difficult to read for those in the back of the room and takes away from your presentation.

- Use a single slide highlighting the significant data from the study in graph or table form.
**Awards**

APSA awards several prizes for outstanding presentations.

**The Sheikh Zayed Institute Award for Innovation in Pediatric Surgery**
Two awards, in the amount of $5,000 USD each, are presented for Best Innovation Abstract*. The winning presentation is selected by special committee made up of the chair and vice chair of the Program Committee, chair and vice chair of the New Technology Committee, a member from Children’s National Medical Center, ad hoc members of the APSA Board of Governors and Program Committee members in attendance at the Innovation Session. The award is based solely on scores determined from the presentation at the annual meeting. [Click here to learn more.]

*Award sponsored by the Sheikh Zayed Institute for Pediatric Surgical Innovation at Children's National Medical Center, Washington, DC.*

**Posters of Distinction**
APSA selects two recipients for outstanding poster presentations. Members of the Program Committee select recipients in two categories: one for basic science and one for clinical poster. The prize amount is $250 USD for each winning presentation. [Click here to learn more.]

**M. Judah Folkman Memorial Awards**
The American Pediatric Surgical Association and the Association of Training Program Directors for Pediatric Surgery are proud to present the M. Judah Folkman Memorial Award for outstanding research presentations given during the APSA Annual Meeting. Two winners are selected for best podium presentations. Winners receive a prize in the amount is $1,000 USD and a medallion.

This award was created in honor of Dr. M. Judah Folkman and his legacy of leadership in our organization, the tremendous body of work he left behind and the way he selflessly shared his art of medicine with so many students and the art of healing with so many children and families.

Award recipients must be residents currently enrolled in an accredited training program (general surgery or pediatric surgery). Presentations are judged on scientific merit and actual presentations. The submitting author had an opportunity to indicate whether your abstract is eligible for this award during abstract submission. [Click here to learn more.]

**Quality Award for Value in Surgery**
The APSA Quality Award for Value in Pediatric Surgery will be awarded to the manuscript that describes a research study or quality improvement project that best addresses the value proposition by demonstrating an improvement in outcomes while at the same time reducing cost or other measures of resource utilization. The quality of the manuscript and potential impact of the intervention for improving value outside of the author’s own institution will serve as the primary criteria for judging. The recipient of the award will receive a $500 prize and a framed certificate. Podium and poster presentations are eligible.

Manuscript submission is required to be eligible for this award. [Click here to learn more.]
Manuscript Submission

Authors presenting podium or poster abstracts have the option to submit manuscripts for publication in the Journal of Pediatric Surgery. Manuscript submission is optional, except for abstracts that are eligible for the Quality Award (see page 6). Video presentations are not eligible for manuscript submission.

Manuscripts must be submitted via the APSA website; a link will be provided at a later date. **The submission site will be open February 15 – March 15, 2016.** All abstract authors will be notified prior to the site’s opening. Presentation of your abstract at the annual meeting is not a guarantee of acceptance for publication.
We appreciate your work and look forward to hearing your presentation in San Diego!

APSA Annual Meeting Sunday, May 15 – Tuesday, May 17, 2016
Manchester Grand Hyatt San Diego, San Diego, California USA

APSA Contact Information

One Parkview Plaza
Suite 800
Oakbrook Terrace, IL 60161 USA
Phone +1-847-686-2237
Fax +1-847-686-2251
info@eapsa.org
www.eapsa.org

Daniel Ostlie, MD, Program Committee Chair
ostlie@surgery.wisc.edu

Lee Ann Clark, Executive Director
lclark@eapsa.org

Marina Petrulla, Administrative Director
+1-847-686-2339
mpetrulla@eapsa.org