

Poster Abstract Submission Form

SOHN Poster Awards made possible by the Ear, Nose and Throat Nursing Foundation (ENT-NF)



Thank you for your interest in applying for a poster presentation at the annual SOHN Congress. Please submit application and abstract electronically directly to SOHN Headquarters at info@sohnnurse.com by **May 1**.

- All applications/abstracts will be reviewed by the Poster Application Review Committee and determine eligibility for consideration for one of the SOHN Poster Awards. You will be notified of your poster acceptance and any suggested modifications by **July 1**.

- In addition to the poster presentation, all poster abstracts will be published in ORL and Head-Neck Nursing. If your poster is accepted for presentation at SOHN Congress, authors must submit a PDF file of their poster and all required forms, A conflict-of-interest form, copyright form, and biographical data or CV will need to be completed by all authors. to SOHN Headquarters at info@sohnnurse.com by **August 1**.

Contact Information – First Author

Please provide contact information for the first author on the poster. This person will be the link between SOHN and all the other authors on the poster and is responsible for communicating poster acceptance with all co-authors. The first author must register and attend Congress if the poster is accepted. (If for some reason

the first author is not available to attend Congress, a subsequent author registered for the conference can present in their absence with approval from the Poster Coordinator). If the poster submission should be selected for a poster award, the certificate and monetary award will be provided to the first author.

NAME AND CREDENTIALS

INSTITUTION

EMAIL

PHONE

Are you a first-time poster presenter at SOHN Congress? Yes No

(Please mark "no" if you have been an author, even if it was not as the first author on a poster previously presented at an SOHN meeting.)

Additional Author Names/Credentials

Title of Poster

Select Poster Category

Research

Quality Improvement

Evidence-Based Practice

Educational

(Select the Abstract Submission Form Corresponding to Your Chosen Poster Category Only)

Research Poster



Abstract (no more than 500 words) to include all the following components:

- **Background/Significance** (Clearly and concisely describe the relevance of the problem and current knowledge gaps supporting the need for the research.)
- **Purpose** (Clearly and concisely describe the relevance of the problem and current knowledge gaps.)
- **Research question/hypothesis** (Clearly and concisely describe the research question or hypothesis being tested.)
- **Methods** (Clearly and concisely describe the study design, sample, sample size, procedures, instruments, data analysis.):
- **Results** (Clearly and concisely describes the findings (provides as much data as possible and p values when appropriate).):
- **Conclusions/Implications for ORL Nursing** (Clearly and concisely summarizes the study results and how they are applicable to ORL research, practice, and policy.)

Abstract (500 words or less)

References (submit 3-5 references, within the last 5 years (unless seminal citations), using APA version 7 style)

Evidence-based Practice Poster



Abstract (no more than 500 words) to include all the following components:

- **Background/Significance** (Clearly and concisely describe the relevance of the problem and current knowledge gaps supporting the need for the research.)
- **Purpose** (Clearly and concisely describe the relevance of the problem and current knowledge gaps.)
- **Research question/hypothesis** (Clearly and concisely describe the research question or hypothesis being tested.)
- **Methods** (Clearly and concisely describe the study design, sample, sample size, procedures, instruments, data analysis.):
- **Results** (Clearly and concisely describes the findings (provides as much data as possible and p values when appropriate).):
- **Conclusions/Implications for ORL Nursing** (Clearly and concisely summarizes the study results and how they are applicable to ORL research, practice, and policy.)

Abstract (500 words or less)

References (submit 3-5 references, within the last 5 years (unless seminal citations), using APA version 7 style)

Quality Improvement (QI) Poster



Abstract (no more than 500 words) to include all the following components:

- **Background/Significance** (Clearly and concisely describe the relevance of the problem and current knowledge gaps supporting the need for the research.)
- **Purpose** (Clearly and concisely describe the relevance of the problem and current knowledge gaps.)
- **Research question/hypothesis** (Clearly and concisely describe the research question or hypothesis being tested.)
- **Methods** (Clearly and concisely describe the study design, sample, sample size, procedures, instruments, data analysis.):
- **Results** (Clearly and concisely describes the findings (provides as much data as possible and p values when appropriate).):
- **Conclusions/Implications for ORL Nursing** (Clearly and concisely summarizes the study results and how they are applicable to ORL research, practice, and policy.)

Abstract (500 words or less)

References (submit 3-5 references, within the last 5 years (unless seminal citations), using APA version 7 style)

Educational Poster



Abstract (no more than 500 words) to include all the following components:

- **Background/Significance** (Clearly and concisely describe the relevance of the problem and current knowledge gaps supporting the need for the research.)
- **Purpose** (Clearly and concisely describe the relevance of the problem and current knowledge gaps.)
- **Research question/hypothesis** (Clearly and concisely describe the research question or hypothesis being tested.)
- **Methods** (Clearly and concisely describe the study design, sample, sample size, procedures, instruments, data analysis.):
- **Results** (Clearly and concisely describes the findings (provides as much data as possible and p values when appropriate).):
- **Conclusions/Implications for ORL Nursing** (Clearly and concisely summarizes the study results and how they are applicable to ORL research, practice, and policy.)

Abstract (500 words or less)

References (submit 3-5 references, within the last 5 years (unless seminal citations), using APA version 7 style)

Important Information Regarding All Accepted Posters



Face-to-Face (In Person) Conferences

- The Congress display boards provided are in a landscape orientation (↔). Maximum poster dimensions are 6½ feet long by 3½ feet tall.
- Poster text should be readable from a four- to six-foot distance.
- Author must have written permission to use any copyrighted materials.
- The names, credentials, and institutions of all authors should be included on the poster.
- Poster authors are solely responsible for displaying the poster. If you are unable to arrive in time to display your poster, other arrangements may be made. Contact the Poster Coordinator for assistance.
- Posters will be assigned a number that will correspond with their display board at the meeting. The assigned poster number and scheduled time for set-up will be communicated to the first author prior to Congress.
- Poster authors are required to be at their poster during the “Meet the Poster Presenters” session (continuing education credited event).
- Posters must be removed at the conclusion of the meeting. SOHN assumes no responsibility for posters remaining following all official SOHN activities.
- All expenses associated with the poster display (including conference registration and travel) are the responsibility of the poster author(s).
- Absolutely no product promotion may be shown on the poster. Product photos may be used only if the manufacturer name cannot be seen in the photo or if the product is the only one on the market. Using company names or specific products in the poster text is also prohibited. Non-compliance with this rule will result in your poster being removed from the display.

Virtual Conferences

- To ensure poster content is easily readable to the viewer in a virtual setting, please develop 3 to 5 PowerPoint slides to explain the poster.
- In addition to developing your poster, you will be asked to provide a brief presentation about your poster content. This may be requested in advance to pre-record for the event.
- Authors must have written permission to use any copyrighted materials on the poster and in the PowerPoint presentation.
- The names, credentials, and institutions of all authors should be included on the poster and in the presentation.
- Absolutely no product promotion may be shown on the poster. Product photos may be used only if the manufacturer name cannot be seen in the photo or if the product is the only one on the market. Using company names or specific trade names in the PowerPoint presentation is also prohibited. Non-compliance with this rule will prevent the poster presentation.