

Application for Poster Submission at SOHN Congress

Thank you for your interest in submitting a poster to SOHN Congress.

- Please submit application electronically directly to SOHN Headquarters at sohn1@earthlink.com by **April 1**. Late submissions accepted until July 1; however, submissions received after April 1 will not be eligible for a Poster award.
- All applications will be reviewed by the Poster Review Committee. You will be notified of your poster acceptance and any suggested modifications by **July 1** (for the April 1 deadline) and **August 1** (for the July 1 deadline).
- A Biographical/Conflict of Interest Form will need to be completed by the first author after poster acceptance.
- Authors must submit a PDF file of their poster to SOHN Headquarters at sohn1@earthlink.com by **August 1**, in order to be considered for a poster award.

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 the other authors. The first author must attend Congress if the poster is accepted. (If for some reason the first author is not available to attend Congress, a subsequent author can present in their absence with approval from the Poster Coordinator).

Name and Credentials: _____

Institution: _____

Email: _____

Phone: _____

Are you a first-time poster presenter at SOHN? (Please mark “no” if you have been an author, even if it was not as the 1st author on a poster previously presented at an SOHN meeting.)

Yes _____ No _____

Title of Poster:

POSTER CLASSIFICATION

- Please identify your poster submission category.
 - _____ Research
 - _____ Evidence-Based Practice
 - _____ Clinical Initiative
 - _____ Educational

COMPLETE THE ITEMS UNDER YOUR CHOSEN POSTER CATEGORY ONLY!

RESEARCH POSTER CATEGORY

- **Research Question:**

- **Background/Significance:**

- **Sample/Methods:**

- **Results:**

- **Conclusions:**

- **Implications for ORL Nursing:**

EVIDENCE-BASED PRACTICE POSTER CATEGORY

- **Purpose:**

- **Synthesis of Evidence/Relevance to ORL Nursing:**

- **Practice Change:**

- **Implementation Strategies:**

- **Evaluation:**

- **Conclusions:**

CLINICAL INITIATIVE POSTER CATEGORY

- **Description of Clinical Initiative:**

- **Needs Assessment:**

- **Description of Implementation of the Project (including preparation and planning):**

- **Evaluation:**

- **Conclusions/Practice Change:**

- **Implications for ORL Nursing:**

EDUCATIONAL POSTER CATEGORY

- **Purpose:**

- **Objectives:**

- **Background:**

- **Implementation:**

- **Evaluation/Conclusions:**

- **Implications for ORL Nursing:**

Important Information Regarding All Accepted Posters

- The Congress display boards provided are in a landscape orientation (↔). Maximum poster dimensions are 6 ½ feet long by 3 ½ feet tall. Please remember to bring supplies to attach the poster to the board (push pins, velcro pads, scissors, etc.).
- Poster text should be readable from a four- to six-foot distance.
- Author must have written permission to use 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 (CE event).
- Posters must be removed at the conclusion of the meeting. SOHN assumes no responsibility for posters remaining following all official SOHN activities.
- Any and all expenses associated with the poster display (including conference registration and travel) are the responsibility of the poster author(s).
- Absolutely no commercial support 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 the poster being removed /revised from display.