

Guidelines for Professional Posters for SOHN Congress

1. Categories for Poster Submission:
 - Research
 - Evidence-Based Practice
 - Clinical Initiative
 - Educational
2. Call for Poster Applications:
 - Call for Poster Applications begins November 1 and will be advertised in the Journal (*ORL – Head and Neck Nursing*), on the website, & via e-mail, Updates, Facebook, and other social media methods.
 - All Poster applicants will complete a formal application to be considered for poster presentation.
 - Applications will be submitted electronically to Headquarters by April 1. Applications will be accepted after the April 1 deadline until July 1; however, submissions received after April 1 will not be eligible for a monetary Poster award in one of the poster submission categories or as a first-time poster presenter.
3. Evaluation of Poster Applications (Prior to Congress):
 - Applications will be forwarded from Headquarters to the Poster Coordinator by April 10. Any late applications will be forwarded when submitted.
 - Poster Coordinator responsibilities:
 - Establish the Poster Review Committee (*representative may only represent 1 committee):
 - Editorial Board (minimum of 1 representative)
 - Nursing Practice and Research Committee (minimum of 3 representatives)
 - Education Committee (minimum of 3 representatives)
 - Blind poster applications (name and institution removed from application).
 - Assign a poster number.
 - Forward applications to the Poster Review Committee.
 - Poster Review Committee responsibilities:
 - Individually review each application to ensure professional quality and relevance to ORL nursing.
 - Complete and return reviews to the Poster Coordinator by May 15 (or in a timely fashion for all late submissions).
 - The Poster Coordinator will communicate with the first author to give thanks for their submission, provide any feedback regarding the submission, and notify the author of acceptance to present at Congress. This will be completed by July 1 (for the April 1 deadline) and August 1 (for the July 1 deadline).
 - If a poster application is not deemed acceptable, feedback will be provided to the first author by the Poster Coordinator regarding what revisions can be made to improve the submission for acceptance. Mentoring will be made available to the author (coordinated by Poster Coordinator). If changes are made in a timely fashion, the submission may still be considered for poster acceptance.
 - If the author is unwilling to revise his/her application but would like to submit the poster as is, it may be considered for entry into a 'Specialty Practice' category. This will allow members to display their work that does not meet the criteria outlined in the professional Poster categories; however, these submissions will not be eligible for a monetary Poster award.

4. Judging of Posters:

- Authors are required to submit a PDF of their completed poster to Headquarters by August 1 to be eligible for a monetary Poster award in one of the poster submission categories or as a first-time poster presenter. These will be forwarded to the Poster Review Committee by August 10.
- The Poster Review Committee will review eligible posters individually, score each poster, and submit results to the Poster Coordinator via an established Judging Form before Congress.
- The Poster Coordinator will be responsible for ensuring the posters winning awards are actually displayed at Congress. If the top ranked poster in one of the poster submission categories or from a first-time poster presenter is not displayed at Congress, an alternate poster may win the applicable award.

5. Poster Follow-Up after Congress:

- Poster Coordinator will send a letter to each poster submitter along with a letter recognizing their submission, a summary of the evaluations, along with an invitation inviting them to publish in *ORL – Head and Neck Nursing* (if appropriate), thanking them for their participation, and encouraging participation at subsequent SOHN events.

6. Awards:

- A monetary poster award may be given for the top ranked poster in each of the 4 poster categories (excludes Specialty Practice category) if the level of scholarship on the poster is deemed appropriate for a monetary poster award by the Poster Review Committee.
- First-Time Poster Presenter Award - to encourage novices to present posters at SOHN Congress. This means the first author on the poster has never done a poster presentation for an SOHN meeting. This would exclude those who may not have been a first author but have been an author on a poster previously presented at an SOHN meeting. Must be an SOHN member.
- No industry-sponsored posters will be eligible for awards.
- Any monetary poster award received will be given to or sent to the first author.

7. Poster Coordinator Responsibilities:

- Communicate regarding Call for Poster Applications with Headquarters and Social Media Coordinator by November 1.
- Appoint the Poster Review Committee annually. Communicate responsibilities and timeline expectations.
- Blind the poster submission applications and forward to the Poster Review Committee when received from Headquarters.
- Communicate poster acceptance status with first authors (mailed out by Headquarters) by July 1 (for the April 1 deadline) and August 1 (for the July 1 deadline).
- Communicate the list of accepted Poster Presentations with SOHN Headquarters and the Director of Education by August 1.
- E-mail Judging Form and any received PDF poster files to Poster Review Committee by August 7.
- Ensure the posters winning awards, determined by the Poster Review Committee before Congress, are actually displayed at Congress.
- Screen posters to ensure no commercial support, company names, or specific product names are 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). If a poster is non-compliant with this rule, Poster Coordinator shall remove/revise from display.
- Moderate the “Meet the Poster Presenters” session at Congress (scheduled by the Congress Planning Committee).

- Collect completed Judging Forms from the Poster Review Committee, tabulate, and submit results to SOHN President prior to the Congress Business Meeting.
- Send letter (via Headquarters) to poster presenters recognizing their submission, a summary of the evaluations, an invitation to publish in *ORL – Head and Neck Nursing* (if appropriate), thanking them for their participation, and encouraging participation at subsequent SOHN events. Deadline is 1-month following Congress.
- Provide annual report to the Director of Education and SOHN President for the Midwinter Board Meeting.