2019 CVRI Symposium Abstract Submission Guidelines

ABSTRACT DEADLINE

Deadline for Abstract Submission: Friday, March 1st, 6:00pm CST
Abstracts must be submitted electronically via the CVRI symposium website by clicking on the ‘Abstract Submission’ link. Abstracts submitted after the deadline will not be accepted.

ABSTRACT AWARDS

Abstract Categories: Abstract submission is open to anyone interested in presenting their poster at the CVRI Symposium on Wednesday Apr. 10, 2019. Only students, postdoctoral research trainees, clinical fellow/residents, and junior faculty will be eligible for awards during the poster presentation sessions on Symposium day. Though senior faculty (Associate Professor or Professor) are not eligible for an award, all are still encouraged to present. From the Award Category of the Abstract Submission form, please select the appropriate eligible category: student, research postdoc, clinical fellow/resident, or Instructor/Assistant Professor (junior faculty).

Abstract Reviews: All abstracts that meet the submission guidelines will be reviewed by the CVRI. After review, those selected to present a poster during the CVRI Symposium will be contacted by email no later than Mar. 25, 2019. If selected, all presenters will be expected to give an oral 3 minute presentation of his/her project. Those not selected to present this year will also be emailed.

Awards: Poster awards will be announced and given to the top 2 posters from each category (student, postdoc, clinical fellow/resident, and clinical research). The winners will be selected based on the quality of the abstract and the presentation of the poster during dedicated poster presentation sessions Apr. 10, 2019. Additionally, this year there will also be an award for best clinical abstract. Winners will be announced during the awards ceremony at the end of the symposium that afternoon.

ABSTRACT SUBMISSION & PREPARATION GUIDELINES

Abstract Format:

- The abstract is limited to 3000 characters (including spaces), excluding titles and authors.
- Tables and graphs are NOT permitted.
- The abstract should be structured with Background (including hypothesis), Materials/Methods, Results and Conclusions.
- An e-mail confirmation should be received upon successfully submitting an abstract.

POSTER JUDGES

Poster Judges: The CVRI needs poster judges for the symposium. Based on the abstract category selected, the following question may follow: “Would you be interested in being a poster judge during poster sessions at the symposium?” By answering yes, you may be contacted and recruited to be an official symposium poster judge. Judges may be asked to be available Apr. 9, one day before symposium, to pre-review and
score posters for quality of the science. Therefore, please check physical availability for Apr. 9 before answering 'yes.' Selected judges will receive a CVRI certificate for participating.

**FORMAL ABSTRACT PRESENTATIONS**

**Abstract Lecture Presentations:** Four abstracts may be selected for a brief formal lecture presentation during the symposium in Cullen Auditorium. Within the abstract submission form, please answer yes/no to the question, “Do you want to be considered for a brief oral presentation?”

Selected presenters will be allotted an 8 minute oral presentation followed by a 2 minute Q&A, totaling 10 minutes. Abstract lecturers are expected to highlight the abstract, hypothesis, finds and conclusion with visual slides. These presentations will be moderated by the session chairs. Chosen abstract lecturers will be contacted via email no later than March 15, 2019. Note these presenters will not be eligible categorized best poster awards. However, each shall receive a separate award at the end of the symposium during the award ceremony.

**MODERATED POSTER PRESENTATION FORMAT**

**Poster Board:** Posters MUST be sized no larger than **4 ft. by 4 ft.** Posters exceeding the size limitation may be prohibited from participating in the poster sessions. Pushpins will be provided to mount poster materials. Do not mount presentation materials on heavy poster board because it may be difficult to keep in position. Posters must be displayed in Rayzor Lounge and ready for judges to review by 11am CST on Apr. 9. On Symposium day (April 10), abstracts will be on display in the Rayzor Lounge. The poster materials are encouraged to remain posted all day, and should be ready to display before the first poster session commences. Note each presenter is responsible for the costs associated with his/her own poster.

**Rapid Fire Poster Sessions:** There will be up to 3 poster sessions throughout symposium day. Excluding the 4 abstracts formally presenting during the symposium, all other posters will be highlighted during poster sessions for a moderated 5 minutes in rapid fire fashion. First authors (or his/her delegate) will be assigned to a small cohort and each person is expected to present a 3 minute oral presentation highlighting the abstract, hypothesis, findings and conclusion. Following each presentation, there will be a 2 minute Q&A. Poster judges will be present and moderate each oral presentation. Since there is a strict time limit, presenters should be well prepared. Assigned poster session groups and timeslots will be given at the registration table Apr. 10 or during pre-registration Apr. 9. Note there will be several oral presentations happening concurrently during each poster session. Winners will be announced at the end of the symposium during the award ceremony.

**Be Present Throughout:** All poster sessions will be open to the public. Everyone attending the symposium is encouraged to listen to the oral presentations and participate in the Q&A sessions.

**QUESTIONS?**

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