FAQs for ASHP Posters

Q. Are poster presenters required to be an ASHP member?
A. No, we encourage poster presenters to become ASHP members if they are not. It is not a requirement.

Q. Are poster presenters required to pay a registration fee for ASHP meetings?
A. Yes, all poster presenters must register for the meeting. Poster presenters also have the option to purchase a 1-day registration.

- Register for Leaders Conference
  https://leaders.ashp.org/Register
- Register for National Pharmacy Preceptors Conference
  https://preceptors.ashp.org/Register
- Midyear Clinical Meeting and Exhibition
  https://midyear.ashp.org/Register

Q. When does the Student, Resident, and Fellows poster submission sites open? Detailed poster instructions are available as well.
A. Student, Resident, and Fellows poster submission sites opened, August 15.

- https://midyear.ashp.org/Posters/Students
- https://midyear.ashp.org/Posters/Residents-and-Fellows

Q. Does ASHP accept encore presentations?
A. We only accept abstracts that have NOT been presented or published previously. Exceptions are those presented at a state society meeting or an international meeting held outside the U.S.

Q. Can I present the same poster for the ACCP Conference to ASHP Midyear Clinical Meeting?
A. No, this would be considered an encore presentation and ASHP does not accept encore presentations.

Q. Is there a late-breaker abstract deadline? If so, when is it?
A. No, we do not have a late-breaking deadline.

Q. Can an administrative assistant or co-author submit a poster on the primary author’s behalf?
A. No, the primary author must also be the person submitting the abstract.

Q. Is IRB approval (Institutional Review Board) needed for all poster presentations?
A. Yes, only studies involving humans need to go through IRB approval.

Q. How many authors may I add to my poster abstract submission?
A. Each submission may have up to five (5) authors, the primary author and four (4) additional authors. Additional authors may be added to the actual poster presentation.
Q. Can the primary author add an additional author after the submission site closes?  
A. No, the primary author may add additional authors to the poster presentation only.

Q. Can the primary author edit the poster abstract after it has been submitted?  
A. Yes, edits can be made prior to the submission deadline. Edits cannot be made after the poster submission deadline.

Q. How can I confirm that my poster submission was received?  
A. If you received an email confirmation after submitting your poster abstract, ASHP received your submission.

Q. If a professional poster presenter submits multiple posters; will they be scheduled during the same time and located directly beside each other?  
A. It depends, primary authors that submit multiple posters under the same category will be scheduled directly beside each other. Posters submitted under a different category will not.

Q. How can I withdraw my poster abstract after it has been submitted?  
A. The primary author must send a withdrawal request to: posters@ashp.org. Please include your full name, presentation title, and submission ID number in all correspondence.

Q. May I retract a poster that has been published in ASHP publications?  
A. Abstracts that have been published may only be retracted from the mobile app.

Q. Are there instructions on how to prepare my poster?  

Q. Is the ASHP logo required for poster presenters?  
A. No, the ASHP logo is not required.

Q. What size poster should I prepare for presentation?  
A. Posters should be no larger than (42” Tall X 90” Wide). The actual poster board is 4 feet high by 8 feet wide.

Q. Can students and residents submit more than (1) poster abstract for the Midyear Clinical Meeting?  
A. Students & Residents are only allowed to submit one poster per primary author. However, they may be a co-author on multiple posters.

Q. Can a preceptor or residency director submit a student or resident poster?  
A. No, the preceptor or residency director may be the co-author on a student or resident poster.

Q. Can students submit a Research-in-progress poster?  
A. No

Q. Can residents and fellows submit a Research-in-Progress poster?  
A. Yes

Q. When are student poster presenters notified of acceptance or rejected?  
A. Notifications will be emailed to the primary author only on October 21. Visit: [https://midyear.ashp.org/Posters/Students](https://midyear.ashp.org/Posters/Students) to access poster listings by Primary Author Last Name on October 21.
Q. When are resident and fellows poster presenters notified of acceptance or rejected?
A. Notifications will be emailed to the primary author only on October 21.
   Visit: https://midyear.ashp.org/Posters/Residents-and-Fellows to access poster listings by Primary Author Last Name on October 21.

Q. What day and time will Midyear posters be presented at the Midyear Clinical Meeting?

Q. Should I include field names in the body of my abstract?
A. No, please do not include field names in your abstract.

Q. Can presenters’ present abstracts that were previously presented at an ASHP meeting at other meetings outside of ASHP?
A. Yes, presenters are welcome to present previous poster presentations at non-ASHP meetings. ASHP does not hold publications rights and do not require permission.

Q. Can someone other than the primary author present on the primary author’s behalf?
A. Yes, the co-author may present on the primary author’s behalf.