

## 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 to 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](mailto: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?**

**A.** Instructions on preparing your poster presentation is located in the Poster Presenter Handbook for All Presenters. Visit ASHP Get Involved page: (<https://www.ashp.org/Meetings-and-Events/Get-Involved-in-a-Meeting/Midyear-Clinical-Meeting-and-Exhibition/MCM19-Poster-Information>).

**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> 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?**

**A.** Visit ASHP Get Involved web page at: <https://www.ashp.org/Meetings-and-Events/Get-Involved-in-a-Meeting/Midyear-Clinical-Meeting-and-Exhibition> to all poster presentation schedules.

**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.