2020 AER Conference (AER20) Poster Presentation Program

The presentation of posters at the AER Conference promotes interdisciplinary sharing and collaboration, and facilitates the exchange of ideas, information, and practical strategies for the many challenges faced by research professionals.

If your institution has an **innovative program** related to the successful work of HRPPs/IRBs, or if you are conducting **empirical research on or conceptual analyses** of topics or questions relevant to human subjects research, consider participating in the **AER20 Poster Presentation Program**.

Poster Abstract Categories and Submission Format

Poster abstracts should be based upon innovative program initiatives, empirical research, or conceptual theses or analyses. **Please review the categories *before* submitting your abstract to ensure you select the appropriate category**.

Below find information on each poster category and the submission requirements. **Abstracts *must* include information in each section to be considered**.

1. **Programmatic Abstracts (550 words or less):** Programmatic abstracts describe proven, impactful, and innovative approaches to the management and operation of HRPPs/IRBs, analysis of such programmatic endeavors, and directions for the future. **Programmatic submissions *must* include the following five sections:**
   - *Background:* Description of a problem/issue the program is intended to address (50 words or less).
   - *Program Description:* Description of the program being implemented, and the methods that were used to assess the program (150 words or less).
   - *Program Assessment:* What did the institution observe about the program implementation? Did it work? Did it not work? Did new issues arise? Etc. (175 words or less). *See section below on late-breaking submissions if you feel an assessment will not be available by the deadline date.*
   - *Limitations:* Limitations of the program (75 words or less).
   - *Discussion:* Suggestions for future usage at the author's home institution and/or how the program could be implemented at other sites. Please make clear why this program is relevant and important for other institutions to adopt (100 words or less).

2. **Scientific Abstracts (550 words or less):** Scientific abstracts describe empirical studies related to the conduct or oversight of human subjects research, and include data collection, conclusions drawn from the data analysis, and directions for the future. **Scientific submissions *must* include the following five sections**:
   - *Background:* A statement on the background conditions that spurred your research and the research questions (50 words or less).
   - *Methods:* A description of the research, analytic methods used, sample size (and justification), etc. (175 words or less).

- *Results:* Results of the research (data), including any baseline measures and outcomes (150 words or less). *See section below on late-breaking submissions if you feel data will not be available by the deadline date.*
- *Limitations:* Limitations of the study (75 words or less).
- *Discussion:* Conclusions drawn from the data or the analysis provided, and directions for the future (100 words or less).

3. **Conceptual Analysis Abstracts (550 words or less):** Conceptual analysis abstracts describe normative theses or conceptual analyses that address an ethical, policy, or practical problem in research ethics, and identify directions for future theoretical or practical work. **Conceptual submissions *must* include the following five sections**:
   - *Background:* A statement of the conceptual/ethical/policy/practical problem or question being addressed, and the thesis of your abstract. Specify whether you are answering a prescriptive question (e.g., questions regarding what ought to be and whether actions are permissible or obligatory) or a descriptive question (e.g., questions regarding the characteristics of population, behaviors, attitudes, or policies). (50 words or less).
   - *Methods:* An explanation of the research methods used (e.g., conceptual analysis), etc. (75 words or less).
   - *Conclusion:* Conclusion of your argument or conceptual analysis (e.g., are you clarifying distinctions, organizing concepts, or making a proposal or recommendation?) (250 words or less). *See section below on late-breaking submissions if you feel data will not be available by the deadline date.*
   - *Limitations:* Limitations of the argument/analysis, including potential counterarguments and points not considered (75 words or less).
   - *Discussion:* Conclusions drawn from conceptual analysis, and directions for future work (100 words or less).

Submission Guidelines

- To submit an abstract, complete the online submission form by **April 24, 2020, at 11:59 PM ET**.
- All abstracts must be prepared accordingly:
  - The abstract must be prepared for blind review; all identifying information should be removed from the body of the abstract (e.g., names of locations, people (where applicable), institutions, etc.).
  - The abstract should adhere to the word limits listed on the submission guidelines (see above).
  - Names, degrees, and institutions for all authors should be listed in the author section of the form.
  - The abstracts will be published as is. Submissions must therefore be proofread before submitting.
  - *Note: PRIM&R reserves the right to adapt the titles or body of poster abstracts to ensure adherence to the organization's internal style manual for the purposes of featuring the content in marketing materials produced by the organization.*
- If an abstract is accepted, one author or co-author must register for and attend AER20 to present the poster. PRIM&R is unable to waive conference registration fees or pay travel expenses for poster presenters. A limited number of fee waivers will be available for those who require financial assistance.
- The poster author must organize and pay for all shipping arrangements for his/her poster materials.
- Accepted abstracts will be featured on PRIM&R's website, and may be used for other promotional purposes. Abstract authors acknowledge that PRIM&R bears no further obligation to obtain permission for the purposes indicated, and grant this release voluntarily and with no compensation or inducement.

How to Submit a Poster Abstract

[Complete the online submission form](#) by **April 24, 2020, at 11:59 PM ET**. Please review all information pertaining to abstract categories and submission format, as well as the submission guidelines before submitting an abstract online. **Decisions will be sent via email by June 26, 2020**.

Late-Breaking Poster Abstract Submissions

Authors who have implemented programs or started research, but who will not yet have results by April 24, 2020 can [complete the online submission form](#) **between June 5 and July 1, 2020**. These posters will be considered for one of **10 late-breaking slots**.

Since there are only 10 late-breaking poster slots, it is highly recommended that authors who have data submit an application by **April 24, 2020, at 11:59 PM ET**. Late-breaking submissions considered worthy of being accepted may not be due to the space restrictions of this program.

Please review the following carefully if you feel your poster may fall into this category:
- The online submission system will reopen on June 5, 2020, and those wishing to submit a late-breaking abstract must **submit the online application form by July 1, 2020, at 11:59 PM ET**.
- **For late-breaking abstracts, do not submit the online application until June 5, 2020; submitting before this date means your abstract will be included in the first round of review and incomplete abstracts will not be accepted.**
- There are only 10 late-breaking abstract spots. Thus, if there are more late-breaking submissions than slots, the Poster Abstract Subcommittee will make decisions based on their overall ratings of the submissions.
- Late-breaking abstracts will **not** be considered for oral presentation on-site or the Pillars of PRIM&R Poster Award (see below); they will only be considered for poster display on-site.
- Decisions for late-breaking abstracts will be sent by **August 10, 2020**.

The Pillars of PRIM&R Outstanding Poster Award

The Pillars of PRIM&R Outstanding Poster Award recognizes outstanding projects designed to improve HRPPs or animal care and use oversight programs through better education, tools, procedures, practices, or which contribute to empirical research or scholarship in the research ethics field. Each year, one abstract will be selected from the AER Poster Abstract Program to be designated as the "Pillars of PRIM&R Outstanding Poster Award Recipient."

The award includes complimentary conference registration and hotel for the lead poster author to display their poster at the AER Conference; up to $750 to cover travel costs; a one-year complimentary PRIM&R membership; and one complimentary group webinar registration.

Any poster abstract submitted to the regular round of the AER Conference Poster Abstract Program will automatically be considered for the Pillars of PRIM&R Award. The winning abstract will be selected by the Conference Planning Committee.

Please visit [this page](#) to learn more about the Pillars of PRIM&R.

Posters On-site at AER20

Posters accepted for inclusion in the Poster Presentation Program will be displayed on-site at the conference in the Exhibit Hall, and outstanding work will be featured during an oral presentation at the conference.

Frequently Asked Questions

Q: What is a poster?
A: A poster is a visual presentation that illustrates the processes and results of your project, or explores and analyzes a concept related to human subjects research. A poster must clearly articulate the question or problem you are addressing, provide a description of how you addressed the question or problem, and an explanation of how the work contributes to the field of advancing ethical research. Posters should include text and illustrative elements such as tables, graphs, or photographs

Q: Do I need to be a PRIM&R member to submit a poster abstract?
A: No, but if you are interested in becoming a member, review the range of benefits that come with membership and visit our website, to get started.

Q: How do I submit a poster abstract?
A: Review the information on this page about poster categories, submission format, and guidelines, and then submit an abstract using the online submission form. Abstracts must be submitted by **April 24, 2020, at 11:59 PM ET**, unless you will be submitting a late-breaking abstract (see below).

Q: May I enter more than one poster abstract?
A: Yes. You will need to submit the online submission form for each abstract.

Q: May I submit an abstract based on previously published materials?
A: Yes, it is permissible to submit an abstract drawn from previously published materials (except for posters already accepted and displayed at an AER Conference).

Q: What if I don't yet have data/results for my poster abstract, but will by the time of the conference?
A: Authors who have implemented programs or started research, but who will not yet have results by April 24, 2020, should submit the online submission form **between June 5 and July 1, 2020, at 11:59 PM ET**. These posters will be considered for one of **10 late-breaking poster slots**. Note that abstracts submitted via this method are not guaranteed inclusion in the program because of limited space. See the section above on late-breaking poster slots for more information.

Q: Is there a word limit on poster abstract submissions?
A: Yes. The submission form allows up to 550 words for the body of an abstract. See the submission guidelines on this page for word counts for each section. The abstract title, authors, keywords, and funding information (if applicable) are not included in this word count.

Q: Do I need to proofread my abstract before I submit it?
A: Yes. While PRIM&R reserves the right to adapt the titles or body of poster abstracts to ensure adherence to our style manual, your abstract will be published as submitted and therefore needs to be proofed for grammatical, spelling, and other errors.

Q: Who reviews and selects the abstracts?
A: The Poster Abstract Subcommittee, composed of volunteers from the PRIM&R membership, will review all abstracts and select those that will be presented at the conference.

Q: Are there opportunities to present the poster in an oral presentation?
A: The Poster Abstract Subcommittee will select authors with outstanding submissions to present their work orally during a special series at the conference. *Late-breaking abstracts will not be considered for this opportunity.*

Q: Where can I view poster abstracts presented at previous conferences?
A: PRIM&R members can view abstracts submitted to prior conferences in PRIM&R's Knowledge Center.

Q: When will I know if my abstract has been accepted?
A: Notifications for abstracts submitted by April 24, 2020, will be emailed **by June 26, 2020**; for late-breaking abstracts, notifications will be emailed **by August 10, 2020**.

Q: Are all abstract authors required to register for the conference?
A: If a poster is accepted, one author or a designated representative is required to register for the conference in order to display the poster on-site.

Q: What are the most frequent reasons for abstracts not being accepted?
A: Reasons why poster abstracts are not accepted include, but are not limited to:

- The abstract submission form was not completed in full (i.e., sections were missing).
- The methods used were not adequate to collect data, not enough information was provided on the sample size, and/or the sample size was too small to justify conclusions drawn from the methods used (where applicable).
- A program assessment or data was not included.
- The project or program is not innovative, and/or program or project is not related to research ethics or practices in research administration.

If you have questions about the submission process, please email Clare Ladd, Conference and Program Coordinator.