

# The American College of Sports Medicine – Rocky Mountain Chapter

## Abstract, Poster and Presentation Guidelines

The upcoming Annual Meeting of the Rocky Mountain Chapter of the American College of Sports Medicine will be held April 6-7, 2018 at the University of Colorado-Colorado Springs. Poster presentations will be scheduled for Friday evening, April 6 and the Presentation competition is scheduled for Saturday, April 7, 2018. Abstracts for poster presentations should be submitted to on the Rocky Mountain ACSM website and abstract guidelines are below. **Abstract submissions will open Feb 1<sup>st</sup> and the deadline for submission is noon on March 1, 2018.** Presenters will be notified by March 15, 2018 as to whether their Abstract is accepted for the annual regional meeting.

As a part of the abstract submission process, you will be asked to indicate as to whether you would like your poster judged so that you can be eligible for the Poster and Presentation Competition. Be sure to please signal your intent as you submit your abstract and please review the poster presentation and oral presentation guidelines on the following pages PRIOR to the conference.

**Please note that both student and faculty member sponsors must be chapter members in order to be eligible for monetary awards.**

**Graduate Student Awards\*:** 1<sup>st</sup>: \$1,200 (President's Cup), 2<sup>nd</sup>: \$300, 3<sup>rd</sup>: \$150

**Undergraduate Student Awards\*:** 1<sup>st</sup>: \$300, 2<sup>nd</sup>: \$150, 3<sup>rd</sup>: \$100

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### ABSTRACT PREPARATION

**Title:** Limited to 15 words and should be typed in title case.

**Authors:** Include the first and last names of all authors. Do not include degrees.

**Affiliations:** Provide the name and location of the institution for all authors. Do not include departments.

**Text:** Abstracts should be single spaced in 12 point times new roman font and are limited to 2,000 characters (not including spaces, title, or author information). Each abstract should be structured with headings for PURPOSE, METHODS, RESULTS, and CONCLUSION. If including table, chart, or graph, the limit is 1,500 characters.

## Undergraduate and Graduate Student Poster / Presentation Guidelines

At this year's meeting, the winners of the two student "poster" presentation competitions (i.e., undergraduate and graduate) will be decided based on the poster presentation and a three-minute talk of their research project. The top three undergraduate and top three graduate posters will be selected by a panel of three independent judges based on the rubric provided in *Appendix A*. The top two scores will be averaged to provide the final poster score. In the case that one judge's mentee is presenting, the judge can recuse themselves for that particular poster and the remaining two score sheets will be averaged. All judge's sheets will be returned to a student who will enter the scores into an electronic spreadsheet to provide scores. In the case of a tie, the presentation field can be expanded up to five presenters. If more than five presenters represent the top five positions, each institution will be asked to choose only one representative from their University.

The presentations will take place after all posters have been scored. Students will have three minutes to present their research project. All presenters will be limited to a single slide that will be displayed during the presentation. This slide must be static and may not have animations or reveals. **The goal of the presentation is to succinctly present what was done and why it is important. This is not an exercise in trivializing research, but these talks should encourage students to present their research results into a succinct and concise message.**

There will be no question and answer portion after the presentation because the three minute time frame requires truncation of many details (i.e., methodological items, non-imperative results) that would normally be included in a full length presentation. Three separate judges from those that judged the posters will score the presentations (*Appendix B*). Similar to above, the top two (non-mentor provided) scores will be averaged.

Overall winners in both the undergraduate and graduate divisions will be decided based on their total score (poster score out of a possible 40 points, presentation score out of a possible 30). This will emphasize the importance of the poster presentation first. A tie at this level will result in the judges from both the poster and oral presentation sections convening to choose the top poster/presentation. All presentations will be recorded so that exemplary performances can be relayed to national committees.

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## Instructions for Students

### POSTER PREPARATION

- The RMACSM display boards are 40 inches high X 60 inches wide. For the best display, posters should not exceed the size of the board.
- The Abstract should be placed in the upper left hand corner of the poster, underneath the title and author blocks that should be displayed across the top border of the poster.
- Recommended sections of the poster should include an Introduction, Experimental Design or Methods, Results, and Summary or Conclusion.
- Tables, Figures, Illustrations, and Photographs are also effective and may be included.
- Add an Acknowledgement section for any funding source(s), institutional support, or individuals who have contributed significantly but who are not listed as authors.
- Add an abbreviated Reference section for references that are crucial for inclusion in the poster.
- During your allotted time three judges will be walking by to score your poster presentation.
- The top three undergraduate and top three graduate student poster presentations will be selected for an oral presentation later in the day.
- The abstract submission process will allow for entry into the three-minute talk competition. In order to be considered, you must be present for the presentation portion at the end of the day

### PRESENTATION PREPARATION

- Prepare a separate stand-alone three-minute presentation of your research project.
- One static slide may be displayed behind you during the duration of the presentation.
- Rehearse a dynamic presentation of your specific problem, why the audience should be interested, how you approached the problem, what your findings were, and why these findings are important to help answer your question.
- There will be no question and answer portion following your presentation.
- The top undergraduate and graduate student will be chosen based on combined scores from the poster and oral portion of the presentation.

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## Appendix A – Poster Presentation Rubric

### American College of Sports Medicine – Rocky Mountain Chapter Poster Presentation Competition – 2018

Judge Name \_\_\_\_\_

Student Name \_\_\_\_\_ Graduate or Undergraduate (*circle one*)

Check box here if conflict exists (i.e., they are a student at your University)

Circle a number for each item below | 1=poor | 3 = Satisfactory | 5 = Excellent

<b>Organization</b> (proper size, abstract included, appropriate headings)	1	2	3	4	5
<b>Visual Appeal</b> (attractive, font size, logical layout)	1	2	3	4	5
<b>Statement of problem</b> (clear research question with appropriate background)	1	2	3	4	5
<b>Scientific Merit</b> (Does the study design answer the research question? Does this poster represent quality research?)	1	2	3	4	5
<b>Tables &amp; Figures</b> (simple, related to main findings, legible)	1	2	3	4	5
<b>Originality / Contribution to the Field</b> (novel and fills a knowledge gap)	1	2	3	4	5
<b>Knowledge</b> (The presenter knows the field well)	1	2	3	4	5
<b>Questions</b> ( ability to answer questions briefly yet thoroughly)	1	2	3	4	5
<b>Total Score</b>					

Comments:

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## Appendix B – Oral Presentation Rubric

### American College of Sports Medicine – Rocky Mountain Chapter Poster Presentation Competition – 2018

Judge Name \_\_\_\_\_

Student Name \_\_\_\_\_ Graduate or Undergraduate (*circle one*)

Check box here if conflict exists (i.e., they are a student at your University)

Circle a number for each item below | 1=poor | 3 = Satisfactory | 5 = Excellent

<b>Delivery:</b> Did the presenter convey enthusiasm for his or her research? Did the presenter capture and maintain their audience's attention? Did the speaker have sufficient stage presence, eye contact and vocal range; maintain a steady pace, and have a confident stance?	1	2	3	4	5
<b>Organization:</b> Was there a logical flow of information, background statement of problem, approach, results and conclusion?	1	2	3	4	5
<b>Slide:</b> Did the PowerPoint slide enhance the presentation - was it clear legible, and concise?)	1	2	3	4	5
<b>Familiarity:</b> Is it clear that the presenter is knowledgeable of the topic? Did the presenter demonstrate an understanding of the background related to the research questions?	1	2	3	4	5
<b>Results:</b> Were the key results and research significance and outcomes communicated in language appropriate to the audience?	1	2	3	4	5
<b>Time:</b> The presenter completed the presentation within 15 seconds of 3 min.	1	2	3	4	5
<b>Total Score</b>					

**Additional Comments:**

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