

STUDENT POSTER DAY

Abstract Submission Instructions

Deadline: Thursday, March 26, 2009

All abstracts must be received by **Thursday, March 26**. Late submissions will not be considered for awards or included in the Poster Day abstract book.

SPH Poster Day Abstract Submission:

There are two options for submitting abstracts for Student Poster Day 2009:

1. ONLINE:

Submit abstracts online at the site http://www.albany.edu/sph/poster_2009/. Fill in all fields. No phone numbers or email addresses will be shared for any other purpose than to allow the committee to have contact with you concerning Poster Day and your abstract (i.e. this information will not be distributed to others). The abstract is to be limited to **250 words**. This limit includes small words, separate numbers, references, and acknowledgments. No continuation pages, illustrations or tables are to be included as part of the abstract. Use references sparingly, if at all, and cite according to the form used in *Index Medicus*. Use standard abbreviations, using the whole word the first time, followed by the abbreviation in parentheses.

All abstracts must be submitted in **plain text** in the space provided on the online form. It is encouraged that this be the only submission. If you feel your abstract has to contain special characters (italics, super and subscripts, Greek letters, degree symbol, etc.), then also convert your abstract using such special characters as an Adobe Acrobat pdf file. The pdf file must be named using your last name and the last 4 digits of your student ID number (e.g. smith4389.pdf) and attached to an email. The pdf file you submit can contain a title using special characters, which will not count against the 250-word limit. Before sending the file, please be certain that it fits within the required space (see Page 3 of this document). Send the email with the pdf attachment to sphweb@albany.edu. All students must receive approval from their mentors and advisors prior to submitting the abstract online and check an agreement box indicating approval. Abstracts that have not been approved will not be accepted. Students must also receive approval from their mentors prior to Poster Day in order to participate in the day's activities.

2. EMAIL:

Student mentors may request that their students avoid submitting their abstracts online. For these cases, students may submit their abstracts by email. All abstract guidelines are the same as above, including the 250 word limit. Please email your abstract to Tony Torres, Assistant Dean for Student Affairs, at atorres@uamail.albany.edu in **both** Word and pdf documents, with a subject of "Student Poster Day Abstract".

Delta Omega Nomination and Award:

Delta Omega is the Honorary Public Health Society whose purpose is to encourage scholarship and research among persons undertaking graduate study in the science of public health. Delta Omega will be sponsoring a poster session during the next American Public Health Association (APHA) Annual Meeting & Exposition, taking place in Philadelphia, PA (November 7-11, 2009).

Alpha Gamma is the Delta Omega chapter at the University at Albany, School of Public Health. The Alpha Gamma Poster Award Selection Committee will nominate one student to the national Delta Omega office. The national office then invites a select group of students from across the country to participate in the Delta Omega poster session at the APHA meeting. The winners receive partial funding toward travel to the meeting. Be sure to check the box on the online submission page if you want to be considered for this award. **The abstract text must include a description of: the research study objectives and significance, data, methods, results, conclusions, and the project's relevance to public health.** Please note that the nomination is based on the abstract, not the poster itself.

All students are encouraged to participate in the Delta Omega Poster Award process for an opportunity to present at a national conference. For more information contact Mary Applegate at mapplegate@uamail.albany.edu.

*For technical problems submitting abstracts, contact sphweb@albany.edu.
For general questions about Student Poster Day, contact Tony Torres at atorres@uamail.albany.edu.*

HELPFUL HINTS: STUDENT POSTER DAY
POSTER PREPARATIONS FOR THE SCHOOL OF PUBLIC HEALTH
Maximum Dimensions: 48" wide X 36" high

Your illustrations will be viewed from a distance of 3 feet or more; therefore, your lettering should be about ¼" high and in bold type (approximately 16 points if professionally done). See samples below:

Sample – 16 type Sample – 18 type

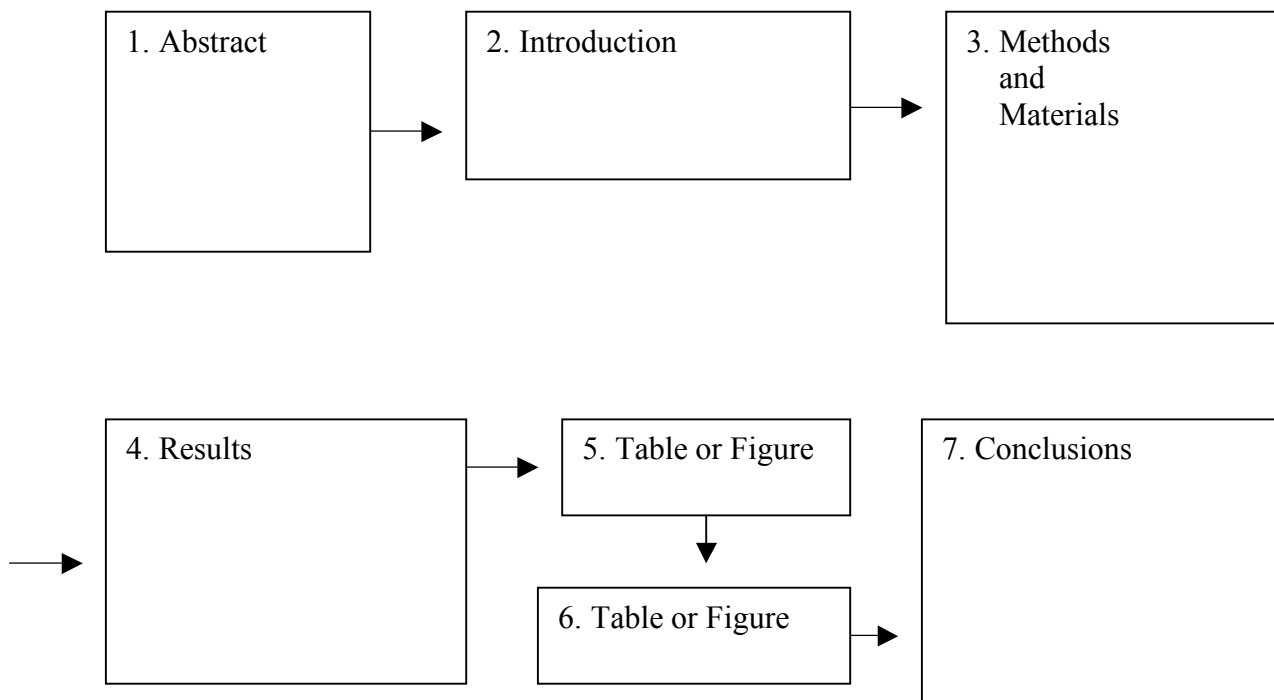
Illustrations are to be thumb-tacked or Velcro-ed to the poster board; so, you may wish to mat photographs and artwork on 10" x 12" cardboard or construction paper. Please bring your own thumbtacks or Velcro.

Charts, drawings, and illustrations can be similar to slides but without unnecessary detail.

- Try to keep everything as simple as possible
- Avoid 'arty' or ornate presentations. Keep captions brief and make labels clear.
- Indicating the sequence of material presented by arrows, numbers, or letters is helpful to the viewer. See example below.

Try to make your poster self-explanatory. This will leave you free to supplement information, answer questions, and become more involved in more in-depth discussion

Title — Author — Institution Banner



If you are submitting your abstract in a PDF file, please print the box below. Before sending the PDF file, please print it and confirm that the entire abstract fits within the boundaries of the printed box. If your title requires special characters or formatting, it may be included in the PDF file. The title would not count against the 250-character limit, but ***both the title and abstract must fit within this same space.***

A large, empty rectangular box with a thin black border, intended for the user to print their abstract and verify its fit within the 250-character limit.