

4th Annual Holistic Conference GUIDELINES FOR ABSTRACTS AND POSTERS

DATE: April 30, 2020

TIME: 8:00 am – 3:30 pm

LOCATION: Seasons 644 Pascack Rd, Township Of Washington, NJ 07676

SET UP: Participants may begin setting up at 7:00 a.m.
All posters must be removed by the close of the day.

Final Abstract Submission Details:

- Final abstract due date: **Friday, February 7, 2020**
- Abstracts must be type written, utilizing the following format:
 - 12 Point Times New Roman Font
 - 1.5 spacing between lines
 - 1.25” left and right margins
 - 1” top and bottom margins
- Final abstracts must include the contact information of each presenter, beginning with the Primary Presenter:
 - Name
 - Credentials
 - Title
 - Hospital/Organization
 - Phone Number
 - Email Address
- **Prepare an elevator speech describing the research project.**
- **Poster Details**
- Authors must be available during their assigned poster session to answer questions, expand on material, and take part in discussions.
 - The absolute maximum poster size is 48 x 48 inches. The most common poster sizes displayed at the conference are 36 x 42 and 42 x 42 inches.
 - **Posters should be mounted on tri-fold display boards. The posters will be displayed on easels. The poster presenters are responsible for bringing the display boards, they will not be provided at the conference.**
 - Hand-out materials and photocopies are allowed, but not required.
 - Poster type should be easily legible at a distance of several feet. Figure legends are essential and should be short but informative.
 - Poster category – clearly indicate under the title, the category of your submission (Performance Improvement, Quality Improvement, Evidence Based Practice, Research, Other).

For questions regarding your poster, please contact Eileen Bersick: email: ebersic@valleyhealth.com phone: 201-447-8478.