

## *AFL Care Grantee Conference Abstract, Poster Presentation, and Contest*

The Office of Adolescent Pregnancy Programs is requesting that all AFL Care Grantees submit an abstract and poster presentation for this year’s Annual Conference. Please follow the guidelines described below on preparing your abstract.

### Guidelines

Abstract submissions should be prepared in accordance with the following format:



**Background/Objectives:** Introduction to your program, state rationale/purpose of the intervention, what practical, scientific, theoretical gap is your research filling? (This states why you have the demonstration project.)

**Methods:** Describe the intervention (who, what, when, where, number of sessions, length of sessions, etc), define key terms, describe comparison groups, outline key process and outcome variables and data collection instruments, methods, and analysis and statistical methods used. (This states what you did.)

**Results:** Describe the major accomplishments of the AFL program to date using quantitative and qualitative data to document your results, including results of the data analysis and statistical significance. (This states what you found.)

**Conclusion/Discussion:** State findings, list limitations/challenges to this evaluation, state lessons learned about program implementation and impact; next steps. (This section provides answers to what you think about what you found.)

**Implications:** State your take home message addressing the “so what” question.

**Contact Information:** Name, Title, e-mail address, and phone number for the person responsible for questions about the abstract.

All sections should be completed. The abstract should be 1 – 2 pages in length. (Do not send your program narrative.) Please avoid using jargon, acronyms and abbreviations. Standard abbreviations may be used by typing the entire word/title the first time and placing the abbreviation afterward in parenthesis. The designated contact person on the abstract will be sent a confirmation of receipt, status of the review and final abstract acceptance. Final abstracts will be reproduced and distributed at the conference.

For those grantees that submitted an abstract for last year's conference, please use that abstract as a starting point and add to it based on your program's progress and outcomes achieved over the past year.

Carefully proofread your materials and submit the abstract by *December 1, 2009* to Nancy Thomas at JSI ( [nthomas@jsi.com](mailto:nthomas@jsi.com).)

All abstracts will be reviewed and returned with feedback by *December 21, 2009*. Final abstracts are due to Nancy Thomas at JSI ([nthomas@jsi.com](mailto:nthomas@jsi.com)) by *January 4, 2010*.

### **Poster Presentation**

Similar to last year's conference, the posters will be peer reviewed. All grantees are expected to provide a 10- minute oral presentation and respond to questions on their projects during set times throughout the conference. The posters should correspond to the abstract submitted for the conference.

### **Posters must contain the following elements/information:**

- **Title Strip** — State the title of the project, location, and authors. Capitalize with no underlining, bolding, or italicizing. The title should be legible from 8 feet away; the remaining words should be legible from four or five feet away. The authors should be listed, as follows: first name, middle initial, last name, credentials, and places of employment with city and state. List primary author or presenter first.
- **Background/Objectives** — In 1-2 slides, state rationale/purpose of the intervention and outcome objectives. (This states why you have the demonstration project.)
- **Methods** — In 2-3 slides, describe the intervention (who, what, when, where, number of sessions, length of sessions, etc), define key terms, describe comparison groups, outline key process and outcome variables and data collection instruments, methods and analysis, and statistical methods used. (This states what you did.)
- **Results** — In 2-3 slides, discuss the major accomplishments of the AFL program to date using quantitative and qualitative data to document your results, including results of the data analysis and statistical significance. (This states what you found.)
- **Conclusion/Discussion** — In 1-3 slides, state findings, list limitations/challenges to this evaluation, state lessons learned about program implementation and impact; next steps. (This section provides answers to what we think about what you found.)
- **Implications** – 1 slide should be used to state your take home message addressing the “so what” question.

## Poster Examples:

Figure 1:

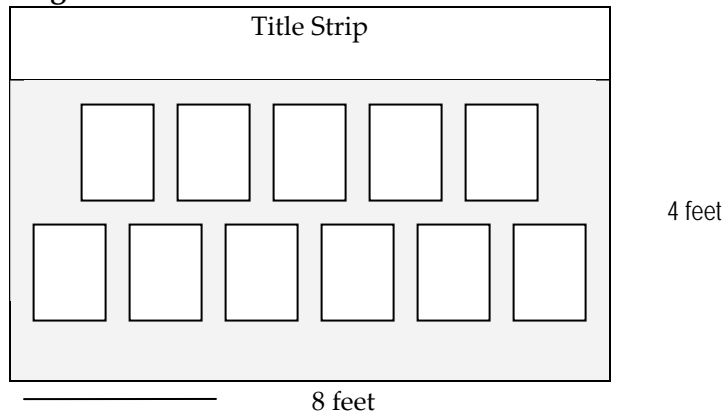
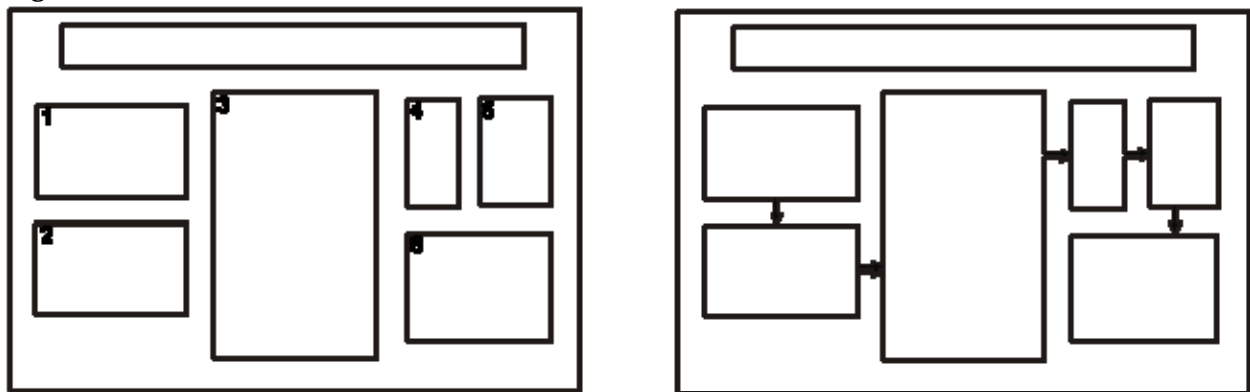


Figure 2:



## Set Up and Display Area:

Poster display boards will be provided at the conference for your presentation. Push pins to mount your slides to the poster display board will also be provided. The poster display boards will be 4' (vertical) by 8' (horizontal) with a 4-inch border. The poster should display the project and findings stated in the abstract using text, charts, graphs, and illustrations.

Grantees are responsible for shipping their posters to and from the conference. The Hotel address is Sheraton Norfolk Waterside Hotel, 7777 Waterside Drive, Norfolk, VA, 23510.

Grantees are responsible for mounting their posters in their assigned location on Monday, January 25, 2010, between 3:00 pm and 8:00 pm. Posters will be featured Tuesday and Wednesday of the Annual Conference, located in the Stratford Hall room at the hotel.

Posters and oral presentations will be judged by your peers. Envelopes will be provided for the reviewers to rate the overall presentation and collected by JSI. The feedback will be sent to you after the conference. Based on the ratings, an expert panel will review the highest rated grantees and select the two best presentations. All posters must be removed the evening of *Wednesday, January 27, 2010, by 6:30 pm.*

## Poster Peer Review:

Conference participants will complete review forms for exhibited posters and give their completed review to JSI staff. The goal of this Poster Peer Review is to help both you as the presenter and conference participant learn how best to compose, construct, and present a poster display.

Peer reviewers will identify areas of strength/weakness in three areas by rating on a 5 point scale:

1. **Poster Layout:** Title, Background/Objectives, Methods, Results, Conclusions/Discussion, and Implications
2. **Effective Communication:** Readability, Visibility, Aesthetics, and Creativity
3. **Verbal Presentation:** Verbal Explanation, Clearly and Concisely Answered Questions

## Timeframe:

1. Optional technical assistance will be provided: Alicia Richmond Scott (240-453-2828; Alicia.Richmond@hhs.gov)
2. Abstract submission date: December 1, 2009 to Nancy Thomas at JSI ([nthomas@jsi.com](mailto:nthomas@jsi.com))
3. Abstract feedback sent: December 21, 2009.
4. Final abstract submission: January 4, 2010 to Nancy Thomas at JSI ([nthomas@jsi.com](mailto:nthomas@jsi.com))
5. Poster set up: Evening of Monday, January 25, 2010
6. Poster breakdown: Evening of Wednesday, January 27, 2010.
7. Grantees will give a 10 minute oral presentation to their colleagues.
8. Each poster will have a 4' (vertical) by 8' (horizontal) board on which to present.