**NCANA Education and Research Committee Poster Session Guidelines**

**For NCANA Annual Meeting 2018**

**Eligibility:**

The NCANA Education and Research Committee Poster Session is open to all nurse anesthesia students enrolled in a North Carolina nurse anesthesia program.\*\* **All poster applications will be accepted as long as they are received by the deadline – Monday, September 10, 2018.**

* Email the completed application for submission to the NCANA Central office at [ncana@caphill.com](mailto:ncana@caphill.com) (Word Format). The application form can be found on page 3 of this document.

\*\* CRNAs or students who would like to present their research in poster form but are not students in a NC nurse anesthesia program or a NC CRNA may also apply but, if space is limited, preference will be given to NC students.

**Important Dates:**

* **Application Deadline:** **Monday, September 10, 2018**
* **Poster Due: Friday, November 2, 2018 at 8 am** on the first day of the NCANA annual meeting. Please bring the posters to the conference registration desk to obtain a board assignment.
  + Students will be responsible for hanging their posters and removing them at the end of the meeting and bringing their own thumbtacks or other material to affix the poster to the board.

**Important Forms:**

* Poster Guidelines: page 2
* Poster Application: page 3

**Guidelines for Posters**

The guidelines for posters for the NCANA annual meeting will follow the AANA Poster Session Guidelines which is as follows with some alterations due to local constraints:

There will be an 8 ft. wide (76 inches) x 4 ft. high (48 inches) corkboard to display your poster. No other provisions will be supplied for display purposes except the board. Please bring your own thumbtacks to affix your poster to the board. Neither the NCANA nor the Convention Center/Hotel will be held responsible for posters or materials displayed. Poster presenters are responsible for hanging the removing their poster after checking in with the registration desk.

The presentation of the poster will follow these formatting guidelines: well organized/easy to follow, fonts are large enough (at least 24 font pt), uses colors, tables, graphs, data, photos advantageously. Acknowledgements, funding and affiliation are represented. Materials may ***not*** be hung on walls, draperies, etc. No other furniture, free-standing equipment, etc., is permitted. The poster must conform to the allotted space.

The organization of the poster should follow the typical research article format of the research abstract: introduction, methods, results, discussion or conclusion.

**Tips for Preparing the Poster**

1. Follow the format.

2. The title should be short and attract the attention of those passing by the poster. It should be readable at a distance of 4 to 5 feet.

3. The typeface should be large enough to make reading easy.

4. Allow for plenty of white space throughout the poster to avoid a cluttered appearance.

5. Posters should contain highlights of your project.

6. A variety of illustrations including figures, tales, graphs, drawings, photographs, etc., can be used.

7. Keep your poster professional. It’s a reflection of yourself and your institution.

**POSTER APPLICATION TO THE NCANA 2017 ANNUAL MEETING**

Please complete this form using the instructions provided. For group projects, only 1 form should be submitted for each group. All applications will be accepted as long as they are received by the deadline.

**Application Deadline:** Monday, September 10, 2018; email to the NCANA Central office [ncana@caphill.com](mailto:ncana@caphill.com)

**Poster due at NCANA Meeting:** Friday, November 2, 2018 by 8 am

Title of Poster:

Authors:

Name and email address of primary contact:

Telephone number:

Please check all that apply:

\_\_\_\_\_1. I authorize the NCANA to publicize my above titled poster on the NCANA website.

\_\_\_\_\_2. I authorize the NCANA to forward the information from my above titled poster to the Anetic for consideration for publication.

\_\_\_\_\_3. I understand my poster will be on display at the NCANA Annual Meeting.

The NCANA and the NCANA Education and Research Committee are not responsible for the integrity of the research findings.

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Signature of contact (only 1 per group) Date