



## Convention Poster Application

### Important Dates :

- Submission Deadline for requested application packet is **July 1, 2023**.
- You will be notified via email provided in your application packet shortly after **August 1, 2023**, if your submission has been accepted. Following will include the next steps required for Poster Presentation

### Presenter(s) with professional titles as they should appear on the program:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*If multiple presenters, the primary presenter and contact person will be the following:*

### Primary Presenter's Contact Information:

**Full Name:** \_\_\_\_\_

### Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*This entire packet will need to be filled out and returned via email to:  
Hetal Sutaria, Convention Poster Chair at [iaom.posterboard@gmail.com](mailto:iaom.posterboard@gmail.com)*

**Poster Title:** \_\_\_\_\_

**Submission Track:**     Clinical Techniques/Treatment     General     Research  
 Professional Education     Other \_\_\_\_\_

**Abstract:** 250-word or less abstract on your Poster

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**Summary:** 500-word or less summary on you Poster

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Only if submitting a **Research Brief:** In a PDF Document, please provide the following information

- Background of the problem
- Purpose and Objectives of the Study
- Methodology/Preliminary Results

**Bio sketch of author:** 50-word or less for **EACH** author

**Author 1 Bio Sketch:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Author 2 Bio Sketch:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Author 3 Bio Sketch:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Author 4 Bio Sketch:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*If more authors are needed, please copy, and paste into a separate word document and include with application\**

## Writing Learning Outcomes

When writing the learning objectives for your proposed session, please note the examples below. Please be sure to use active verbs—objectives that could be observed and measured, were that necessary. See below. If you have specific questions, email Program Chair at [iaom.posterboard@gmail.com](mailto:iaom.posterboard@gmail.com)

### Appropriate Learner Outcomes

- Participants will be able to identify
- Participants will be able to implement
- Participants will be able to recognize
- Participants will be able to outline

### Use Active Verbs

Participants will...

- |            |              |             |           |          |
|------------|--------------|-------------|-----------|----------|
| ▪ Perform  | Counted Draw | Name        | Recognize |          |
| ▪ Identify | Define       | Label       | Outline   | Record   |
| ▪ List     | Describe     | Match       | Quote     | Select   |
| ▪ State    | Write        | Demonstrate | Show      | Classify |

### Avoid Difficult to Measure/Observe Verbs

Participants will...

- Understand
- Become familiar
- Learn
- Appreciate
- Be exposed to

**Learning Objectives:** From watching the Poster Presentation, the attendee will recognize the following. Must include **all** 3 objectives.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## POSTERS AUTHORS AGREEMENT FORM

By submitting a poster for the IAOM Convention, you agree to the following:

- Unless specifically designated and pre-approved, IAOM programs are noncommercial forums. The inclusion of products, services, and materials used for practice and research is encouraged when efficacy is supported by evidence. However, the poster platform is not intended as a forum for sales or marketing activity.
- All poster authors are expected to follow accepted procedures to protect human subjects and confidentiality.
- All presenters will follow the guidelines for crediting authorship for research presentations as outlined in the *Publication Manual of the American Psychological Association*.

**Signatures of Presenters:**

**Date:**

_____	_____
_____	_____
_____	_____
_____	_____

## HIPAA REQUIREMENTS

To comply with the Health Insurance Portability and Accountability Act [HIPAA], we ask that **ALL** poster presenters/authors insure the privacy of their patients/clients by refraining from using names, photographs, or other patient/client identifiers in the poster without the patient's/client's knowledge and written authorization.

I, \_\_\_\_\_, am in compliance with HIPAA policies: \_\_\_\_\_  
(Primary Author) (INITIALS)



## **Important Information for the IAOM Convention Poster Presentation and Submission Guidelines**

**Date:** October 13-15, 2023

**Location:** Gila Resort and Casino in Chandler, Arizona

Information pertaining to the convention can be found on the IAOM website at:

<https://www.iaom.com/iaom-convention-2023/>

- **YOU DO NOT HAVE TO BE PRESENT** at the conference to submit a poster but must submit a digital copy of your poster 1 month prior to the convention date as listed above.
- Authors of accepted posters will have their posters presentations uploaded on convention platforms and/or IAOM Convention website for educational purposes
- All accepted poster abstracts will be evaluated through a blind peer review process
- All accepted poster authors will receive at least a Certificate of Participation; however, your poster may be awarded an Honorable Mention Award, Certificate of Excellence, or the highest scoring award, Meritorious.
- Meritorious Posters may be invited to submit an article based on their poster for consideration of publication in the International Journal of Orofacial Myology, only if a copyright transfer form is signed
- Accepted Poster abstracts titles and/or authors may be listed on the IAOM website with a further outreach directly from the International Journal of Orofacial Myology and Myofunctional Therapy for possible publication



## **Checklist for Poster Presentation Submission**

### **Step 1: Submission of Poster Application Form**

All poster proposals submitted will use the Convention Poster Application (Pages 1-5 as listed in the above packet) to submit to [iaom.posterboard@gmail.com](mailto:iaom.posterboard@gmail.com) by the deadline of July 01, 2023.

### **Step 2: Submitters and Authors**

Please ensure that the spelling and title of each author is written clearly with accurate address for each author. Include the author's institution, mailing address, email address, phone number for best contact. The information provided in the application is how the convention Poster Chair and Committee will correspond with you.

### **Step 3: Proposal Details for Poster Session**

For those accepted to present, you will have **no longer than 15 minutes** to present your poster. This will be done digitally and recorded in the format of MP4 and/or .mov file.

### **Step 4: Proposal Content**

The title of your proposal is not to exceed 15 words, using **Title Case**. Do not use all caps or unnecessary punctuation, such as quotation marks or a period at the end.