



## Industry Encore Poster Guidelines JADPRO Live 2024

Thank you for your interest in submitting an encore poster for JADPRO Live, a CE-accredited conference for advanced practitioners in oncology and hematology, to be held November 14-17, 2024, at the Gaylord Texan in Grapevine, Texas. Conference attendees will include nurse practitioners (NPs), physician assistants (PAs), clinical nurse specialists (CNSs), pharmacists, advanced degree nurses, hematology/oncology nurses and physicians.

### Encore Posters

An industry encore poster for JADPRO Live is defined as a poster that has been previously submitted as an abstract for poster consideration, peer-reviewed, accepted, and presented at a national or international oncology/hematology educational conference within 18 months of the JADPRO Live submission deadline. **New, adapted, and previously unrepresented or unpublished abstracts/posters are not eligible for this program.** To learn more about JADPRO Live opportunities, please visit [www.jadprolive.com](http://www.jadprolive.com).

### Purpose

The purpose of encore poster presentation at JADPRO Live is to provide high level data and evidence-based practice significant to oncology and malignant hematology for advanced practitioner attendees. Example topics include research and updates by disease state, clinical trials, therapeutics, biomarkers, genetics and genetic testing, precision medicine, clinical/evidence-based practice and care delivery, guidelines, informatics, technology, cost-of-care, quality improvement, outcomes, palliative and supportive care, survivorship, educational initiatives, leadership and professional development, practice management, cancer prevention, or risk reduction. Presenting authors or poster representatives for encore posters are not required to be members of the Advanced Practitioner Society of Hematology and Oncology (APSHO).

### KEY DATES – NEW ABSTRACT DEADLINE!

Encore Poster entry opens: March 2024

**Submission deadline: September 4, 2024, at 11:59 PM ET**

**Encore posters may be submitted, for a fee, by an industry representative who holds full permission to submit, display and present the poster content. Submission fee details are provided below. The submission portal is accessible via the Abstracts tab on the JADPRO Live website, [www.jadprolive.com](http://www.jadprolive.com). Please see the Requirements and Materials section below.**

### DISPLAY AND PRESENTATION

Encore posters will be displayed in a specified poster area of the exhibit hall for the duration of the live conference, grouped in two sections: solid tumor content and hematologic malignancy content. Two moderated poster sessions are planned to provide an opportunity for poster presenters to interact with conference attendees, discuss the posters, and answer questions. Encore poster presenters must be with their posters during both moderated poster sessions. **Note: encore posters are displayed in alphabetical order by title and cannot be grouped together if the presenter is presenting multiple posters.** It is expected that there will be one poster presenter per poster; if not possible, the conference planning team requests no more than two posters be presented by a single poster presenter, in consideration of the best experience for both presenter and attendee.

Posters will also be available digitally for registered attendees during the live meeting via the conference app and virtually during the on-demand period from November 20 through December 31, 2024. In addition, industry encore posters will be shared with the full AP list (8,000+), in the first quarter of 2025.

## REQUIREMENTS AND MATERIALS

The poster and accompanying abstract **must** be submitted together and exactly match what was previously accepted, peer-reviewed and presented/published, **without omissions, additions, or alterations**, including, but not limited to, title, abstract and poster content, and author listing.

The person submitting the industry encore poster will be the key contact for the submission and will be copied on all correspondence to the designated poster presenter if accepted.

**The following information is required for a submission to be complete. Submitters may begin submissions and come back to complete them by the deadline of September 4, 2024.**

### Contact information

- Submitter profile
  - Full name
  - Credentials as applicable
  - Company/organization
  - Title/position
  - Email
  - Phone number
- Poster Presenter information
  - Full name
  - Credentials
  - Company/Organization
  - Title/position
  - Email
  - Phone number
  - Photo
  - Bio
- Invoicing Contact information
  - Full name
  - Company/Organization
  - Email
  - Phone number
  - Full address

### Poster and accompanying abstract

- Full title of abstract (must match original abstract title)
- Full author listing with credentials and associated institutions (must match original author listing)
- Abstract, exactly as previously submitted, peer-reviewed, accepted and presented/published
- Accompanying abstract tables or figures, if applicable (must match original submission tables/figures)
- One-page poster in two formats – image and PDF, just as previously presented

**NOTE:** The poster image and PDF uploaded during submission must be one page and will be used for digital communication with the attendees. On-site posters provided by poster presenters should be of horizontal orientation and will be displayed on a 4-foot-tall by 8-foot-wide poster display board. Clear push pins will be provided by the conference organizers.

### Previous presentation and publication information

A complete list of where the poster and accompanying abstract have been presented and/or published, including:

- Name of each oncology/hematology conference
- Date(s) of the conference(s)

- Website of each conference
- Name of publication(s) in which the abstract has been published
  - Issue information and date of publication(s)
  - Digital object identifier number (DOI) of abstract/article(s) if available
- URL(s) for the abstract/poster published online from previous presentations (if applicable)
- Details regarding appropriate citations to be used, if applicable
- Details regarding content embargo rules, if applicable
- Disclosure of the utilization of artificial intelligence (AI) for abstract or poster development beyond uses such as grammar, spelling, formatting, and reference clean up

#### Regarding Artificial Intelligence (AI)

AI-based tools and technologies include but are not limited to large language models, generative AI, and chatbots. JADPRO Live, following the standards of the *Journal of the Advanced Practitioner in Oncology (JADPRO)*, has adapted guidelines regarding AI in abstract submission and poster presentation.

- Human authors must be heavily involved in the writing process and are ultimately accountable for the content of the work.
- AI and AI-assisted technologies should not be listed as an author or co-author or be cited as an author.
- AI tools used to assist with grammar, spelling, formatting, and reference clean up do not need to be disclosed.
- JADPRO Live does not accept abstracts focused on author opinion or perspective that have used AI to generate text.
- Where authors use AI in research such as data acquisition or analysis, it must be disclosed with the version number, data accessed, and manufacturer name described, along with the disclosure statement.
- Where authors use AI to create graphics for posters, the role of AI in creating the graphic must be specified in the legend.
- Reviewers of abstracts may not use AI tools when reviewing work for peer review.

#### Permissions and Copyright

It is the responsibility of the person submitting the poster to obtain all required permissions to encore the poster an accompanying abstract at JADPRO Live 2024:

- All previous conferences (if permissions are not required, provide approved citations)
- Publications
- First/lead author if this author is not the submitter or will not be the presenter

Proof of these permissions, including instructions on how to cite the encore presentation, must be submitted as supporting documentation uploads during the submission process. Email correspondence granting permission is acceptable. If permissions are not required, statements or guidelines from the previous conference or publication should be provided as evidence indicating so.

#### Presentations

Posters may be presented by the lead author on the original abstract/poster or, with permission from the lead author, by another author listed on the original abstract. An industry representative who can speak to the content of the poster and has permission to do so may represent the poster during the moderated poster sessions. It is preferred, but not required, that the industry representative have a clinical background. **All poster presenters must be registered for the conference.**

#### Acknowledgment of responsibility for printing and shipping posters

It is the responsibility of the poster presenter (or the submitter assisting with tasks) to print and ship the poster to the conference venue, in care of the poster presenter. The conference is unable to accept, pick up, or store poster shipments. Venue shipping details will be provided to the submitter and the presenter for convenience, as available.

## SUBMISSION PROCESS

Posters, with original accompanying abstracts, will be submitted via an electronic submission system and will include tasks for the submitter to complete. Submitters may save their work and return to complete it prior to the deadline. **Changes to the submission will not be permitted after the submission deadline.**

### *Please note:*

The submitter of the abstract/poster is considered the primary contact for the submission and will be contacted regarding acceptance or decline of the submission. If an encore poster is accepted, and the presenter and the submitter are not the same person, the submitter will be copied on all correspondence to the presenter for information purposes and to assist with orchestration of tasks. Please contact the encore poster organizer if there are questions regarding these roles.

## REVIEW PROCESS

All encore poster entries that meet requirements will undergo conference review, focusing on the following elements:

- Timeliness and relevance of the topic to advanced practice in oncology/hematology
- Advanced level of content presentation
- Significance to improving/forwarding advanced practice in oncology/hematology
- Adequate provision of required submission elements

**Entries that do not meet encore criteria, or do not provide the required permissions, will not be eligible for review.**

## REVIEW OUTCOMES

Acceptance or decline of the encore poster will be sent to the submitter mid-to-late September, 2024.

## ADDITIONAL INFORMATION

Presenters of accepted encore poster submissions will have an opportunity to record a 3–5-minute audio or video of the poster. This opportunity will be made available via the poster presenter tasks once accepted.

### Submission Fee Details

The fee for an encore poster submission is \$8,500 per poster. **For this fee, the conference will provide:**

- Exhibitor expo hall registration for the poster presenter (author or representative) according to the submission and registration chart provided below
- Physical display of the encore poster in the poster area of the exhibit hall for the duration of the live conference
- Electronic accessibility during the JADPRO Live in-person conference and during the on-demand period from November 20 until December 31, 2024.
- Inclusion in one email sent to the full AP list (8,000+), in the first quarter of 2025. In addition to the abstract, the email will include contact name, email, and phone of the designated abstract representative for any questions or follow-up, and a link to the electronic poster gallery.
- Full payment must be received no later than October 30, 2024, or the poster will not be displayed.

Please consult the chart below for fees and complimentary registrations for multiple posters.

Poster Submissions	Complimentary exhibit hall registrations	Fee
1	1	\$8,500
2	1	\$8,500
3	2	\$7,700
4	2	\$7,700
5	3	\$7,700

6	3	\$7,700
7	4	\$7,700
8	4	\$7,700
9	5	\$7,700
10	5	\$7,700

**For questions and more information, contact:** Jessica Tamasi at [jessica.tamasi@broadcastmed.com](mailto:jessica.tamasi@broadcastmed.com)