Research Day 2025
Abstract and Presentation Requirements

Abstracts

Abstracts should describe the rationale for the research project including relevant background information, methods, results, and a brief discussion/conclusion. The title should accurately describe the question(s) answered by the study. Vague and general titles should be avoided; do not use abbreviations in the title. We recommend the use of a structured format with subheadings.

Abstract Submission Requirements

- For **WMed-affiliated** abstracts, students and residents **must** work with a faculty mentor.
- Abstracts (non-case report) should include:
    - Title of abstract
    - Author names
    - Affiliation including department and/or program
    - Introduction including the objective of the proposed study
    - Methods
    - Results
    - Conclusions
    - Research involving animals and humans (including case series of >3 individuals) requires regulatory review by the IACUC or IRB. Place the IRB/IACUC Reference # (if applicable) at the end of the abstract as a new line (I.e. WMed-xxxx-xxxx)
- Abstracts (case report) should include:
    - Title of abstract
    - Author names
    - Affiliation including department and/or program
    - Introduction
    - Case description
    - Discussion
- The main body (introduction, methods, results, conclusions) of the abstract must not exceed **350 words**.
- Figures are **optional** and must not exceed **2 inches high** (i.e., graphs, photos, tables).
- Reference section is not necessary for the abstract submission.
- For case reports: Authors should all be involved in the care/education of the subject(s) and written consent of subject(s) must be documented.

- A template for consent for case reports can be found on the IRB webpage: https://wmed.edu/node/723. For WMed forensic pathology identified cases for case reports, please follow their policy for case reports. The WMed IRB does not require a consent form for these particular case reports.
- Authors may only be listed as the presenting author on ONE abstract. Co-authorship on multiple abstracts is permitted.
- No revisions to abstracts will be allowed after the submission deadline.

If you have any questions, please feel free to reach out to the Office of Research at researchday@wmed.edu.

Poster Presentations
Consent
- Obtained consent for all authors listed on the abstract and poster presentation.
- Obtained informed consent (or received a waiver from the IRB) for posters containing information on human subjects
- For more information regarding WMed IRB requirements and best practices: wmed.edu/irb

Design Guidelines
- **WMed-affiliated** posters must use one of the approved templates. These templates must not be adjusted including fonts, colors, and size
- **Non-WMed affiliated** posters should use their own template within the size requirements
- The poster size depends on the selected display. For accepted posters, a communication will be sent with your required poster format (printed/digital).
  - **If selected for a printed poster:**
    - 42 in (W) x 36 in (H)
    - Save final version as a PDF
    - WMed Printed Templates: wmed.edu/researchday
      - **If selected for a**
  - **digital poster:**
    - 1920 px (W) x 1080 px (H)
    - 16:9 Widescreen - 16 in (W) x 9 in (H)
    - Save as final version as a JPEG or PNG
    - WMed Digital Templates: wmed.edu/researchday

- Organize your poster in an easy-to-follow manner
- Make sure any pictures and figures are high-resolution and readable
- Font size readability considerations – at 6 feet from the poster, front size should be at least 30pt

Presenting Posters

The dress code is business professional. Only one person per team will present their poster during the allotted timeframe. A communication will be sent in March about your poster presentation's time and location. Poster sessions will be divided into two groups between 8:30 a.m. and 10:30 a.m.

Printed posters can be removed from displays <u>after</u> 5:00 p.m. Please note, posters will be taken down on Friday, April 4 at 10 a.m. If you would like to keep your poster, you will need to collect it before 10 am on Friday April 18th from the 2nd floor Upjohn campus outside of the Student Affairs Office.

Oral Presentations

Consent
- Obtained informed consent (or received a waiver from the IRB) for presentations containing information on human subjects.
- For more information regarding WMed IRB requirements and best practices: wmed.edu/irb

Design Guidelines
- Length of presentation: 10 minutes with 5 minutes for Q&A
- **WMed-affiliated** presentations must use one of the approved templates. These templates must not be adjusted including fonts, colors, and size.
    - 16:9 Widescreen
    - Save as final version as a PowerPoint (PPTX)
    - WMed Digital Templates: wmed.edu/researchday
- **Non-WMed affiliated** posters should use their own template within the size requirements.
- Make sure any pictures and figures are high-resolution and readable.
- Organize your oral presentation in an easy-to-follow manner.
- Moderators will notify you when you have X minutes remaining and when time is up. Presenters must not go over their time as there are multiple presentations.

Presenting Orals

The dress code is business professional. Only one person per team will present during the allotted timeframe. A communication will be sent in March about your oral presentation's time and location. Sessions will be divided into two groups between 12:45 p.m. and 4:00 p.m.

Awards

Eligibility

Poster abstracts and oral abstract submissions will be reviewed and scored. The top 40 poster abstracts and top 10 oral abstracts will be considered for judging on Research Day. You will be notified if you are eligible for judging. Winners will be recognized at the end of the event. You may opt-out during the abstract submission if you do not wish to be considered for an award.

Categories

Poster Presentations

Basic and Translational Science Research
- 1st Place Poster Presentation
- 2nd Place Poster Presentation
- 3rd Place Poster Presentation

Clinical/Public Health/Social and Behavioral Research
- 1st Place Poster Presentation
- 2nd Place Poster Presentation
- 3rd Place Poster Presentation

Medical Education Research • 1st
   Place Poster Presentation
- 2nd Place Poster Presentation
- 3rd Place Poster Presentation

Oral Presentations

Overall Oral Presentations
- 1st Place Oral Presentation
- 2nd Place Oral Presentation
- 3rd Place Oral Presentation

Best Community Engagement Project
Awarded by Research Day Committee Co-chairs and Vice-chairs

Benefits
- Presenting at research day earns you a new level of recognition by the medical education community in southwest Michigan and serves to augment your residency applications and/or CV

Awards
- Presenter and co-authors receive a certificate
- Photo shared alongside other winners on social media channels and highlighted on the WMed website