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**2019 SEPONL Spring Conference**

**Poster Application**

**Guidelines and Responsibilities**

**Presenter Information:**

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| **Name of Primary Contact:** |  |
| **Position Title/Credentials**: |  |
| **Preferred Mailing Address:** |  |
| **Preferred Email Address:** |  |
| **Phone**:  |  | **Fax**: |  |
| **Institutional Affiliation/Address:** |  |

**Name of Co‐Presenter/Credentials:**

|  |  |
| --- | --- |
| **Name of Primary Contact:** |  |
| **Position Title/Credentials**: |  |
| **Preferred Mailing Address:** |  |
| **Preferred Email Address:** |  |
| **Phone**:  |  | **Fax**: |  |
| **Institutional Affiliation/Address:** |  |

***\* If additional presenters included please copy this form and include it with your submission.*Poster Abstract**

**Specify Theme & Keywords to describe your abstract**

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**Abstract Requirements**

The abstract should be 300 words or less and contain:

1. A title that represents the content of the poster.
2. Identification of the problem, issue or project in the first paragraph.
3. A brief description of the manner in which the problem, issue or project was addressed.
4. A description of the findings, conclusions or solutions.
5. An evaluation of the relevance of the study and innovations or strategies that have relevance to nursing administration. Include how findings might apply to other settings.

**INSERT ABSTRACT HERE (cut/paste)**

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**Poster Application Guidelines and Responsibilities**

Your acceptance of the guidelines and responsibilities is required for your poster presentation to be confirmed for the SEPONL 2019 Spring Conference.

1. All components of the poster application must be typed; handwritten materials are not acceptable.
2. All application materials must be submitted electronically via email.
3. A complete application packet includes:
* Poster Application Guidelines & Responsibilities form
* Biographical and Conflict of Interest
* Educational Planning Table
1. I will register for and attend the conference and will present my poster according to the exhibit dates and times.
2. I understand and agree to abide by the SEPONL policies prohibiting any sales activity, direct and/or indirect solicitation, and any marketing messages from being conducted in sessions.
3. I agree to check in at the registration desk within the 60‐minutes prior to registration and will set up my poster during that time frame.
4. Any co-presenters associated with my poster who attend the SEPONL Spring Conference are responsible for registration fees and all other expenses incurred.
5. A 4ft. high by 8ft. wide solid hard backed poster display board will be provided. You are responsible for bringing your own mounting supplies (i.e., double-sided tape, clips, etc.)

**I have read SEPONL’s Poster Presenter Guidelines and Responsibilities and agree to all terms.**

Your electronic signature is required for your poster to be considered for an exhibit.

|  |  |  |  |
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| **Signature:** |  | **Date:**  |  |

**For additional information or assistance,** please contact Nicholle Lawyer at Nicholle.Lawyer@jefferson.edu

**Completed Poster Application must be received by March 22, 2019**

**EMAIL** completed forms to Nicholle.Lawyer@jefferson.edu