



The Journal of
Collegiate Emergency Medical Services
&
National Collegiate EMS Foundation



POSTER ABSTRACT SUBMISSION GUIDE

The *Journal of Collegiate EMS (JCEMS)* and the National Collegiate EMS Foundation (NCEMSF) are proud to host the 32nd annual conference.

Conference Dates: February 21, 2025 - February 23, 2025

Conference Location: Pittsburgh, PA

Full Conference Details: <https://www.ncemsf.org/conference/conference>

Abstract Submission Guidelines

Submission Deadline: January 17, 2025

Submit Abstracts & Submission Declaration Form Here:

<https://www.ncemsf.org/2024abstracts/author/submit.php#poster>

Abstracts for poster presentations are encouraged from students and professionals on (1) original research or (2) the development and evaluation of novel initiatives and programs. All abstracts should be relevant to collegiate or campus-based EMS organizations.

Authors of accepted abstracts will present posters at a 1-hour academic poster session.

All accepted abstracts will be published in JCEMS.

Questions: Email JCEMS@CollegeEMS.com

What is an Abstract?

An abstract is a brief summary of your work. The abstract will be used to select posters for presentation. For this Academic Poster Session, abstracts may fall into one of two categories: (1) Original Research or (2) Program Development and Evaluation.

Original Research Poster Abstract Guidelines

- Includes the following sections: (1) Introduction, (2) Methods, (3) Results, and (4) Discussion/Conclusion.
- Includes all author names and institutional affiliations (academic department or EMS organization), indicated by subscript (e.g. T. Johnson¹, J. Smith². ¹*University of Philadelphia EMS*, ²*University of Philadelphia Department of Emergency Medicine*).
- No tables, figures, or references.
- Includes a statement in Submission Declaration Form indicating any funding sources or potential conflicts of interest (see JCEMS Guide for Authors at CollegeEMS.com for more details on funding sources and disclosing conflicts of interest).
- Includes a statement in Submission Declaration Form that research was conducted in accordance with JCEMS Ethics Guidelines (see JCEMS Guide for Authors at CollegeEMS.com for details on ethics in research/publishing).
- May not exceed 300 words (excluding author names and statements listed above).

Program Development & Evaluation Poster Abstract Guidelines

Program Development and Evaluation Poster Abstracts describe a novel program or initiative recently developed by you or your organization. Examples might include a novel bystander training program, peer support group, communications system, mass casualty incident response plan, etc.

- Includes the following sections: (1) Introduction, (2) Program Development & Implementation (3) Program Evaluation and (4) Discussion/Conclusion.
- Includes all author names and institutional affiliations (academic department or EMS organization), indicated by subscript (e.g. T. Johnson¹, J. Smith². ¹*University of Philadelphia EMS*, ²*University of Philadelphia Department of Emergency Medicine*).
- No tables, figures, or references.
- Includes a statement in Submission Declaration Form indicating any funding sources or potential conflicts of interest (see JCEMS Guide for Authors at CollegeEMS.com for more details on funding sources and disclosing conflicts of interest).
- May not exceed 300 words (excluding author names and statements listed above).

Abstract Review and Selection

Abstracts will be reviewed by the JCEMS Editorial Board and at least two blinded, independent reviewers with subject-matter expertise. Abstracts will be reviewed for quality, accuracy, scope, methodological rigor, depth of research or program evaluation, originality/novelty, and style/organization. You may be asked to incorporate reviewers' recommendations and revise abstracts prior to selection. Final selection will be made by the JCEMS Editorial Board. You will be notified by early February whether or not your abstract has been selected for a poster presentation.

Designing and Printing Your Poster

For your convenience, we have developed a 3-column poster template for (1) Original Research posters and (2) Program Development and Evaluation posters (available for download on the NCEMSF website: <https://www.ncemsf.org/conference/conference>). You may simply modify the template in Microsoft Powerpoint with your information. You are also free to alter the template or develop your own poster if you wish. Regardless of how you design your poster, you will be responsible for printing it, in the size format of 48" wide x 36" tall.

Why should I submit an abstract?

If accepted, you will present your work in poster format at the 27th Annual NCEMSF Conference and your abstract will be published in *The Journal of Collegiate Emergency Medical Services* (JCEMS). This is a great opportunity to showcase your work or your organization on a national stage. You will receive invaluable feedback from professionals and students at the poster session to help you advance your research or initiative. Additionally, presenting at a national conference and publishing an abstract in an academic journal are great ways to bolster your professional resume or graduate school application.

Can I submit an abstract for work that I have presented elsewhere?

Yes. However, you must include a note in the Submission Declaration Form stating that the work has previously been presented. This may be taken into consideration during the selection process as we prioritize recent findings that have not been previously presented. Additional information may be requested from you regarding the previous presentation.

If I present at the conference, can I present elsewhere or publish a paper on my findings?

You must always notify a conference organization or journal that you have previously presented the work that you are submitting. In most cases, a conference organization or journal will consider your work if sufficiently new findings are included that have not been previously presented. In fact, you are encouraged to develop your abstract into a manuscript for submission to JCEMS.

I am not able to attend the conference. Can I still submit an abstract?

Yes. However, you must include a note in the Submission Declaration Form stating that you cannot attend. If accepted, you will have the opportunity to submit a digital poster for on-line publication in JCEMS.

If I present a poster at NCEMSF, do I have to pay to attend the conference?

Yes. You are still responsible for all registration, travel, and lodging expenses.