



Midwest Pharmacy Residents Conference

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# MPRC Guidelines & Requirements

# MPRC Website

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- Registration for the Midwest Pharmacy Residents Conference (MPRC) must be submitted online.
- To register for the conference and obtain further information and detail pertaining to MPRC please visit [www.mprconference.com](http://www.mprconference.com).
- Please be sure to check the MPRC website periodically as all information concerning the program will be communicated through this site!
  - As we approach the conference date additional information and updates will be posted; such as presenter abstracts, schedules, and further conference details.

# Resident Information on MPRC Website

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- Important information for Residents can be found on our website: [www.mprconference.com](http://www.mprconference.com)
- Resident Information:
  - To navigate the website toolbar (located at the top of the webpage just below the graphics and MPRC logo) hover over the words “Resident Info” and make your selection from the drop-down menu.
- Resident Lodging/Hotel Accommodations:
  - See slide #11 of this document for complete details/instructions.
    - Residents (from outside the Omaha/Metro area) requesting a “Conference-Paid” hotel room **SHOULD NOT** make their own hotel reservations.
      - The conference will make reservations on your behalf using the information you provide during the online registration process.
    - Private rooms requests will not be permitted for “Conference-Paid” rooms.
      - If a private room is required the resident is responsible for making their hotel reservation and for payment (see slide #11 for additional details).
  - For additional information and important details regarding resident lodging, please be sure to visit our website and select “Lodging & Travel” from the drop-down menu under the “Resident Info” tab located on the webpage toolbar, then click “Resident Hotel Reservations”

# Preceptor Information on MPRC Website

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- Important information for Preceptors can be found on our website: [www.mprconference.com](http://www.mprconference.com)
- Preceptor Information:
  - To navigate the website toolbar (located at the top of the webpage just below the graphics and MPRC logo) hover over the words “Preceptor Info” and make your selection from the drop-down menu.
- Preceptor Lodging/Hotel Accommodations:
  - Preceptors are responsible for making their own hotel reservations online or by phone (if not planning to share a room with a resident). All reservations must be made **by April 9, 2019**. A room block has been established at the DoubleTree by Hilton Omaha Downtown. A nightly double-occupancy rate of \$169 (+ tax) per night has been locked-in. Preceptors are welcome and encouraged to take advantage of these rates and make reservations under block online (link below). <https://doubletree.hilton.com/en/dt/groups/personalized/O/OMAH-DT-PRC-20190508/index.jhtml> or by contacting the DoubleTree directly at 1-402-346-7600. Explain that you are making reservations for The Midwest Pharmacy Residents Conference and specify whether you are a conference preceptor, sponsor, student or exhibitor.
  - **IMPORTANT NOTE:** If you will not be sharing a room with anyone, PLEASE SELECT A KING ROOM. This will open the rooms with two beds/room up to guests who will be sharing a room with other attendees during the conference.
  - For additional information and important details regarding preceptor lodging, please be sure to visit our website and select “Lodging & Travel - Preceptor” from the drop-down menu under the “Preceptor Info” tab located on the webpage toolbar, then click “Hotel Reservations”

# Presenter Requirements

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- Accurately Complete Online Conference Registration by February 28, 2019.
- Email Abstract to [dprice@nebraskamed.com](mailto:dprice@nebraskamed.com) by February 28, 2019.
  - Abstract must contain 1 Learning Objective pertaining to your presentation topic.
- **ALL PRESENTATIONS MUST USE “WINDOWS-BASED” MICROSOFT POWERPOINT® SOFTWARE.**
  - All presentations are required to be saved in a version of PowerPoint® that is compatible with Windows 7® and Office 2010®
  - **MACINTOSH® PRESENTATION SOFTWARE WILL NOT BE AVAILABLE!**
- All presenters must include a conflict of interest/disclosure slide as slide number two of his/her presentation even if no conflict exists.
  - List all relevant commercial/financial relationships that could be perceived as a conflict of interest
  - List any unlabeled/investigational use of a product or device that has not been approved by the FDA for the use being discussed.
  - If none, please list the following statement: *“The speaker has no actual or potential conflict of interest in relation to this presentation.”*
- All presentations should be saved (in the proper format) to a USB Drive and brought to the Conference with you. Wi-Fi is not readily available in the meeting rooms, so you will be **unable** to retrieve your slides from email or any other location.



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# Online Registration Process

# Online Registration Process

*Registration Deadline: February 28, 2019*

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- **ALL RESIDENTS** must register for the conference by February 28, 2019
- Residents that register after February 28<sup>th</sup> will be charged a late fee.
- **ABSOLUTELY NO REGISTRATIONS WILL BE ACCEPTED AFTER MARCH 8, 2019.**

# Online Registration Process

*Registration Deadline: February 28, 2019*

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- It is important that all information provided during registration is accurate and complete; therefore it is highly recommended that the resident attending the conference complete their own registration.
- All fields within the online registration form are required. Please enter N/A if any required answers are not applicable.



# Online Registration Process

*Registration Deadline: February 28, 2019*

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## **TITLE OF SUBMISSION:**

- The Title of your Submission will be printed in the conference program booklet **EXACTLY** as it is entered during the online registration process. When registering online please be sure to type the Title of your Submission correctly as changes will not be made.

# Online Registration Process

*Registration Deadline: February 28, 2019*

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## **LEARNING OBJECTIVE:**

*In this section of the online registration please provide one learning objective pertaining to your presentation. (One objective is required).*

- **Objective**

- Please provide a clear/measurable learning objective pertaining to your presentation in this section. (N/A is not an acceptable answer in this field).

\*\*For further details regarding Learning Objectives see slides 19-21 of this  
handout\*\*

# Online Registration Process

*Registration Deadline: February 28, 2019*

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## OVERNIGHT ACCOMMODATIONS:

- Commuting Residents (from Omaha/Metro area)
  - Please select the “I will be commuting” option
  - Please select “Registration NO HOTEL” under the Registration Fees section
- Staying with Family or Friends in the Omaha/Metro area
  - Please select the “I will be staying with family or friends (and not at the DoubleTree)” option
  - Please select the appropriate “Registration NO HOTEL” option under the Registration Fees section
- “Conference-Paid Room” Accommodations
  - Residents requesting a “Conference-Paid” hotel room **SHOULD NOT** make their own hotel reservations. The conference will make reservations on your behalf.
  - Please select the “I would like the Conference to make my hotel reservation and receive a conference-paid room” option when registering online (*requirements are listed below*)
  - Please select the appropriate “Registration + HOTEL” option under the Registration Fees section
  - “Conference-Paid” Room Requirements
    - Must be a presenting resident traveling from outside the Omaha/Metro area, and accompanied by a preceptor (if unaccompanied must have prior authorization from MPRC Conference Coordinator, Dana Price, to be able to receive a “Conference-Paid” room).
    - Please note the conference registration fee includes a \$50 “rooming-fee”, assessed at time of online registration.
    - The conference will pay for up to 2-nights room and tax only.
    - Double or triple occupancy is required and all persons in the room must be registered to attend MPRC.
    - Private Rooms are NOT permitted. If a roommate is not specified during online registration, ONE WILL BE ASSIGNED.
- Private Room Requests
  - Please select one of the “I would like a private room” options under the Overnight Accommodations section.
  - Please select the appropriate “Registration NO HOTEL” option under the Registration Fees section.
  - Please note that Private Rooms are not permitted for “Conference-Paid” room accommodations.
  - All residents requiring a private room will be responsible for making their own hotel reservation.
  - Residents requiring a private room will be responsible for all fees associated with their hotel room reservation. The conference will not pay for any private rooms requested by a resident.



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# Abstract Submission Guidelines

# **Abstract Preparation/Submission**

*Submission Deadline: February 28, 2019*

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## **IMPORTANT GUIDELINES TO FOLLOW:**

- Please read and follow all directions carefully.
- Abstracts should be reviewed and approved by your preceptor prior to submission to MPRC.
- If abstracts are not submitted as stated within these guidelines; your abstract will be returned for correction and your preceptor will be notified.

# Abstract Preparation/Submission

*Submission Deadline: February 28, 2019*

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## IMPORTANT GUIDELINES TO FOLLOW:

- All Pharmacy Residents are required to submit abstracts for presentation
- Please refer to the MPRC Website at [www.mprconference.com](http://www.mprconference.com) for further preparation/submission instruction.
- Abstract preparation and submission guidelines can be found on the “Call for Abstracts” sections located under the “ResidentInfo” tab on the top toolbar of the MPRC Website.
- Please click “Sample Abstract” located under the “ResidentInfo” tab on the top toolbar of the MPRC Website. Use the MSWord document sample as your guide.
- Abstracts must be received via email no later than February 28, 2019.

# **Abstract Preparation/Submission**

*Submission Deadline: February 28, 2019*

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## **IMPORTANT GUIDELINES TO FOLLOW:**

- Abstract should not exceed 250 words. This does NOT include title, authors, or learning objectives.
- Abstracts should have one inch margins on all sides and must be doubled spaced
- Use a font size of 9 (Arial Font ONLY)
- Abstract should not be more than 1 page in length when double spaced (includes learning objective).

# **Abstract Preparation/Submission**

*Submission Deadline: February 28, 2019*

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## **IMPORTANT GUIDELINES TO FOLLOW:**

- Short, specific titles are desirable. The title should be entirely in upper-case letters. The name of the author(s) should follow the title. Name(s) should be listed first name first, last name last, and should not include titles or degrees. The name of the presenting resident or fellow should be listed first and underlined. A complete mailing address is required on the abstract. Please include your email address in the heading.



# **Abstract Preparation/Submission**

*Submission Deadline: February 28, 2019*

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## **IMPORTANT GUIDELINES TO FOLLOW:**

- Each paragraph of the abstract should start with a three spaced indention and new paragraphs should be started without skipping extra lines.
- Each abstract should be informative and contain the following information: (Headings are not necessary)
  - Rational
  - Objective
  - Methods
  - Statement of conclusions/potential outcomes

# **Abstract Preparation/Submission**

*Submission Deadline: February 28, 2019*

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## **IMPORTANT GUIDELINES TO FOLLOW:**

- Each abstract must include one learning objective.

# Learning Objective

*Abstract Submission Deadline: February 28, 2019*

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## **IMPORTANT GUIDELINES TO FOLLOW:**

- All MPRC Presentations
  - Knowledge-Based Activity.
- All Abstracts Must Include One Learning Objective
  - Must be measurable and specific
  - Must relate directly to program content

# Learning Objective

*Abstract Submission Deadline: February 28, 2019*

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- **Acceptable and Appropriate Action Verbs:**

Arrange

Classify

Define

Describe

Discuss

Duplicate

Explain

Express

Identify

Indicate

Label

List

Locate

Memorize

Name

Order

Outline

Recall

Recognize

Relate

Repeat

Report

Reproduce

Restate

Review

Select

State

Translate

# Learning Objective

*Abstract Submission Deadline: February 28, 2019*

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- **Unacceptable Verbs Include:**

Appreciate

Behave

Believe

Be aware of

Enjoy

Explore

Grasp significance of

Grasp significance of

Have faith in

Know

Learn

Perceive

Realize

Understand

# Abstract Preparation/Submission

*Submission Deadline: February 28, 2019*

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## PROCEDURE FOR SUBMISSION:

- Please save your abstract (Microsoft Word Documents Only) in the following format: Doe,J\_abstract
- Please email your abstract to [dprice@nebraskamed.com](mailto:dprice@nebraskamed.com)
- All abstracts must be received by February 28, 2019
- Please also be sure to register online at the same time you submit your abstract.



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# Presentation Preparation Guidelines

# PowerPoint® Presentation Rules

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- Please refer to the MPRC Website [www.mprconference.com](http://www.mprconference.com) for further presentation preparation instructions.
- “Presentation Rules” and guidelines can be found under the “ResidentInfo” tab on the top toolbar of the MPRC Website.
- Please read and follow all directions carefully.
- Presentations should be reviewed and approved by your preceptor.
- All presentations should be saved (in the proper format) to a USB Drive and brought to the Conference with you. Wi-Fi is not readily available in the meeting rooms, so you will be **unable** to retrieve your slides from email.



# PowerPoint® Presentation Rules

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- All presentations begin and end at the scheduled times.
- The format of the conference will allow up to a 15 minute presentation.
- There will be 3 minutes allowed for Q&A after each presentation.
- A “5-minute” card will be held up for the speaker to see at the appropriate time. This card indicates that 5 minutes are left for the presentation.
- A “1-minute” card will also be held up for the speaker to see at the appropriate time indicating 1 minute left for the presentation.

# PowerPoint® Presentation Rules

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- **ALL PRESENTATIONS MUST USE “WINDOWS-BASED” MICROSOFT POWERPOINT® SOFTWARE.**
  - **MACINTOSH® PRESENTATION SOFTWARE WILL NOT BE AVAILABLE!**
- All presentations are required to be saved in a version of PowerPoint® that is compatible with Windows 7® and Office 2010®
- All presenters are responsible for bringing their final presentation to the conference on a USB Drive. Wi-Fi is not readily available in the meeting rooms, so you will be **unable** to retrieve your slides from email or any other source.

# PowerPoint® Presentation Rules

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- To avoid font and graphic distortion on the day of your presentation it is very important that all Microsoft PowerPoint® slides are saved properly. Please be sure to do the following prior to storing your final presentation on a USB Drive to bring to the conference:
  - Open your presentation.
  - Click the **“OFFICE BUTTON”** located at the top left-hand corner of the screen.
  - Click the **“POWERPOINT OPTIONS”** button at the bottom/center of the information box.
  - Click **“SAVE”** on the left-hand side.
  - Click to check the box next to **“Embed Fonts in the File”**
  - Click to select the **“Embed all characters (best for editing by other people)”** option
  - Click **“OK”**
- After saving your PowerPoint presentation as directed above, please be sure to save it to a USB Drive and bring the USB Drive with you to the conference. Wi-Fi will not be readily available in the meeting rooms so it is very important that you remember to bring your slides with you on a USB Drive as you will not be able to obtain them through your email.

# PowerPoint® Presentation Rules

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- Slide #1 is the title slide and should be reserved for the presentation title, author(s) name and affiliation.
- Slide #2 must contain the presenter's conflict of interest/disclosure statement, even if the presenter has no conflicts.
  - Indicate either verbally or in writing when discussing off-label (non-FDA approved) uses.
  - Use generic names.
  - If brand names are used, list all possible brand names for each product in addition to the generic name.
- Copyright permission must be obtained for all clip art, cartoons, diagrams, pictures, etc. which are intellectual property used in the presentation (medical charts, graphs and diagrams from the literature may be used if referenced).



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# Conflict of Interest Disclosure Declaration

*(Slide #2 of your PowerPoint® Presentation)*

# Conflict of Interest Disclosure Declaration Slide

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- All presenters must disclose to the audience
  - Any real or potential conflicts of interest that they (to the best of their knowledge) or their affiliated institutions may have which could have a direct bearing on the subject matter of the continuing education program.
  - This pertains to commercial or financial relationships with the following:
    - Pharmaceutical Companies
    - Biomedical Device Manufacturers
    - Other Organizations (whose products or services are related to the subject matter of the presentation topic)

# Conflict of Interest Disclosure Declaration Slide

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- **All presenters must include a conflict of interest/disclosure slide** as slide number two of his/her presentation even if no conflict exists. List all relevant commercial/financial relationships that could be perceived as a conflict of interest and any unlabeled/investigational use of a product or device that has not been approved by the FDA for the use being discussed. If none, please list the following statement: *“The speaker has no actual or potential conflict of interest in relation to this presentation.”*
- The intent of the Conflict of Interest/Disclosure Declaration Policy is **not to prevent** a speaker with a potential conflict of interest from making a presentation.
- The Conflict of Interest/Disclosure Declaration Policy is intended that **any potential conflict must be listed and openly identified on slide 2 of the presentation** so that the listeners may form their own judgment about the presentation with the full disclosure of facts.



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## Other Information



# Presentation Schedule, Evaluation Forms and Presentation Attendance

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- The presentation schedule is not guaranteed to be released until one week prior to the conference. All attendees will be able to view the presentation schedule on the MPRC website at this time.
- Evaluation forms may be picked up at the conference registration desk; but will not be available until the conference has come to an end on the last day.
- Residents attending the conference are expected to attend other resident's presentations and stay until the last session on the last day of the conference.

# Host Residency Program

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- The host residency program is sponsoring the conference on a voluntary basis. They are sponsoring the conference because they are dedicated to post graduate pharmacy education. They are not professional meeting planners. The host residency program will be trying very hard to make the conference a success, but sometimes there can be glitches. They will work very hard to correct any problems if they occur.

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**THANK YOU!!!!**