



Midwest Pharmacy Residents Conference



MPRC Guidelines & Requirements

MPRC Website

- 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.
- 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

- Important information for Residents can be found on our website:
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.
 - Presenter Checklist
 - MPRC Guidelines
 - Call for Abstracts
 - Sample Abstracts
 - Presentation Rules

Preceptor Information on MPRC Website

- Important information for Preceptors can be found on our website:
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 Checklist
 - MPRC Guidelines
 - Judge Instructions
 - Moderator Instructions

Presenter Requirements

- Accurately Complete Online Conference Registration by March 7, 2021.
- Email Abstract to dprice@nebraskamed.com by March 7, 2021.
 - 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 10® and Office 2016®
 - **MACINTOSH® PRESENTATION SOFTWARE WILL NOT BE ACCEPTED!**
- 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 presenters must save their final PowerPoint presentation in the proper format (Doe,J_PPT) and email to dprice@nebraskamed.com by Monday, May 3, 2021. Once saved in the appropriate format; presenters will be asked to upload the final version of their slides to the MPRC virtual conference portal by Monday, May 3, 2021. More detailed instructions will be provided in April.



Midwest Pharmacy Residents Conference



Online Registration Process

Online Registration Process

Registration Deadline: March 7, 2021

- **ALL RESIDENTS** must register for the conference by March 7, 2021.
- **ABSOLUTELY NO REGISTRATIONS WILL BE ACCEPTED AFTER MARCH 7, 2021.**

Online Registration Process

Registration Deadline: March 7, 2021

- 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: March 7, 2021

TITLE OF SUBMISSION:

- The Title of your Submission will be published on the conference schedule **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: March 7, 2021

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 18-20 of this
handout**



Midwest Pharmacy Residents Conference



Abstract Submission Guidelines

Abstract Preparation/Submission

Submission Deadline: March 7, 2021

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: March 7, 2021

IMPORTANT GUIDELINES TO FOLLOW:

- All Pharmacy Residents are required to submit abstracts for presentation
- Please refer to the MPRC Website at 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 March 7, 2021.

Abstract Preparation/Submission

Submission Deadline: March 7, 2021

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: March 7, 2021

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: March 7, 2021

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: March 7, 2021

IMPORTANT GUIDELINES TO FOLLOW:

- Each abstract must include one learning objective.

Learning Objective

Abstract Submission Deadline: March 7, 2021

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: March 7, 2021

- **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: March 7, 2021

- **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: March 7, 2021

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
- All abstracts must be received by March 7, 2021
- Please also be sure to register online at the same time you submit your abstract.



Midwest Pharmacy Residents Conference



Presentation Preparation Guidelines

PowerPoint® Presentation Rules

- Please refer to the MPRC Website 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 presenters must save their final PowerPoint presentation in the proper format (Doe,J_PPT) and email to dprice@nebraskamed.com by Monday, May 3, 2021.
- Once saved in the appropriate format; presenters will be asked to upload the final version of their slides to the MPRC virtual conference portal by Monday, May 3, 2021. *More detailed instructions will be provided in April.*

PowerPoint® Presentation Rules

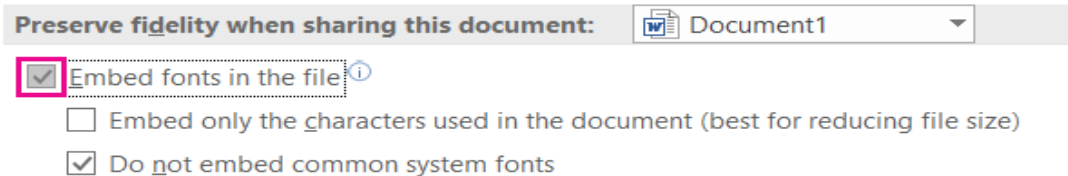
- All presentations begin and end at the scheduled times.
- The format of the conference will allow up to a 15 minute presentation.
- There will be 3 minutes allowed for Q&A after each presentation.
- A “5-minute” reminder will be provided for the speaker to see at the appropriate time. This reminder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

PowerPoint® Presentation Rules

- **ALL PRESENTATIONS MUST USE “WINDOWS-BASED” MICROSOFT POWERPOINT® SOFTWARE.**
 - **MACINTOSH® PRESENTATION SOFTWARE WILL NOT BE ACCEPTED!**
- All presentations are required to be saved in a version of PowerPoint® that is compatible with Windows 10® and Office 2016®
- All presenters must save their final PowerPoint presentation in the proper format (Doe,J_PPT) and email to dprice@nebraskamed.com by Monday, May 3, 2021.
- Once saved in the appropriate format; presenters will be asked to upload the final version of their slides to the MPRC virtual conference portal by Monday, May 3, 2021. *More detailed instructions will be provided in April.*

PowerPoint® Presentation Rules

- 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 **File** tab and then click **Options** (for Office 2007, click the **Office Button** in upper left corner, click **Options** button, then click the **PowerPoint Options** button at the bottom/center of the information box).
 - In the left column, select the **Save** tab.
 - At the bottom, under **Preserve fidelity when sharing this presentation**, select the **Embed fonts in the file** check box.



Leaving that check box blank (or selecting **Embed all characters** in Office 2007) increases the file size, but is best for allowing others to edit the document and keep the same font.

Selecting **Embed only the characters used in the presentation** reduces the file size but limits editing of the file using the same font.

- Click **“OK”**
- After saving your PowerPoint presentation as directed above, please be sure to save your final PowerPoint version in the proper format (Doe,J_PPT) and email to dprice@nebraskamed.com by Monday, May 3, 2021. Once saved appropriately; presenters will be asked to upload the final version of their slides to the MPRC virtual conference portal by Monday, May 3, 2021. *More detailed instructions will be provided in April.*

PowerPoint® Presentation Rules

- 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).



Midwest Pharmacy Residents Conference



Conflict of Interest Disclosure Declaration

(Slide #2 of your PowerPoint® Presentation)

Conflict of Interest Disclosure Declaration Slide

- 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

- **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

- The presentation schedule is not guaranteed to be released until one week prior to the conference. All participants will be able to view the presentation schedule on the MPRC website at that time.
- Evaluation forms will be available to all presenters at the end of the conference.
- Residents attending the conference are expected to attend other resident's presentations and participate until the last session on the last day of the conference.

Host Residency Program

- 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.

THANK YOU!!!!