

# Minneapolis VAHCS Research Week Abstract Submission: Instructions, Formats, and Deadlines

*Minneapolis Research Week 2024 will be held May 28-30*

## Abstract Submission Process:

1. Select your preferred presentation format (see below)
2. Fill the Abstract Submission Form (**please use Adobe Acrobat/Adobe Pro only**)
3. Send the completed form by email to [VHAMINResearchOffice@va.gov](mailto:VHAMINResearchOffice@va.gov)

You **WILL NOT** get a confirmation email that your abstract was received. We cannot respond manually to each submission. To confirm receipt, cc yourself on the email, and/or request delivery confirmation in Outlook (Options → Request a delivery receipt) before hitting Send.

Presentations should be for VA research projects. **QI projects should be presented at Education Week.**

## Deadlines:

- **Abstracts for posters and oral presentations: Tuesday April 30**  
*Submissions that miss this deadline will not be included in the abstract booklet*
- **Poster submission deadline: Friday May 10**  
*Submissions that miss this deadline will not be printed by Medical Media*

**Presentation Format:** All presenters should plan on a poster presentation for 2023. Oral presentations will be offered on a first-come, first-served basis. If not selected for oral presentation, you should plan to submit a poster.

- **Poster presentations: To be held May 30 and made available on VA network**
  - Poster dimensions are limited to 36" wide due to limited poster board space.
  - Preferred format is 36" wide by 48" tall. A template for this size is provided (see below).
  - Final poster must be submitted as a PDF (File → Save As → PDF in PowerPoint, or "Save as Adobe PDF" if Acrobat Pro is available)
- **Oral Presentations: To be held May 29**
  - Limited to 10 minutes, to be submitted in PowerPoint format
  - Must include title slide with project title, personnel, and affiliations, plus no more than 5 slides of data. A single credits/acknowledgements slide at end is acceptable and does not count towards the 5 slide limit.

We encourage (but do not require) use of the slide presentation/poster templates available on the VA network at "R:\All\_Staff\Research Week".

## Abstract Submission Instructions:

- **Please use only Adobe Reader/Adobe Pro to fill and submit the form.** Other PDF viewers do not save the form in a format that allows us to extract the data after submission.
- **Please only enter author institutions, not departments.** Use drop-down menu in form for VA/UMN affiliation. You can list full departmental affiliations on your presentation, but only institution will be included in the abstract booklet.
- **Please enter your abstract as a single paragraph of text.** All submissions will be formatted as one paragraph in the abstract booklet. Formatting, bullet points, and images should not be included and will be removed in the final abstract. **Abstracts are limited to 2500 characters.**

Send your final posters/slides to [VHAMINResearchOffice@va.gov](mailto:VHAMINResearchOffice@va.gov) no later than Friday May 10.