

Society of Gastroenterology Nurses and Associates, Inc.
<i>Board Policy & Administrative Procedure Manual</i>

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Subject: Educational and Research Posters

Review Responsibility: Program Committee

Policy Statement: Space will be provided for display of education and research posters at the Annual Course.

Focus: Primary: Membership
Secondary: SGNA Headquarters and Program Committee

Purpose: To define guidelines for educational and/or research posters displayed at the SGNA Annual Course.

Procedure:

1. The Program Chair and Headquarters will notify the members through *SGNA News* and *Gastroenterology Nursing* of the criteria for applying to display at the annual meeting.
 - 1.1 The Call for Posters will indicate that posters with SGNA-specific content are welcome, but may not be eligible for inclusion in any continuing education activities related to the poster displays.
2. All abstracts will be blinded and scored to determine which posters will be displayed at the Annual Course.
 - 2.1 Education posters will be reviewed by the Education Poster Review Workgroup made up by the Program committees' Chair and co-chair, Education committee Chair and two additional Education committee members.
 - 2.2 Research posters will be reviewed by the Research Poster Review Workgroup made up by the Program committees' Chair and co-chair, Research committee Chair and two additional Research committee members.
3. The educational and research posters accepted for display at the course, excluding industry focused posters containing commercial content, will be judged.
 - 3.1 The Program Committee Chair and co-chairs, whom may seek recommendations from the Education and Research Committee Chairs, will appoint Judges.
 - 3.1.1 Three members of the Research Committee, or other qualified volunteer(s), will be appointed to judge the Research posters.
 - 3.1.2 Three members of the Education Committee, or other qualified volunteer(s), will be appointed to judge the Education posters.
 - 3.2 Winners will be awarded certificates and cash prizes in two categories - Education and Research.
 - First Place - \$150
 - Second Place - \$100
 - Third Place - \$50
4. Abstract submissions for posters must be completed by the designated deadline.
5. Specifications for posters will depend on space available in the meeting facility.
6. Posters will be permitted in designated areas and during scheduled times only.
7. Participants in poster sessions are responsible for assembling and disassembling their displays.
8. Each participant is responsible for appropriately labeling each item on display. SGNA assumes no responsibility for lost or stolen display items.

9. Sale of items is not permitted at the poster center.

10. Poster winners will be notified by First place, Second place, Third place winner ribbons affixed to their posters. Their names will also be announced at the Gala Awards Banquet at the Annual Course.