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**Poster Submission Worksheet**

**SUBMISSION INSTRUCTIONS**

**SUBMISSION DEADLINE: October 27, 2025**

**STEP 1: IMPORTANT!** You must read and will be asked to attest that you fully understand and agree to adhere to the [**General Policies for Presenters**](https://www.acha.org/wp-content/uploads/General_Policies_Presenters_2026.pdf)and[**Presentation Guidelines**](https://www.acha.org/wp-content/uploads/Presentation-Guidelines_2026.pdf). Key information includes:

* Presenter Registration, Travel, and Lodging expectations
* Eligibility for presenters to receive funding
* Presenter Disclosure and Eligibility
* Use of Artificial Intelligence (AI)
* Learning methods

**STEP 2:** Compile all information in this worksheet. Please remember to:

* Include identifying information in only the presenters listing and the contact information on the bio and disclosure form. This ensures all programs are reviewed equitably.
* Ensure that all required fields are answered.

**STEP 3:** Once all information is complete and can be entered online **in one sitting**, cut and paste the information into the [**Online Poster Submission Form**](https://app.smartsheet.com/b/form/01975b198e5f7098a0019b6376a8462f)[.](https://app.smartsheet.com/b/form/9fd1c34ba72b4a64af2b7259792378fa)

**STEP 4:** **Forward this link to all co-presenters,** [**Co-Presenter Bio/Disclosure Form**](https://app.smartsheet.com/b/form/01975a993f557406921ae1193379f4f7)**,** along with the full title of your poster, immediately after submitting your poster in step 3.

* All presenters’ bio/disclosure forms MUST be received by ACHA at the time of your poster submission – or immediately thereafter.
* Poster submissions are not considered complete and ready for review until all presenters’ forms have been submitted.
* As the primary presenter, you are responsible for ensuring forms are submitted in a timely manner.

Required fields are indicated by an asterisk “\*”. Retain this worksheet for future reference.

**FAQs**

*When will I find out if my poster has been selected?*The primary presenter will receive an email with their selection status in mid-late January 2024.

*When do I have to have all presenters finalized?*At the time of your submission of this form. The credentials, background, and disclosures of all those involved in your poster are considerations in the selection process.

*Am I permitted to make changes to my content or presenters later?*While we do require all poster and presenter information to be completed at the time of submission, we do understand that occasionally there is a need to make a late change. If there are any changes to presenters, poster title, or learning objectives, we ask that you **email** [**education@acha.org**](mailto:education@acha.org) **immediately**.

**QUESTIONS?**Email [education@acha.org](mailto:education@acha.org).

**Poster Submission Worksheet**

ACHA 2026 Annual Meeting

**GENERAL INFORMATION**

**POSTER TITLE\***   
The title of the proposed poster should be succinct and descriptive of the content in the program. While cute titles may sound clever, they tend to detract from the professionalism of the conference and make it harder to determine what will be presented.

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**PRESENTERS\***List all presenters, including yourself, who have participated in this poster. *Reminder to send the link in Step 4 above to all co-presenters to complete their bio/disclosure forms.*

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| **Name** |
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**POSTER DESIGN**

**LEARNING OBJECTIVES**

**i** [Guidance for Developing Successful Learning Objectives](https://www.acha.org/education-events/guidance-for-designing-successful-learning-objectives/)

Learning objectives should:

1. Specifically state what the learner will know or be able to do upon review of the poster, completing the sentence “After viewing this poster, attendees should be able to…”.
2. Directly align with fulfilling the expected changes in knowledge or skills.
3. Begin with a measurable verb, contain only one verb, and address only one action.

**Selecting Verbs**

**Use measurable verbs from the lists below** depending on if the objective’s intent is for the attendee to show a gain in knowledge (to know facts or information) or a gain in competence (to know *how* to do something, such as a skill or application of a strategy or judgment).

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| --- | --- | --- | --- | --- | --- |
| **Knowledge verbs** | | **Competence verbs** | | **AVOID the following verbs** | |
| Define  Describe Discuss Distinguish Explain Identify | Indicate List Outline Recognize Select | Analyze Apply Assess Create Compare Design Develop | Evaluate Execute Implement Interpret Plan Prepare Use | Appreciate Become aware of Explore Familiarize | Know/Know how Improve Learn Understand |

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| **Learning Objective**  2-3 learning objectives are recommended. | **Content**  List the specific content that you will present for this learning objective. Content must:   * Be in the form of a brief list * Include details beyond a restatement of objectives * Be evidence-informed or based on the best available evidence |
| *Example:* Describe three change theory models. | * Kotter's Model of Change * Transformational leadership theory * Lewin's change management * McKinsey's 7-S model, etc. |
| Evaluate organizational structures that can support integrated care. | * The 4C’s of organizational culture * East University’s Wellness Wheel and stepped-care model * Custom self-assessment and strategy development tool |
| **\*1.** |  |
| **\*2.** |  |
| **3.** |  |

**REFERENCES\***

**Provide references used to develop your program content and that support your learning objectives.**

Content can be based on:

|  |  |
| --- | --- |
| **Correct** | **Incorrect** |
| Seaquist, E.R. (2014). Addressing the Burden of Diabetes. *JAMA, 2014,* Vol. 311, No. 2:62267-2268. | JAMA article on Diabetes |
| University of Michigan Sleep Disorders Centers, https://medicine.umich.edu/dept/sleep-disorders-centers | Research from Michigan on Sleep Disorders |

* Peer-reviewed journal(s)/resource(s)
* Clinical guidelines, public health practice guidelines
* Expert or expert group resource(s) (i.e., books, articles, websites)
* Textbooks
* Best practices or new and emerging issues
* Research reports

**Full citations are requested**, but at *minimum*, provide complete source titles with their publication/organization name, web url, volume no., etc., so that sources can be easily located.

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**POSTER OVERVIEW**

**TARGET AUDIENCE\***

**Who will benefit from viewing this poster?** Select all that apply.

\_\_ Administrator

\_\_ Advanced Practice Clinician

\_\_ Dietician/Nutritionist

\_\_ Health Educator/Health Promotion Specialist

\_\_ Health Information Management Professional

\_\_ Health and Well-Being Executive Leader

\_\_ Mental Health Professional

\_\_ Nurse  
\_\_ Pharmacist

\_\_ Physician

\_\_ Psychiatrist

\_\_ Student Affairs Professional

\_\_ Other, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORK PRIMARILY DONE BY\***

**Who was the work primarily done by?** Many posters are the result of professionals and students working together.

*Note that your poster will be categorized this way for judging.*

\_\_\_ Professionals \_\_\_ Students

**CATEGORY\***

**Which category best describes your poster?** Please elaborate in the abstract below.

*Note that your poster will be categorized this way for judging.*

\_\_\_ Research \_\_\_ Practice/Programmatic

**ORIGINAL RESEARCH\***

**Does your poster contain or report original research?** If yes, please specify if the abstract below.

\_\_\_ Yes \_\_\_No

**ABSTRACT\***

Provide a short (75 words), descriptive abstract of your poster that will be inserted VERBATIM in conference materials. Please be concise and clear with your description. If your poster will address original research, please specify.

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**PURPOSE\***

“The purpose of this poster is to enable the learner to…”

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**EQUITY IN CARE CONTENT**

**i** [Equity In Care Content Guidance](https://www.acha.org/wp-content/uploads/Equity_in_Care_Content_Guidance.pdf)

**To what extent does your poster address health disparities in your institution or across college health as a whole?** Describe how it explores or addresses the challenges preventing optimal health outcomes for all students. These barriers may include social, economic, demographic, cultural, or geographic policies, processes, and practices.

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*Continue to bio/disclosure form on next page.*

**PRIMARY PRESENTER   
BIO AND DISCLOSURE FORM**

*The Poster Selection Committee will not be given presenter or co-presenter names or institution/employer names. Please make sure you provide complete biographic/demographic information below so that they have as much information as possible as they make their selections.*

Poster Title\*:

**CONTACT INFORMATION**

***Important: Enter your name, degrees, and institution exactly as they should appear in public conference materials.***

Name\*: Degree(s)/Certification(s)\*:

Institution\*: Job Title\*:

Email\*: Phone\*:

**MAJOR/SPECIALTY AREA**

**List your completed academic degree(s) and major or specialty area.**

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| **Degree/ Certification** | **Major/Specialty Area** |
| *Ex: PhD* | *Ex: Clinical Psychology* |
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**QUALIFICATION STATEMENT\***

Word count: 150 or less

As you prepare your bio statement, please do not put “See CV” or other attachment. Do not copy and paste your CV into the answer field. Consider the following when preparing your response:

* Write in the first-person tense and **do not include your name, institution, job title, or any other easily identifiable information.**
* Clearly state your content expertise related to the topic of your poster.
* Include relevant academic appointments, involvement in professional organizations, and/or awards/honors received.
* Specify the number of years you’ve been working on the poster initiative, topic area, or specialty.
* Describe your involvement in implementation of research, initiative, topic area, or specialty.
* Indicate whether you have presented on this topic before.

*EXAMPLE*

I have been working as a Psychologist in our Counseling Center for five years. My dissertation was on identity development among trans students. In my current role I primarily work with trans students, and I serve as the Co-Investigator of this study. I have presented posters about this research on-campus and at other national conferences.

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| I am qualified to present **this specific poster** because… |

**OTHER DEMOGRAPHICS**

**Check all that apply related to yourself or your institution.** If you are not at an institution of higher education, you may skip those sections.

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| --- | --- | --- |
| Areas of Practice (past or present) | **Institutional Demographics** | **Student Population** |
| \_\_ Administration  \_\_ Health Promotion/Wellness  \_\_ Health and Well-Being Executive Leadership  \_\_ Clinical Services  \_\_ Mental Health/Counseling  \_\_ Pharmacy  \_\_ Student Affairs  \_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_ 2-year institution  \_\_ 4-year institution  \_\_ Public institution  \_\_ Private institution  \_\_ HBCU  \_\_ Other minority-serving institution  \_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Less than 2,500  \_\_\_ 2,501-4,999  \_\_\_ 5,000-9,999  \_\_\_ 10,000-19,999  \_\_\_ 20,000 or more |

**CONFLICT OF INTEREST (COI) DISCLOSURE**

**POLICY**

ACHA is obligated to the organizations that grant us CE accreditation/approval to ensure that all educational activities are developed and presented with independence, objectivity, and scientific rigor. It is our responsibility to ensure that they are free from promotion of specific goods or services, and that they are free from actual or potential bias.

All faculty/presenters/authors/planners are required to disclose **all financial relationships** with any ineligible companies (defined below) that you have had over the past 24 months, regardless of the amount and regardless of whether you view the financial relationships as relevant to the education. The Program Coordinator will identify and mitigate, as appropriate, any relevant relationships and **the presence or absence of relevant financial relationships for all persons in control of content** will be disclosed to the participants/learners **before the learner engages in the education**.

*Please note:* the identification of financial relationships with ineligible companies does not necessarily mean that you are unable to participate in the planning and implementation of this educational activity. Rather, the accreditation standards require that relevant financial relationships are mitigated before you assume your role in this activity.

\_\_\_ **I have read, fully understand, and agree to adhere to the conflict of interest information above and below.**\*

**DISCLOSURE OF RELATIONSHIP(S)**

**Definitions**

**Ineligible Company:** The ACCME defines an ineligible company as any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. Additional entities that are considered by ACHA to be ineligible companies include for-profit entities that develop, produce, market, or distribute products and services that promote wellness, and that provide administrative products and/or services used in student health.

**Relevant Relationship,** as defined by ACCME and ANCC, are relationships with an ineligible company, if the products or services of the ineligible company are related to the content of the educational activity.

**Nature of the Financial Relationship:** Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal or named investigator even if that individual’s institution receives the research grant and manages the funds.

**During the past 24 months have you had a financial, professional, or personal relationship (including self-employment and sole proprietorship) with a company (as defined above)?\***If you have a financial relationship with a company but aren’t sure whether it fits the definition above, it’s best to check yes and include the information.

\_\_ Yes \_\_No

**If yes, list the full company name(s) with the specific relationship(s). Also indicate whether the CE content over which you have control contains information about products or services of the ineligible company.**

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| Name of Ineligible Company | Nature of the Financial Relationship | Has the Relationship Ended? | Does the poster contain information about products or services of the company. |
|  |  | ☐ | ☐ |
|  |  | ☐ | ☐ |

**OFF-LABEL USE**

**Will your poster include discussion of off-label, experimental, and/or investigational use of drugs, devices, medical procedures, or interventions?\***

\_\_ Yes \_\_ No

**If yes, list drugs, devices, and/or procedures to be discussed.**

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**SIGNATURE\***

By typing my name below, I am providing my electronic signature indicating that all the information entered in this Poster Submission Form is accurate. I further attest that I will not promote any products, goods, or services, or bias the educational activity in any manner.

|  |  |
| --- | --- |
| **Signature** | **Date** |
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