

28th ANNUAL EASTERN STATES CONFERENCE  
FOR PHARMACY RESIDENTS AND PRECEPTORS

**INSTRUCTIONS FOR EVALUATORS OF POSTER PRESENTATIONS**

**General Information**

- Program consists of one poster session
- Session will be 60 minutes in duration
- Evaluators and presenters only will be permitted into ballroom 15 minutes prior to session
- Evaluators will each be assigned 2-3 posters

**Evaluators**

- Familiarize yourself with abstracts for posters to be evaluated
- Arrive early
- Review format of evaluation form
- Review each poster and observe resident presenting to other attendees
- Complete evaluation form
- Allow resident to answer questions you pose and then:
  - Provide constructive comments to presenter based on observations
  - Provide presenter with completed and thorough evaluation form

***Helpful tips***

- Posters should follow the following formatting guidelines:
  - A. Objective(s)/purpose of the study or project
  - B. Methods used in the study or project
  - C. Results of the study or project
  - D. Conclusions/evaluation of the study or project
  - E. Assessment question
- Keep the following factors in mind when evaluating each poster presentation:
  - A. Lack of originality
  - B. Type too small or hard to read
  - C. Unnecessary information
  - D. Confusion organization
  - E. Lack of headings
- Ask questions and listen!

# 28th ANNUAL EASTERN STATES CONFERENCE FOR PHARMACY RESIDENTS AND PRECEPTORS

## **INSTRUCTIONS FOR MODERATORS AND EVALUATORS OF PLATFORM PRESENTATIONS**

### **General Information**

- Program consists of five major sessions
- Sessions are divided into 5-9 presentations (13 concurrent presentations on Thursday, 9 concurrent on Friday, in separate rooms)
- Moderators and evaluators will be assigned to a specific room for an entire session
- All presentation slides will be in Microsoft PowerPoint format
  - Moderators and evaluators should be familiar with equipment operation!

### **Moderators**

#### *Prior to the first presentation of the session*

- Familiarize yourself with abstracts for presentations in your session
- Arrive early and sit at front of room
- Discuss session "plan" with evaluator
- Obtain computer CD or USB stick from first presenter
- Check to see that equipment is working properly
- Adjust room lights

#### **Prior to each presentation**

- Introduce yourself and evaluator
  - Provide name and place of employment
- Tell attendees to complete evaluation forms and return them to the evaluator
- Introduce presenter (ask presenter for correct pronunciation of his/her name)
  - Provide name, place of employment, and title of presentation

#### **Other responsibilities**

- **KEEP SESSIONS ON TIME! DO NOT START EARLY OR LATE.**
- Presentation **and** questions should take no more than 15 minutes
  - Give one-minute "warning" to presenter at the 11-minute mark. At this point the presenter should wrap up and allow for questions
  - Cut the presenter off if time is running short
- Ensure that presenter is asked at least one question
- Be prepared for equipment problems. If you are unable to resolve a problem, use the hotel's house phone in the room and ask the operator to contact the AV support person. Provide a brief description of the problem to the operator so it may be conveyed to the support person. The support person will come to your location to correct the problem.

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**Instructions for Moderators and Evaluators of Platform Presentations**

Evaluators

*Prior to the first presentation of the session*

- Familiarize yourself with abstracts for presentations in your session
- Review format of evaluation form
- Arrive early and sit at back of room near door if possible
- Discuss session “plan” with moderator

**Prior to each presentation**

- Distribute evaluation forms to all present

*Other responsibilities*

- Assist moderator in **KEEPING SESSION ON TIME!**
- Ask questions regarding resident’s involvement in project if not clear from presentation
- Allow time for attendees to complete evaluation forms
- Collect evaluation forms
- Scan forms to identify specific comments
- Provide constructive comments to presenter based on your (and others’) observations
- Provide presenter with completed evaluation forms
- Provide evaluation as quickly as possible to keep session on time