



IMPORTANT *dates* YOU NEED TO KNOW

[\(VIEW ONLINE\)](#)

- 🕒 **November 6, 2023**
REGISTRATION OPENS / EARLY BIRD RATES BEGIN View the registration rates and other details [HERE](#).
ABSTRACT SUBMISSION PORTAL OPENS Submit abstracts using the [ONLINE FORM](#).
- 🕒 **November 30, 2023**
EARLY BIRD REGISTRATION ENDS Rates end at 11:59 PM CST. Payment must be received by the deadline for the [DISCOUNT](#) to apply. View the registration rates and other details [HERE](#).
- 🕒 **December 1, 2023**
STANDARD REGISTRATION BEGINS Rates begin at 12:00 AM CST. View the registration rates and other details [HERE](#).
- 🕒 **February 1, 2024 February 8, 2024 ****DUE DATE EXTENDED******
ABSTRACT SUBMISSIONS DUE Submit abstracts using the [ONLINE FORM](#). Portal will close at 11:59 PM CST.
- 🕒 **February 15, 2024 February 22, 2024 ****DATE UPDATED******
ABSTRACT SELECTION NOTIFICATION Submitting authors of selected abstract will be notified no later than 11:59 PM CST on 2/15/2024.
- 🕒 **February 29, 2024**
ABSTRACT PRESENTER RESPONSES DUE Authors notified of acceptance must complete the response form by 2/29/2024. Form will close at 11:59 PM CST.
STANDARD REGISTRATION ENDS Rates end at 11:59 PM CST. Payment must be received by the deadline for the [DISCOUNT](#) to apply. View the registration rates and other details [HERE](#).
- 🕒 **March 1, 2024**
LATE REGISTRATION BEGINS Rates begin at 12:00 AM CST. View the registration rates and other details [HERE](#).
- 🕒 **March 18, 2024**
LODGING DISCOUNT DEADLINE Lodging reservations must be made by 5:00PM CDT for the [DISCOUNTED GROUP RATES](#) to apply.
PRESENTATIONS DUE Selected Podium Presenters PowerPoint Presentations are due. [VIEW PRESENTATION GUIDELINES](#).
- 🕒 **April 7, 2024**
CONFERENCE BEGINS In-Person Convening at the Sheraton New Orleans Hotel in New Orleans, Louisiana.



THE *check list* YOU NEED

HERE IS YOUR ABSTRACT SUBMITTAL CHECKLIST (PLEASE READ AND USE THIS AS YOUR GUIDE)

- ☐ **REGISTER** Register to attend the XULA2024 Conference! When [REGISTERING ONLINE](#) for the conference, you have the opportunity to pay by Credit Card or Institution/Business Check (no personal checks accepted).

NOTE: If payment is not received by the respective discounted deadline, then your balance due will be adjusted according to the timeline and respective [RATES](#) as posted online.

- ☐ **SECURE LODGING FOR CONFERENCE** [MAKE YOUR RESERVATION](#) today to take advantage of this event's special rates.

- ☐ **PREPARE YOUR ABSTRACT** According to the guidelines, remember not to exceed 300 words. You may also reference the pages below:

➔ [SUBMISSION TIPS](#)

➔ [SUBMISSION ETIQUETTE](#)

➔ [SUBMISSION FORMAT](#)

➔ [SUBMISSION GRADING CRITERIA](#)

- ☐ **SUBMIT YOUR ABSTRACT** **VERIFY! VERIFY!! VERIFY!!!** No corrections will be allowed after submission. Accepted abstracts will be printed in conference materials as submitted and approved by the Abstract Review Committee.

DO NOT submit your abstract more than once; all subsequent submissions of the same abstract are marked automatically as duplicates and removed from the review process. Abstracts must be submitted via the [ONLINE FORM](#) by 11:59PM CST on Thursday, February 8, 2024.

- ☐ **ACKNOWLEDGMENT OF RECEIPT** Within 30-minutes of submission, you will receive an email receipt from the Conference Organizers (XULA@THE1JG.COM). If you have not received an email receipt (remember to check your filtered mail folder), please call (404) 559-6191.

- ☐ **COMPLETE REGISTRATION PAYMENT**

Early Bird Registration Rates end Thursday, November 30, 2023 at 11:59 PM CST.

Standard rates apply from Friday, December 1, 2023 at 12:00 AM CST until Thursday, February 29, 2024 at 11:59 PM CST.

Late / On-site registration rates will apply beginning Friday, March 1, 2024.

- ☐ **AWAIT SELECTION NOTIFICATION** Abstracts selected for podium and/or poster presentation will receive notification emails no later than Thursday, February 22, 2024 at 11:59 PM CST. If you have not received an email detailing the status of your submission (remember to check your filtered mail folder), please call (404) 559-6191.

- ☐ **CONFIRM YOUR PRESENTATION** Submitters notified of acceptance must complete the response form no later than Thursday, February 29, 2024. The form will close at 11:59 PM CST. Submitters who do not complete the response form will be removed from the conference and its corresponding materials.



SUBMISSION TIPS



TIP #1

Start early.

Drafting and finalizing your abstract can be an intense process. Don't wait to begin, because technical problems and unexpected events can occur. Those deadlines will pass before you know it!



TIP #2

Pay attention to the details.

Review the abstract submission guidelines to help you structure your content properly and immediately impress the abstract review committee.



TIP #3

Don't discount your fellow authors and advisors.

Your fellow authors should agree with your submitting the work for review — and be credited in your submission. An advisor can help improve your work's quality and originality before it goes through review.



TIP #4

Identify your target audience.

Seek to impact the conference attendees. The abstract reviewers are looking for relevant work that can benefit its attendees, so do some research to find out who the attendees are and why they're coming to the conference.



TIP #5

Support the conference theme and objectives.

Review the abstract submission guidelines to help you structure your content properly and immediately impress the abstract review committee.



TIP #6

Keep it short.

Don't lose the abstract reviewers in any unnecessary details! Include just the information that adequately explains the purpose, methods, outcomes, and significance of your work.



SUBMISSION ETIQUETTE

DOS & DON'Ts

- ✓ **Limit your word count** to 300 (not including title, authors, affiliations, or mention of grant support).
- ✓ **Single space** all typing.
- ✓ **Define all abbreviations** the first time they appear in the abstract.
- ✓ **Proofread the abstract carefully** before submitting. Verify everything! No corrections will be allowed, and accepted abstracts will be printed in conference materials as submitted and approved by the Abstract Review Committee.
- ✗ **Do not** use tables, charts or formulas.
- ✗ **Do not** include references or credits.
- ✗ **Do not** add space between paragraphs.
- ✗ **Do not** submit abstracts of published papers.
- ✗ **Do not** submit your abstract more than once; all subsequent submissions of the same abstract are marked automatically as duplicates and removed from the review process.

For all inquiries, contact the Conference Organizer:

1Joshua Group, LLC
1513 East Cleveland Avenue
Bldg. 100-B, Ste. 202
Atlanta, GA 30344-6947
404.559.6191
XULA@THE1JG.COM



SUBMISSION FORMAT

All **RESEARCH** abstracts should be organized using the following format:

TITLE (*uppercase*)

- Title must be a maximum of 60 characters, spaces and punctuation included.

AUTHORS (*mixed cases*)

- List those who have significantly contributed to the work should be listed. The recommended limit is 10 authors.
- The presenting author must be listed first (uppercase letters).
- For each author, include the first and second initials with the last name. Separate authors with a semicolon.
- Example: FC JONES; AF Hill; KG Witherspoon

AFFILIATIONS (*capitalized*)

- List institution(s) where work was performed. Include author initials after the corresponding affiliation.
- Example: Xavier University (FCJ); New Way Out Ministries (AFH, KGW)

PURPOSE (*header in uppercase*)

- Explain the importance of the research or activity to include objectives, goals, and purpose.

DESIGN METHODS (*header in uppercase*)

- Briefly explain the procedure and strategy used to gather the information presented.

RESULTS / EXPECTED RESULTS (*header in uppercase*)

- What did you find when you performed the analysis of the information presented? Remember, tables and charts are NOT allowed in your submission.

DISCUSSION / CONCLUSION (*header in uppercase*)

- How does the result address the hypothesis?
- How do the reported findings contribute to the knowledge in the respective field?

GRANT SUPPORT (*list only in the grant support field*)

- Authors are encouraged to acknowledge grant support for work where applicable.
- If there is no grant support, leave this field blank.



Limit your word count to 300 (*not including title, authors, affiliations, or mention of grant support*).



SUBMISSION FORMAT

All **POLICY** abstracts must be organized using the following format:

TITLE (*uppercase*)

- Title must be a maximum of 60 characters, spaces and punctuation included.

AUTHORS (*mixed cases*)

- List those who have significantly contributed to the work should be listed. The recommended limit is 10 authors.
- The presenting author must be listed first (uppercase letters).
- For each author, include the first and second initials with the last name. Separate authors with a semicolon.
- Example: FC JONES; AF Hill; KG Witherspoon

AFFILIATIONS (*capitalized*)

- List institution(s) where work was performed. Include author initials after the corresponding affiliation.
- Example: Xavier University (FCJ); New Way Out Ministries (AFH, KGW)

PROBLEM / ISSUE TO BE CONSIDERED (*header in uppercase*)

UNDERLYING ISSUE KEY FACTORS (*header in uppercase*)

RECOMMENDATIONS (*header in uppercase*)

GRANT SUPPORT (*list only in the grant support field*)

- Authors are encouraged to acknowledge grant support for work where applicable.
- If there is no grant support, leave this field blank.

Note: Policy/special technologies & methodologies abstracts should contain a brief description of the problem/issue to be considered, the key factors underlying the issue, and the recommendations for moving forward.



Limit your word count to 300 (*not including title, authors, affiliations, or mention of grant support*).



SUBMISSION FORMAT

All **CLINICAL PRACTICE** abstracts should be organized using the following format:

TITLE (*uppercase*)

- Title must be a maximum of 60 characters, spaces and punctuation included.

AUTHORS (*mixed cases*)

- List those who have significantly contributed to the work should be listed. The recommended limit is 10 authors.
- The presenting author must be listed first (uppercase letters).
- For each author, include the first and second initials with the last name. Separate authors with a semicolon.
- Example: FC JONES; AF Hill; KG Witherspoon

AFFILIATIONS (*capitalized*)

- List institution(s) where work was performed. Include author initials after the corresponding affiliation.
- Example: Xavier University (FCJ); New Way Out Ministries (AFH, KGW)

PURPOSE (*header in uppercase*)

- Explain the importance of the research or activity to include objectives, goals, and purpose.

PROJECT DESCRIPTION (*header in uppercase*)

- Describe the problem/issue to be considered, the key factors underlying the issue.
- Disclose the best practice guidelines used to address the problem/issue and protocols used to incorporate these guidelines into practice.
- Note the implications and recommendations for clinical practice moving forward.

GRANT SUPPORT (*list only in the grant support field*)

- Authors are encouraged to acknowledge grant support for work where applicable.
- If there is no grant support, leave this field blank.



Limit your word count to 300 (*not including title, authors, affiliations, or mention of grant support*).



SUBMISSION GRADING CRITERIA

All abstracts will be reviewed using the following categories:

RELEVANCE AND ADHERENCE to the mission of Xavier University of Louisiana College of Pharmacy: to prepare pharmacists to impact medically under-served communities in an effort to eliminate health disparities through patient-centered care, community service, and scholarly work.

INNOVATION AND CONTRIBUTION to knowledge base. Discussion of empirical studies, or detailed predictions of the expected direction if the study has not yet been carried out. Are the results likely to be of value to the field?

CLARITY AND COMPLETENESS of the content including overall quality, purpose and objective, theoretical and/or applied focus, research/activity methods, findings, and potential practical application. Organization of the abstract content, as outlined on pages 5–7.

RESEARCH DESIGN — sufficient background information and description of the data collection and analysis procedures (if applicable).

Please utilize the grid below to rank the abstract: *

Reviewers should assign a score of 1-5 for each part of the ranking criteria presented below (whereas "1" is very poor and "5" is excellent). The best overall score is therefore 20 and the worst score is 4.

	Very Poor (1)	Poor (2)	Average (3)	Good (4)	Very Good (5)
Relevance and Adherence *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Innovation and Contribution *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clarity and Completeness *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research Design *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



POSTER PRESENTERS

NEED *to* KNOW



ATTENTION: READ THESE GUIDELINES CAREFULLY!

POSTER PRESENTATIONS will occur during designated Poster Sessions on **April 7–9, 2024**. Poster presenters must register and pay to attend the XULA 2024 Conference by **Thursday, February 29, 2024** in order to have their work included in conference materials.

ON-SITE POSTER PRESENTATION

POSTER SIZE: An 8'x4' poster board will be furnished for all participants to display their posters. The mounting surface area is 7'10" wide by 3'10" tall, please do not exceed this dimension.

SET-UP & DISMANTLE: The presenting author is responsible for displaying the poster at the beginning of the assigned poster session and removing it at the end of the assigned poster session, at times to be designated in the Poster Acceptance Package. Please bring your own push pins to mount your poster. Detailed instructions for poster displays, poster number, and location will also be included in the Poster Acceptance Package.

PRESENTING AUTHORS: The presenting author must be available at the poster display during their designated Poster session. Conference participants will be invited to speak with authors either one-on-one format or in group sessions. There will be no audio-visual equipment for poster presentations, as space does not permit.

For all inquiries, contact the Conference Organizer:

1Joshua Group, LLC
1513 East Cleveland Avenue
Bldg. 100-B, Ste. 202
Atlanta, GA 30344-6947
404.559.6191
XULA@THE1JG.COM



POSTER PRESENTER: DEVELOPING YOUR ON-SITE POSTER

TYPE STYLE: To maintain legibility avoid the use of ornate or script fonts. Blocky fonts like Swiss, Helvetica and Arial or conservative serif types like Times Roman and Bookman read well. In the body of the text, follow normal convention when employing italics and capital letters.

TYPE SIZE: All text must be legible. The title should be legible from at least 16 feet and text from 3-5 feet. Minimum recommended font sizes are summarized below:

Title	90
Heading	60
Subheading	30
Text	18



POSTER PRESENTER: DEVELOPING YOUR ON-SITE POSTER

BACKGROUND: Elaborate background images call attention to the background—not your science. Images and patterns will cause your material to be very difficult to read and visually obscured. However conventional it may be, choose a background that accentuates the material you want to present.

COLORS: Do not use fluorescent or intense colors. Colors used on graphs should consistently represent the same population or variable throughout. Subdued or neutral colors toned down with gray are best for backgrounds and large areas. Blues, browns, greens, or grays are appropriate for framing. Background for text and graphs can be white, but off-white or beige is easier on the eyes.



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Nequi occulli tatur,
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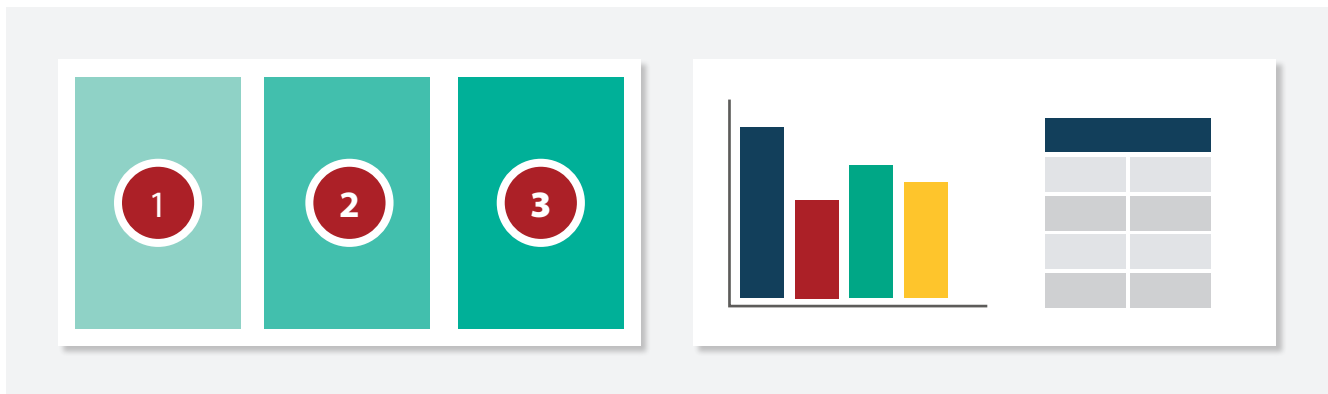
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POSTER PRESENTER: DEVELOPING YOUR ON-SITE POSTER



LAYOUT: Organize your poster from left to right and top to bottom. One good method is to divide your material into 3 to 5 logical sections. Lay out each section as a vertical module on your poster, moving from left to right and leaving space between each module. White (empty) space is important and can be used to separate parts of your poster or establish relationships between modules or sections. Avoid clutter.

GRAPHS AND TABLES: As with the rest of your poster, strive for brevity, simplicity, and clarity. Here are some rules of thumb. Tables with more than 20 data cells will begin to overwhelm a typical viewer. Similarly, graphs with no more than three lines or six bars are preferable. Include captions and legends but keep them short and informative. Maintain a consistent labeling system for all graphs. When data of the same type are presented on separate graphs, it may be useful to use the same scale on all axes.



PODIUM PRESENTER: DEVELOPING YOUR SLIDE PRESENTATION

TIPS TO *create* THE BEST SLIDES FOR YOUR PRESENTATION

LESS IS MORE.

When you deliver a presentation, chances are part of the reason why people are tuning in is they care about the topic, but they also are curious about the person speaking on it. That's why it can be valuable to keep your slides simple when delivering a presentation to an audience in-person. You want the focus to be on the message, rather than just the slides themselves. Keep the slides on-topic, but simple enough that people can still pay attention to what you're saying, using the visual presentation to support your message.

KEEP TEXT TO A MINIMUM.

One way to accomplish simplicity is to reduce the amount of text in your presentation. People recall information better when images are paired with it (as opposed to text), so to help your message resonate with the audience, focus on visual content when you create your slides.

RETHINK VISUALS.

When you reduce the amount of text on your slides, you'll need compelling visuals to support the message you're delivering to your audience. But that doesn't mean you can just throw some nice-looking photos onto your deck and move on. Like any other content strategy, the visual elements of your presentation need to be strategic and relevant.

CHARTS AND GRAPHS.

One of the best ways to support the message you're delivering in your presentation is by including data and statistics. That's where charts and graphs come in: They provide a colorful and engaging way to present the details that support your point. That said, make sure they fit in with the rest of your presentation's visual theme -- otherwise, it'll distract the audience from what you're talking about, rather than enhancing it.



HOW TO *create* THE BEST POWERPOINT PRESENTATION

COLOR THEMES.

There's been some research around the way color can influence our emotions, especially when used in marketing. And while the goal of your presentation may not necessarily be to make a sale, you might be trying to invoke certain feelings or impressions, which a strategic use of color can help you do.

FONTS.

When you do include text, you want it to be readable enough for your audience to fully consume and interpret it easily enough to avoid becoming distracted from your message. If you include text that's too small or dense to easily read, they'll become too focused on trying to decipher it to pay attention to what you're saying.

That's why the designers recommend choosing Sans Serif fonts that opt for "legibility over fun," noting that text should not only be big enough for people in the back of the room to read it, but also, presented in the right color to maintain visibility over your background.

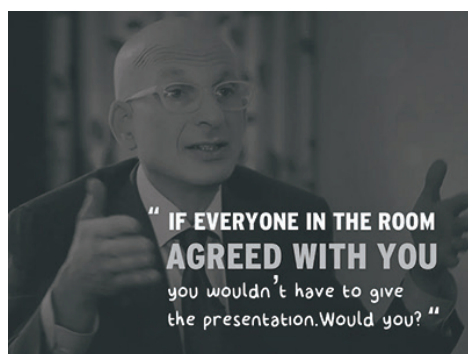
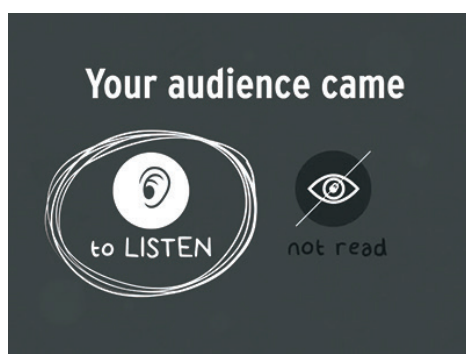
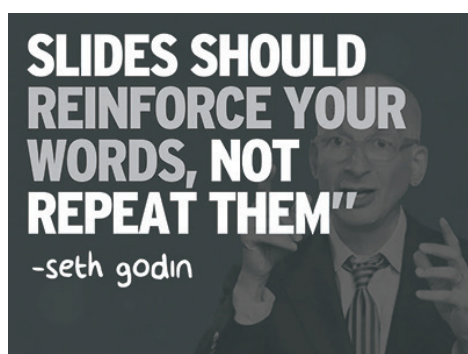
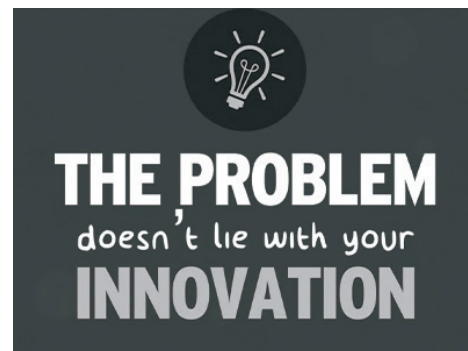
IMAGE QUALITY.

Incorporating this fabulous visual content into your presentation will go to waste if the images are low-quality. Make sure your photos and other visual assets are high-resolution enough to be crisp and clear when displayed on a huge presentation screen.



BEST POWERPOINT PRESENTATION

examples





FREQUENTLY ASKED QUESTIONS

answered

CAN MULTIPLE PEOPLE PRESENT MY ABSTRACT?

All presenters must have a **paid registration** to participate in the conference.

If your abstract is selected for podium presentation, only **ONE (1)** presenter is allowed.

WHEN DO I PRESENT MY POSTER PRESENTATION?

Those persons assigned to **Poster Session 1** will present on:

April 7, 2024 from 5:30 PM – 7:00 PM CDT **and** April 8, 2024 from 8:00 AM – 9:00 AM CDT.

Those persons assigned to **Poster Session 2** will present on:

April 8, 2024 from 4:30 PM – 6:00 PM CDT **and** April 9, 2024 from 8:00 AM – 9:00 AM CDT.

CAN I MAKE CORRECTIONS TO MY ABSTRACT?

To ensure the integrity of your abstract and data, abstracts are published as submitted.

You are welcome to share updates during your presentation.

ARE SCHOLARSHIPS AVAILABLE?

Each participant must register and pay for the conference before the abstract is confirmed for presentation. Participants are responsible for their own registration fees and any expenses related to travel, parking, and other incidental charges.