

# 2024 Annual ICHRIE Summer Conference

## ICHRIE Poster Submission Information

*Poster Presentations part of the Scientific Track for submissions.*

**Poster Presentations** may be either conceptually-based or empirically-based. These presentations may be completed research but are often work-in-progress research projects where data collection may or may not have been completed already.

### **Submissions are judged on the following three criteria:**

- Overall quality (design of the study, development of the concept, etc.)
- Significance of the contribution to the discipline
- Interest to ICHRIE members

### **Formatting Guidelines for Submissions**

#### **Scientific posters MUST be formatted as follows:**

*Please be sure to follow all submission guidelines; no exceptions will be made, and submissions will be desk rejected for not following these guidelines.*

Page 1-title and 100-word abstract (Note: Authors names MUST NOT be included on any page)

Remaining Pages: Manuscript (*not to exceed 1250 words*), Tables, Figures and References

- Margins should be 1-inch on sides, 1-inch on top and bottom
- Font: Times New Roman, 12pt
- **Total WORD count for the text portion of the manuscript must not exceed 1250 words**
- In addition to the word count, a maximum of 2-3 tables and/or figures (placed at the end) and references (*same font and size as manuscript and excluded from the 1250-word count*).
- **Place a word count at the end of your manuscript prior to the tables, figures, and references.**

### **Submission Guidelines**

Conceptually or empirically based posters may be submitted within the Scientific Track for a poster presentation. *Posters that are not research-based should be submitted through the Symposium Track.* All submissions for the ICHRIE Conference are required to be submitted electronically by using the EasyChair online submission system. **Authors are responsible for knowledge of the EasyChair system.**

Before submitting your work using the EasyChair online submission system, please read the provided information on ICHRIE Conference website and be sure to follow all guidelines and directions included in this document.

**Authors MUST:**

- (1) Ensure their submitted manuscript/s are original (i.e. not been published elsewhere), are not currently under review/acceptance for any other publication or conference, follow academic writing, structure and methodology.
- (2) Ensure their manuscript follows acceptable ethical standards as outlined by the ICHRIE Board and Research Committee:
  - a. ICHRIE is committed to ensuring the integrity of submitted and published research and if necessary, to investigate allegations of misconduct. To handle cases of research and publication misconduct, ICHRIE will adhere to the principles and guidelines of the Committee on Publication Ethics (COPE)\*. For more information please visit the COPE website: [www.publicationethics.org](http://www.publicationethics.org).
  - b. \* *The COPE materials are available to use under the Creative Commons Attribution-NonCommercial-NoDerivs licence (<http://creativecommons.org/licenses/by-nc-nd/3.0/>). Please note that ICHRIE is not a member of the COPE.*
- (3) Confirm their manuscript fully adheres to all formatting guidelines outlined above.
  - a. *The Scientific Paper Review Committee will not make any exceptions to these guidelines.*
- (4) Access EasyChair and select the appropriate topic track.
- (5) Complete the form in EasyChair for your submission, including all final questions.
- (6) Submit both a .PDF and a Microsoft Word version of your manuscript

**Reminder:** a manuscript may only be submitted once, with no additions or modifications once submitted.

- a. Once submitted, the order and names of authors listed on the original submission may not be altered, including indication of the lead author's name.

**Submission Review Process**

*Prior to distribution to track chairs and reviewers, all submissions will be checked for adherence to formatting guidelines and context relevance. Those submissions that have NOT followed submission guidelines will be desk rejected.*

All submissions are refereed through double-blind review process by ICHRIE's Conference Submission Review Committee. Each submitted manuscript is assigned a number; the identity of the author(s) is not revealed. An independent evaluation is then completed by at least two reviewers.

Submissions are judged on their overall quality (design of the study, development of the concept, etc.), their significance of the contribution to the discipline, and their interest to conference delegates.

Papers judged to have outstanding merit by the Scientific Paper Review Committees will receive a Best Paper designation in the conference program and will be recognized with an exclusive time allotment for presentation.

### **Communication with Lead Author**

ICHRIE will correspond with the Lead (primary) author only using the contact information provided on the original submission. *Co-presenters should not contact ICHRIE.* It is the primary author's responsibility to notify all co-presenters regarding the status of the proposal as well as to notify ICHRIE of any change in the lead author's contact information.

### **Registration and Attendance Requirements**

All presenters are required to register for the full conference or for a one-day conference registration for the day of the presentation. *The deadline for presenters to register will be **15 May**.* All travel and additional expenses, including the conference registration fee, are the responsibility of the presenter(s). Please note that at least one presenter of any given presentation must be an ICHRIE member in good standing. Any co-presenters who are not ICHRIE members will be required to register for the conference and pay the nonmember rate.

### **Interested in being a reviewer for the ICHRIE conference?**

All members of ICHRIE are invited to become reviewers for any scientific or symposium track. As detailed above, the submission process utilizes a full electronic format. As such, reviewers can participate from anywhere in the world. ICHRIE especially encourages those members outside of North America to engage in this worthwhile service to our organization. The review period takes place every February/March. *If interested, please feel free to contact a track chair directly or inform Amie Grayson of your interest (be sure to include area/s of expertise).*