Poster Committee

Chairman:

- One chairperson is appointed or volunteers

- Responsibilities:
  - Generate a committee to review abstract submissions.
  - Work with DIRECTOR OF SPECIAL PROJECTS to move abstracts through the committee in a timely manner.
  - Guide less experienced committee in abstract review process
  - Review abstracts for:
    - Content applicable to WOC nursing
    - Format
    - Adherence to Abstract Guidelines
  - Communicating a decision (to DIRECTOR OF SPECIAL PROJECTS) to accept or reject an abstract
  - Make recommendations to author for improvements within abstract

- Recommended Skills:
  - Computer access
  - Proficiency with Windows and Microsoft applications to include Outlook/other email application and Word (opening attachments to emails, forwarding attachments via email, communicating via email, navigating through WORD documents)
  - Have the time to devote to abstract follow up – the four months prior to conference are very busy with abstract submissions
  - Proficiency with Survey Monkey or similar tool (used for Online Voting of Poster Winners)
  - Be able to keep the committee organized and energized to move abstracts through in a timely manner
  - Basic knowledge of abstract format and nursing research.

Committee Members:

- Recommend a minimum of 3 committee members in addition to the chairperson

- Responsibilities:
  - Review abstracts for:
    - Content applicable to WOC nursing
    - Format
    - Adherence to Abstract Guidelines
  - Communicating a decision (to POSTER CHAIRPERSONPERSON) to accept or reject an abstract
  - Make recommendations to author for improvements within abstract

- Recommended Skills:
  - Computer access
  - Proficiency with Windows and Microsoft applications to include Outlook/other email application and Word (opening attachments to emails, communicating via email, navigating through WORD documents)
  - Have the time to devote to abstract follow up – the four months prior to conference are very busy with abstract submissions
  - Proficiency with Survey Monkey or similar tool (used for Online Voting of Poster Winners)
  - Basic knowledge of abstract format and nursing research is recommended but not required.

Orig. 5/12/16
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