

LAWTE Poster Abstract Submission form

The presentation of a poster provides an alternative opportunity for presenting training ideas at the Laboratory Animal Welfare Training Exchange meeting. Authors will be expected to be present to discuss their posters during a set period of time, to be listed in the LAWTE Meeting *official program*. Detailed poster construction instructions will be available on the LAWTE website (www.lawte.org)

Poster Categories: There are 3 categories for poster session abstracts.

1. **Training the Trainer** - topics which provide ideas, suggestions, procedures, including experience, regarding making a "better" or "more effective" *trainer*.

Sub-topics or examples include:

A. Effective presentations / capturing your audience - tips and topics surrounding presentation ideas, getting your audience attention or capturing the *right* audience, writing effective training documents, ideas during training or presentations to improve alertness of audience and memory-retention of information.

B. "What's Wrong with my Training Program?": Lessons Learned. Topics regarding simple to programmatic solutions where the author was involved in making a better training program or found a solution to a problem in the training program.

2. **Training Techniques** - actual novel techniques used in specific training (in any area of laboratory animal science) including the use of alternatives (previous historical / published examples include the use of the Koken rat).

3. **Training Management** - topics surrounding novel ideas for documenting and record keeping various aspects of the training program, training, database collection, databases, etc.

Preparation of Abstract:

1. All abstracts must be written in English.
2. Abstracts should be informative, containing: a) the study's specific objective, unless given in the title; b) brief statements and methods, if pertinent; c) summary of the results; and conclusions. It is not satisfactory to state: "The results will be discussed".
3. Use short specific titles.
4. The content of the abstract including the title, authors, and all figures and /or tables must be included within the borders of the abstract form (see style below).
5. Abstract must be **received** by June 15, 2007.

Abstract submission guidelines:

Style:

Submit your abstract electronically as a Microsoft Word or Acrobat PDF document to fit on one side of an 8 ½" x 11" page with 1" margins. Use only font Times New Roman in a minimum of 10 pt and maximum of 14 pt. size. Images and drawn objects should be formatted carefully and checked to be sure that they transmit correctly.

Layout:

The title of the abstract should be in UPPER CASE (CAPITAL letters, bolded). Abbreviations must not be used in title. Name(s)/institution(s): List the author's name(s), institution(s), where the work originated, city, state and country. Indicate the SURNAME of each author followed by his or her INITIALS only. Please underline the attending author's name. Double space after affiliations.

Submission:

Abstract should be submitted on a CD by mail to: **Or email to: kaoverhulse@csupomona.edu**

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