



## FOUNDATION FOR ANESTHESIA EDUCATION AND RESEARCH

The following information is intended to help FAER Medical Student Anesthesia Research Fellowship Program participants prepare for October's 2009 ASA Annual Meeting. Please pay particular attention to the items in red.

### OCTOBER ASA MEETING REGISTRATION

Registering for the ASA meeting requires two separate actions by the student:

1. First, you must register with FAER to participate in the MSARF Symposium. To do so, complete and return the Symposium Registration form, which includes your abstract, emailed to you on July 15. No additional request for the abstract will be sent. **This form must be returned via email to FAER (schrandt.mary@mayo.edu) no later than Tuesday, September 1.**
2. Second, students must register directly with the ASA to attend the ASA Annual Meeting. You must be a member of the ASA Medical Student Component Society in order to register. FAER has paid the \$10 annual fee and has submitted all necessary paperwork for your membership. Registration fees to attend are free for medical student members. If you've not already done so, please complete the formal registration process for the meeting by visiting the ASA Annual Meeting website (<http://www2.asahq.org/web/index.asp>). You will need the membership information you received from the ASA, which includes your membership number, in order to register. Your User ID will be your first initial and last name (i.e., JSmith) and your member ID for your password. If you have modified your User ID or your password through our members-only section please use the new password you created for yourself. If you have forgotten your password please use the "Forgot Your Password" option to receive your password via email. Your contact at the ASA for student membership questions or if you experience difficulty with the registration process will be Sherry Guzman (847-268-9137). **Please register online with the ASA by August 15.**

### MEETING SCHEDULE

In addition to the events listed below, you are free to explore the Annual Meeting and learn more about the society and specialty. When you check in at the ASA Annual Meeting Registration desk, you will pick up a program book that outlines all the activities at the meeting. In the meantime, the ASA's Annual Meeting website, <http://www2.asahq.org/web/index.asp>, has information about meeting activities. Click on the "Search for Events" link located on the bottom of the left column of the screen to see what is going on.

Program materials and updates to the MSARF schedule will be posted on the FAER website (<http://www.f aer.org/programs/students/msarf.html>) as they become available.

#### **Sunday, October 17, 2008**

- **12:30 to 6:00 PM: Exhibit Hall opens.** Location and specific information will be posted on FAER's website when finalized.

## Monday, October 20, 2008

- **8:00 to 11:00 AM: Recommended Event: FAER Academy of Research Mentors in Anesthesiology Workshop: *Developing an Academic Career in Quality and Safety Health Services.***  
Morial Convention Center, Nouvelle Orleans Ballroom C
- **12:30 to 2:00 PM: Recommended Event: Celebration of Research Luncheon.**  
Morial Convention Center, Nouvelle Orleans Ballroom C
- **2:00 to 3:00 PM: Recommended Event: FAER Honorary Research Lecture.**  
Morial Convention Center, Nouvelle Orleans Ballroom C
- **3:00 to 5:00 PM: Recommended Event: FAER Panel**  
Morial Convention Center, Nouvelle Orleans Ballroom C

## Tuesday, October 21, 2008

- **3:00 to 6:00 PM: Attendance Mandatory: MSARF Symposium**  
Morial Convention Center  
Room 395-396
- **6:30 to 8:30 PM: Attendance Optional: FAER Resident Scholar/FAER MSARF Farewell Reception**  
(An invitation will be sent prior to the meeting.)  
New Orleans Marriott  
Riverview Room

## [SYMPOSIUM DETAILS](#)

The 2009 FAER MSARF Symposium, which features both poster and oral presentations, will be held on Tuesday, October 20, from 3:00 to 6:00 p.m. in the Morial Convention Center, Room 395-396. Each MSARF participant will prepare a written abstract summarizing his or her experiences at the host institution. All students will prepare posters for an informal presentation during the first half (90 minutes) of the meeting. In the second half (90 minutes) of the program, 14 students will present oral presentations of their abstracts to the audience. Selection of this group of presenters will be made by the MSARF Program Committee based upon an evaluation of the submitted abstracts. Students selected to give an oral presentation will be notified via email by September 18.

➤ **Written Abstract:** Please complete and return the MSARF Symposium Registration form emailed to you on July 15 to Mary Schrandt, [schrandt.mary@mayo.edu](mailto:schrandt.mary@mayo.edu). Your abstract should describe your project in 250 words or less. Students are encouraged to work with their mentors in the development of the abstract. Recognizing that many projects will not yet be completed, the student may report on progress to that point in time with a statement about future plans for study.

➤ **Poster Preparation:** Posters will be prepared according to ASA guidelines:

Poster board stands and surfaces 4' high and 6' wide will be set up for you in the room. FAER will affix your abstract identification number to the poster board surface to which you have been assigned. You will receive your assignment number when you arrive the day of the symposium. On this corkboard surface the authors will mount the following items:

- A label indicating the title and authors (presenting author underlined)
- A large-type copy of the abstract
- Any tables and illustrations which convey the result of the study

The figures and tables you prepare should be a size which is read easily from a distance of 3' or more. The backing material of the abstract, title and illustrations should be one that is easily attached to corkboard by pins or tacks. The quality of illustrations and figures should be similar to those you would use in making slides. They should be of a quality which, to you, balances beauty, simplicity and transmission of information. You may want to list the conclusions of your paper on one portion of the surface.

- **Student Responsibility:** Students are expected to arrange their presentations on the assigned board in the hour immediately preceding the start of the session. Assistance will be available to supply information, tacks and other help. The first 90 minutes of the symposium will be devoted to the audience going through the hall in a fashion similar to a traditional poster session, evaluating and discussing your presentation with you. During this time you will be expected to be at your poster to interact with the audience.
- **Oral Presentation:** If selected to give an oral presentation, the student will be notified by email no later than September 18. Please prepare a 3 to 5 minute PowerPoint presentation in PC format, using standard PC fonts. You will be asked to bring your presentation on a CD or flash USB drive to the event to be loaded onto the provided computer 1 hour prior to the start of the Symposium. Assistance will be available on site. Please note that your oral presentation will be followed by 1 to 2 minutes of questions from the audience and/or moderator.

### **REIMBURSEMENT FOR TRAVEL EXPENSES**

At the conclusion of the ASA Annual Meeting, FAER will provide a \$1,000 stipend to your host department to help defray expenses related to your attendance at the ASA Annual Meeting. Attendees should seek reimbursement of attendance-related expenses directly from the host department based upon the host department's policies and procedures. Please work with your site coordinator prior to making your hotel and airline reservations to discuss the arrangements, gain an understanding of what constitutes allowable expenses and to obtain a timeline within which you may expect to receive reimbursement. Students are encouraged to contact FAER directly should they experience any difficulty in receiving reimbursement following the meeting.

We hope you will be able to join us in New Orleans and that you have found this information useful in preparing for your meeting participation. As always, please do not hesitate to contact us if you have any questions!

#### **The Foundation for Anesthesia Education and Research**

Wells Fargo Suite 674  
 200 First Street SW  
 Rochester, MN 55905  
 Phone: 507-266-6866  
 Fax: 507-284-0291