STEP 1: Select the Submit Here hyperlink found on the Research Day homepage.

Details

<table>
<thead>
<tr>
<th>Date</th>
<th>Friday, February 21, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>8:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Agenda</td>
<td>Research Day 2020 Agenda</td>
</tr>
<tr>
<td>Call for Poster/Presentations</td>
<td>October 29-December 12, 2019</td>
</tr>
<tr>
<td>Poster Template</td>
<td>Coming Soon! Check back late December. All posters must be 3 ft wide x 4 ft high, portrait style layout.</td>
</tr>
<tr>
<td>Volunteer to be a Judge</td>
<td>Volunteer Here!</td>
</tr>
</tbody>
</table>

Step 2: Create New Account

Welcome to the 2020 USF Health Research Day Portal

We will be accepting submissions through December 12, 2019 until 5:00 pm EST. Review will begin on December 13, 2019. You will be notified by January 8, 2020 if your abstract was accepted.

Accepted abstracts will be presented at the USF Health Research Day being held February 21, 2020 in Tampa, Florida.

To submit your abstract, please create a new account below.

If you have any questions or need sign in help, please contact us at arnesa.zunic@pae-tampabay.com or 727-544-1400.

Sign In

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Password</th>
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</table>

New Account

Create New Account

Questions? Please contact Plan Ahead Events - Tampa Bay
P: 727-544-1400 | F: 727-546-1956 | arnesa.zunic@pae-tampabay.com
STEP 3 – Click on the **Start Application** tab and complete the prompted fields related to: Presenter Information; Student/Staff Type; College; and Department. Once completed, select **Submit**. Once you have completed both of these steps, you will automatically be brought back to the Home page.

**STEP 4:** Select the *Enter Abstract* tab at the top of the page.

**STEP 5** – Complete ALL tabs on the left side of the webpage **BEFORE** selecting **SUBMIT**. Fields with word limits are reflected above the associated text box and are noted below for ease of reference:

- **POSTER TITLE** – 30 words
- **RESEARCH AREA**
- **AUTHORS**
- **ABSTRACT** (Summary/Layman’s description) – 150 words
  - ABSTRACT DETAILS
    - Objectives – 75 words
    - Methods – 100 words
    - Results or Observations – 100 words
    - Conclusions – 75 words
- **REVIEW**
- **SUBMIT**

The proposal may be edited until the call for poster/presentations closure date of December 12th. Login to your account at any time and click on the **Edit Abstract** tab to add/change information.