

Call for Preconference Workshops, Concurrent and SIG or Forum Endorsed Session

Abstract Submission Process

Step 1: You will be asked to add your first proposal.

Step 2: You will be asked to complete a Biographical form

Step 3: You will be asked to complete a Disclosure form

Step 4: Enter your title:

- Take special care when entering your title because if accepted, it may be published exactly as submitted.
 - Titles should be concise and descriptive for people trying to select sessions.
 - When entering the abstract title online, use mixed case (do not use all CAPS or all lower case) and do not put a period at the end of the title.
 - Enter the title in the "title" field only and do not enter the title in the body of the abstract.
 - Example of correct title formatting:
 - Correct: This is a Properly Formatted Abstract Title
 - Incorrect: THIS IS AN IMPROPERLY FORMATTED ABSTRACT TITLE
 - Incorrect: This is an improperly formatted abstract title

Step 5: Select a Type of Presentation:

Keep in mind, sessions should...

- Address one or more of the conference objectives. View Assembly Objectives.
- Help attendees understand how the content will improve or impact their practice and patients.
- Incorporate included language and consider diverse populations and disciplines.

Preconference workshops

- Interactive three and a half (3.5) hour session.
- Use of 2 to 5 faculty that include a diversity of disciplines.
- Use of creative adult education strategies that engage the learners (e.g. use of case examples and/or audience participation).
- An average of 20 percent of abstracts are typically selected for presentation.

Concurrent sessions

- One (1) hour education sessions.
- Maximum of 8 faculty that include a diversity of disciplines.

- Evidence based content and skill-building sessions covering clinical foundations that provide high quality basic review as well as advanced clinical updates.
- Use of creative adult education strategies that engage the learner (e.g. use of case examples and/or audience participation).
- An average of 25 to 30 percent of abstracts are typically selected for presentation.

Special Interest Groups (SIGs) and Forums endorsed

- One (1) hour sessions to allow SIGs/Forums to provide education within their area of interest and expertise.
- All abstracts submitted in this category must be endorsed by a SIG/Forum.
- It is expected that the primary author of the abstract proposal request SIG/Forum endorsement from the chair of the SIG/Forum.
- Request for endorsement must reach the SIG/Forum Chair at least three (3) business days prior to the close of the first call to be considered for endorsement.
- Email your abstract to the appropriate SIG/Forum chair for consideration.
- [View](#) the 2017-2018 list of SIG and Forum chairs.
- Once you have been endorsed by a SIG/Forum, please submit the abstract to AAHPM by the deadline of **May 2, 2017 at Noon PT**.
- Endorsement does not guarantee automatic acceptance for presentation.
- Each SIG may elect to endorse up to three (3) abstract submissions.
- Each Forum may elect to endorse one (1) abstract submission.
- SIGs/Forums may only endorse one hour sessions and may not endorse preconference workshops, plenary speakers, papers, cases or posters.
- An average of 48 percent of abstracts are typically selected for presentation.

Step 6: Select a Primary, Secondary and Tertiary Topic Area. [View](#) the list of topics.

Step 7: Select an Audience Level

We ask that you identify which Audience Level would most benefit from your presentation. Content at all three skill levels is needed to meet the needs of the diverse audience at the annual assembly.

Novice: This is a level of someone new to--or a seasoned professional with limited exposure to--hospice and palliative care. Presentation will discuss concepts that are considered basic skills/knowledge for those working in hospice and palliative care.

Intermediate: This level is for someone with detailed knowledge but less than 5 years in hospice and palliative care. Presentations considered for those with at least some work experience in the topic to be discussed.

Advanced: This is an individual with more than 5 years and who has a great deal of knowledge in hospice and palliative care. They are well versed in knowledge and are in advanced stages of their career.

Step 8: List minimum of 2/maximum of 5 Measurable-Behavioral Objectives

- Objective- Must be a measurable behavioral objective the attendee should achieve as a result of your presentation. [View](#) instructions on writing instructional objectives.
- Content Description- Provide an outline of the content for each objective. It must be more than a restatement of the objective.
- Time Frame- State the time frame for the objective.
- Presenter- List the presenter for the objective.
- Teaching Method- Describe the teaching methods strategies, materials & resources for the objective.

Step 9: Comments- Include any comments you would like to share with the planning committee. You may include references, but do not list any authors. There is a place to list authors later in the abstract submission process.

Step 10: Abstract Text- Abstracts should be 300 words or less. Please do not include title, authors, or references in the text.

Please keep in mind that when submitting an abstract that attendees want to hear about your work, and how your work can be useful in their practice.

Step 11: Assembly Objectives- You will be asked to select 3 objectives that best correlates with your abstract. [View](#) the Assembly objectives.

Step 12: Pharmacotherapeutic Content- You will be asked to please determine the time your program includes pharmacotherapeutic content. Pharmacotherapeutic time is awarded based on actual presentation time in increments of 0.25 of an hour (which is 15 minutes). Pharmacotherapeutic content time is fairly broad and contact hours are awarded based on actual presentation time dedicated to the following criteria:

- Medication/drug specific information – physiology, pharmacokinetics, pharmacodynamics and bioavailability.
- Rationale for "medication of choice", including evidence-based guidelines, Cost comparison between medications that inform indication and choice.
- Goals of medication therapy, desired effects and evaluation of patient responses including management of adverse reactions.
- Safe medication administration including assessment tools.
- Treatment guidelines which include the use of pharmacological and non-pharmacological and the choice of one or another.
- Special medication dosage situations, including age-specific considerations.
- Results from relevant clinical trials of medications.
- New regulations, guidelines about medications.

Step 13: Was your abstract previously published in a Peer Reviewed Journal. If you select yes, and your abstract is accepted for presentation, your abstract will not be published in JPSM to avoid copyright infringement.

Step 14: You will be asked to agree that if your proposal is accepted, that all presenters listed on your abstract must pay to register for at least the day they are scheduled to present.

Step 15: Authors- a maximum of 8 authors is allowed for each proposal.

- As the submitter, you will be considered the primary author and will receive all communication from the Academy.
- Please consult with your co-authors on how they would like their names to appear prior to submission of the abstract.
- If the co-author you entered is already in the system, please select that record even if the email appears to be different. This is to AVOID creating a duplicate record within the abstract system. A duplicate record will block your co-author from being able to access and complete the required bio and disclosure forms, and will prevent your abstract from being submitted for review.
- You will be asked to check the presenter box if a co-author you listed will also be presenting.
- Upon submission of the abstract, an email will be sent automatically to co-authors listed asking them to complete a biographical form and disclosure form.
- You may log back in at any time prior to the deadline to see if the co-authors you have listed submitted the biographical and disclosure forms.