**Text, calendar

Description automatically generated**

# Case Presentations and Scholar Posters Abstract Submission Form Guidelines

**These guidelines are only to be used to organize your abstract content. All information below must be submitted via the electronic submission form online.**

**Hard copy proposals will not be accepted.**

In the online submission form, you will also need to complete the following:

* Biographical information form
* Conflict of interest disclosure form (if a conflict is disclosed – an email will be sent to the submitter asking them to complete an attestation form)
* Faculty agreement form
* Abstract submission fee attestation
* Diversity, Equity, and Inclusion statement review attestation

Prepare your abstract information below before entering it into the abstract submission system:

**Title**:

Take special care when entering your title. If selected, it may be published, and title will be printed 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

**Address the following practice gap questions:**

* What practice-based problem (gap) will this education address?
  + Examples: Improve care coordination; Better communication with patients and families; Give better feedback to students
* What is/are the reason(s) for the gap? How are your learners involved?
  + Examples: Strategies needed to discuss difficult topics with family members; Unsure of best ways to improve team collaboration
* What change(s) in strategy, performance, or patient care would you like this education to help learners accomplish?
  + Examples: Eliminate stigmatizing language from communications with patients; Improve management skills

**Select** a Case Presentation type:

* Case presentation: case study focused on issues significant to hospice and/or focused on any of the domains of palliative care faced by the interdisciplinary team. Committee to determine presentation style (15-minute oral paper or poster)

**Complete** the applicable text box according to the following subheadings.

* Professional status
  + Professional in Training (currently engaged in a formal education/training program)
    - Include current training/graduate program name, city, state, degree or goal of program
  + Early Career Professional (up to 5 years post training)
* Primary & Secondary Domain
  + Hospice
  + Domain 1: Structure and Processes of Care
  + Domain 2: Physical Aspects of Care
  + Domain 3: Psychological and Psychiatric Aspects of Care
  + Domain 4: Social Aspects of Care
  + Domain 5: Spiritual, Religious and Existential Aspects of Care
  + Domain 6: Cultural Aspects of Care
  + Domain 7: Care of the Patient at the End of Life
  + Domain 8: Ethical and Legal Aspects of Care
* Audience level
  + Less experienced practitioner
  + More experienced practitioner
  + Suitable for all levels

Abstract text should be 300 words maximum that describe the content and of publishable quality. Do not include title, authors, or references in the text – this information will be collected in the “additional information” question in the submission form.

**OR Select** a Scholar Poster Presentation type:

* Scholar poster presentation: poster presentation specifically designed for student, resident, and fellow investigators to gain the opportunity for broad interaction and feedback regarding their scholarly works in progress.

**Complete** the applicable text box according to the following subheadings.

* Professional status
  + Professional in Training (currently engaged in a formal education/training program)
    - Include current training/graduate program name, city, state, degree or goal of program
  + Early Career Professional (up to 5 years post training)
* General Topic Area
  + Clinical Research
  + Quality Improvement/ Performance Improvement
  + Educational/Research
  + Other (write in)
* Audience level
  + Less experienced practitioner
  + More experienced practitioner
  + Suitable for all levels
* Role
  + HPM Fellow
  + Post-PhD Fellow
  + PhD grad in past year
  + DNP grad in past year
  + PhD Student
  + Medical Student
  + DNP student
  + Other
* Attestation statement that your mentor/advisor is aware of your scholarly submission and supports the scholar work in progress

Abstract text should be 300 words maximum that describe the content and of publishable quality. Do not include title, authors, or references in the text – this information will be collected in the “additional information” question in the submission form.

**Determine** Measurable and Behavioral Outcomes

Outcomes must be measurable and behavioral for the attendees to achieve as a result of attending your presentation.

Here are a few tips in writing outcomes and corresponding data:

* + Consider this goal but do not write “By the end of this session, my learners will be able to ...” This should not be included when you list your actual outcome.
  + Start by using [Bloom’s Taxonomy](https://www.csun.edu/sites/default/files/Bloom's%20verbs%20for%20CT_0.pdf) to select an action verb that is observable and measurable.
  + Wrap it up by adding how your learners will apply the standard or how you assess them.
  + [Review more instructions](http://aahpm.org/uploads/Writing_Instructional_Objectives.pdf) on writing outcomes - an example of an acceptable outcome: “Explain the key principles of hospice and palliative care.”
  + Provide a content description/outline for each outcome. It must be more than a restatement of the outcome.
  + State the time frame for each outcome.
  + List the faculty for each outcome.
  + Describe the teaching methods/strategies for each outcome.
* Examples: PowerPoint Didactic, role-play, self-check or reflection.

**Additional information collected in the submission form:**

* Annual Assembly desired outcome attestation
* Pharmacotherapeutic Content breakdown (if applicable)
* List any organizational memberships

**Authors:**

* + As the submitter, you will be considered the primary author and will receive all communication regarding your proposal.
  + Please consult with your co-authors on how they would like their names to appear prior to submission of the proposal.
  + Please list all authors in the order they should appear in the printed and online materials (e.g., Journal, assembly app, pocket guide).
  + If a 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 biographical form, disclosure form and faculty agreement and will prevent your proposal from being submitted for review.
  + You will be asked to check the faculty box if a co-author you listed will also be presenting.
  + Upon submission of the proposal, an email will be sent automatically to the listed co-authors asking them to complete a biographical form, disclosure form and faculty agreement.
  + You may log back in at any time prior to the deadline to see if your listed co-authors have submitted their biographical form, disclosure form and faculty agreement.

**FINAL STEP**: Once all the above has been determined, proceed to the electronic case and scholar abstract submission form to enter your information.

Once filled out, pay the submission fee and follow prompts to ensure your abstract is submitted for review.