

ANNUAL ASSEMBLY

HOSPICE & PALLIATIVE CARE

San Diego, CA • March 4-7, 2026

2026 Annual Assembly of Hospice and Palliative Care Principal Call for Podium (Oral) Abstract Submissions **Submission Deadline: Monday, July 14, 2025 at 11:50PM PT**

Getting Started with Your Abstract Submission

Ready to share your work? We're here to make the process smooth and straightforward.

Before you begin, we encourage you to:

- Review the submission categories and eligibility requirements for the Principal Call
- Prepare your abstract according to the submission guidelines, including word count, formatting, and required components
- Ensure your submission aligns with the identified themes and focus areas

You'll be guided step-by-step through the submission portal. Be sure to have your finalized abstract text, author information, and payment method ready before completing your submission.

Let's elevate the future of hospice and palliative care—we can't wait to review your abstract!

STEP 1: Privacy Notice Acknowledgement (Required)

Before beginning your submission, all Primary Authors must review and acknowledge the Academy's Privacy Notice. This allows AAHPM to manage the submission, review, selection, and scheduling process for your submission, awards, or grants through the platform.

- You will be prompted to check a box confirming that you have read and agree to the Privacy Notice.
- This step is required before accessing the abstract submission form.
- The Privacy Notice outlines how your personal data and submission details will be used and stored.

Step 2: Begin a New Abstract Submission

Once you've acknowledged the Privacy Notice, click the link to start a new abstract. This will open the abstract submission form in a new window/tab.

TASK: Submission Title

- A title is required to begin and proceed through your submission tasks
- Title is limited to 100 characters.
- Titles should be concise and descriptive for attendees to decide which sessions they wish to attend.
- Avoid starting your title with **"The"** or **"A"** to improve searchability and indexing.

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- Characters such as symbols, quotation, italics, bold, etc. are not accepted due to abstract platform formatting limitations.

Examples:

- ✓ *Correct:* This is a Properly Formatted Abstract Title
- ✗ *Incorrect:* THIS IS AN IMPROPERLY FORMATTED ABSTRACT TITLE
- ✗ *Incorrect:* This is an “improperly formatted” abstract title

Important: Enter the title **only** in the “Title” field. Do not re-enter it in the abstract body.

Task List

Click on each task listed to enter the requested information. Each task must be completed in order for your submission to be finalized.

- When a task is complete, it will be marked with a large green check mark.
- You may return to any task to make edits before the deadline.
- It is recommended to save submission as you complete each task and continue
- Once all tasks are complete, click “Save Submission” to finalize your abstract.

TASK: Authors

- Maximum of three **(3) abstracts** per primary (first) author
- Required fields for each author:
 - First and last name
 - Credentials (e.g., MD, DO, DNP, NP, PharmD, PA, BCC, CCC, ACPE)
 - Institutional affiliation
 - City and state
- Maximum of eight **(8) authors** per abstract
- Designate all presenting authors as prompted
- Consult all co-authors before submission to confirm formatting and publication consent
- Author names and credentials will be published **exactly as submitted** in the conference App and in JPSM

Role of the Lead Author (Primary Author)

The lead author is responsible for:

- **Managing the abstract submission** in the Cadmium portal, including entering all required information and completing all submission tasks.

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- Serving as the **primary point of contact** for all communications regarding:
 - Submission confirmation
 - Disclosure and compliance requests
 - Acceptance or rejection notifications
 - Presenter logistics and session scheduling
- **Facilitating communication** with all co-authors to confirm:
 - Consent to be listed on the submission
 - Accurate listing of names, credentials, affiliations, and presenter roles
 - Completion of required disclosure forms
- **Coordinating pre-recording responsibilities** and ensuring the final version is submitted (if accepted) by the deadline
- Responding promptly to all inquiries from the conference planning team



Author Disclosures

- All authors must disclose any relevant financial relationships with ineligible companies.
- The primary author will provide contact information through the added author task to trigger emails for co-authors disclosures.
- Disclosures will be reviewed, and mitigation strategies applied prior to acceptance.



TASK: Abstract Content

Topic Selection

Choose one topic category:

- Innovations in Care
- Education
- Hospice
- Leadership / Program Development
- Pediatrics
- Symptom Assessment and Management

Key Message

- Provide a 50-word summary of the session's core message and significance
- This will appear in the Assembly program and the published abstract (if accepted)
- Not included in the 300-word abstract limit

Abstract Body (max 300 words)

Sample abstract format:

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1. Background / Purpose
 2. Approach
 3. Implications / Lessons Learned
- ◆ Learner *outcomes/objectives* are submitted separately and should not appear in the body.

References and Citations

- Number references in order of appearance (not alphabetically)
- Use Arabic numerals in parentheses (e.g., "...as shown in (1)")
- Format according to JPSM [Author Guidelines](#)

🎯 TASK: Desired Learning Outcomes (Objectives)

Submit two (2) cognitive learning objectives aligned with Bloom's Taxonomy.

What should learners be able to do after this session?

[Reference Bloom's Taxonomy](#)

Examples:

- Participants will self-report the ability to analyze shared experiences in serious illness care as opportunities for healing and reconciliation.
- Participants will apply simulation-based communication strategies to reduce errors in shared decision-making.

📌 SUBMISSION INFORMATION TASK:

1. **Category 1 Pharmacotherapeutic Content Identification (if applicable)**

Identify pharmacotherapeutic content relevant to national ANCC and AANP NP/CNS recertification which includes current clinical application of pharmacology across the life span including drug specific information, safe prescribing practices and information, safe medication administration, prescribing methodologies, new regulations and/or similar content.

If your session includes pharmacotherapeutic content (relevant to ANCC/AANP certification), select the estimated time:

- 0 minutes
- 15 minutes
- 30 minutes
- 60 minutes

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2. JPSM Publication Eligibility and Consent

Accepted abstracts not previously published will be considered for publication in a *Journal of Pain and Symptom Management (JPSM)* supplement (anticipated May–June 2026).

Select one:

- ☒ Yes – I confirm the abstract has not been submitted to or published in a peer-reviewed journal and I consent to publication in *JPSM* if accepted.
- ☐ No – The abstract has been submitted to or published in a peer-reviewed journal and is not eligible for *JPSM* publication.

For publication formatting, see [JPSM Author Guidelines](#).

3. Identify the Interdisciplinary Team (IDT) composition of the abstract faculty (if applicable)

Select all that apply from the checklist.

4. Provide Other IDT roles not listed (if applicable)

5. Use of AI Tools (Declarative AI Disclosure)

Indicate whether generative AI tools were used in abstract preparation.

6. If AI tools used, declare which AI Tools were used in text box

7. Additional comments field (optional) Use this free-text field to provide any additional information related to your submission.

TASK: Annual Assembly Purpose Alignment

Confirm that your submission supports the purpose of the 2026 Annual Assembly:

“The 2026 Annual Assembly of Hospice and Palliative Care is dedicated to shaping the future of our field by delivering innovative, evidence-informed educational content that inspires measurable improvements in clinical competence, care delivery, and professional development.”

TASK: Presenter Agreement

If accepted:

- Presenting faculty must register and attend in person in **San Diego**
- Present live during the scheduled session time
- Presenting faculty are encouraged to participate in end of day Homerooms to support learner engagement, gather feedback on your presentation content

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TASK: Presenter Pre-Recorded Content Submission Agreement

All accepted abstracts require the **lead faculty** to facilitate submission of a **self-recorded version of the session** in an **accessible format** before the conference begins.

- This is **mandatory** to ensure on-demand access for all registered participants
- **Failure to submit** by the deadline may result in removal from the program

Resources on accessibility:

[PowerPoint Accessibility](#)

[Section 508 Accessibility Guide](#)

TASK: Abstract Submission Fee Acknowledgement

- A **\$45** non-refundable processing fee is required per abstract upon submission
- Payment is required to finalize your submission

Final Submission Steps

- Save your submission frequently
- Review for completeness and accuracy
- Monitor your task list for pending invited author disclosures
- Make final edits any time before the submission deadline:

 **Monday, July 14, 2025 at 11:59PM PT** 

Questions?

Contact us at: info@aahpm.org

Thank you for your contribution to advancing the field by submitting your work for consideration. Your insights and innovations are essential to shaping the future of our field. We look forward to showcasing meaningful, high-impact content at the 2026 Annual Assembly and celebrating the incredible work of our community.