

ANNUAL ASSEMBLY

HOSPICE & PALLIATIVE CARE

San Diego, CA • March 4-7, 2026

2026 Annual Assembly of Hospice and Palliative Care Subsequent Call for Early Career, Professionals in Training and Scientific Research **Getting Started with Your Abstract Submission**

⚠️ Reminder: Your abstract is not complete until all tasks show a green check mark ✓ and you click the **green Submit button in the upper right corner.**

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 types and eligibility requirements
- Prepare your abstract according to the submission guidelines, including word count, formatting, and required components

You'll be guided step-by-step through the submission portal. In order to complete your final abstract submission, you will need author information, and payment method and have completed all tasks in the abstract submission portal. **You must click the final submit button for your abstract submission to be complete.**

🔒 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, and continuing education reporting 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.

ANNUAL ASSEMBLY

HOSPICE & PALLIATIVE CARE

San Diego, CA • March 4-7, 2026

- Avoid starting your title with “**The**” or “**A**” to improve searchability and indexing.
- Characters such as symbols, 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 submission.

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 their agreement with content and publication consent
- Author names and credentials will be published **exactly as submitted** in the conference App and in Journal of Pain and Symptom Management (JPSM)

ANNUAL ASSEMBLY

HOSPICE & PALLIATIVE CARE

San Diego, CA • March 4-7, 2026

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.
- 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 alert emails for co-authors' disclosures.
- All author disclosures must be completed prior to submission deadline.
- Disclosure information will undergo review, and relevant mitigation strategies will be implemented prior to final acceptance.

TASK: Abstract Content

Topic Selection

Choose one topic category from the options provided in the drop-down menu

Key Message

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

ANNUAL ASSEMBLY

HOSPICE & PALLIATIVE CARE

San Diego, CA • March 4-7, 2026

Abstract Body (max 300 words)

Sample abstract format:

1. Abstract Background / Purpose/Objective(s)
2. Approach
3. Implications / Lessons Learned

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 Journal of Pain and Symptom Management (JPSM) [Author Guidelines](#)

TASK: Desired Learning Outcomes (Objectives)

Submit two (2) cognitive learning outcomes/objectives aligned to Moore's Level 4 Competence.

What should learners be able to do after this session? Note: learner outcomes are different from the purpose/objectives of the abstract content.

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. For Abstracts Seeking Designated Pharmacotherapeutic Credits

Abstracts may be eligible for designated pharmacotherapeutic credit—including ANCC and AANP NP/CNS recertification and ACPE-accredited pharmacy credit—if they contain substantial, evidence-based content related to medication management, prescribing practices, or pharmacy-relevant clinical applications.

Pharmacotherapeutic Content Definition

Eligible content includes the clinical application of pharmacology across the lifespan, such as:

- Drug-specific information: mechanisms, indications, pharmacokinetics/dynamics
- Safe prescribing and administration practices

ANNUAL ASSEMBLY

HOSPICE & PALLIATIVE CARE

San Diego, CA • March 4-7, 2026

- Dosing, titration, and therapeutic monitoring
- Adverse effects, drug interactions, safety concerns
- Pharmacologic guidelines and decision-making
- Medication-related regulatory updates
- Interprofessional roles in medication management

Eligibility Criteria

To qualify for pharmacotherapeutic contact hour/credit:

- **At least 25% of the content** must focus on pharmacotherapeutic topics as defined above
- Content must be **current, evidence-based**, and **relevant** to prescribing, medication administration, or pharmacy practice
- At least **one learning objective** must directly relate to pharmacologic knowledge or medication-related decision-making, using active, measurable verbs

Pharmacotherapeutic Content Percentage

Indicate the estimated percentage of your abstract's content that meets the criteria for pharmacotherapeutic content hour/credit by selecting one of the following:

- 0% (not applicable)
- 25%
- 50%
- 75%
- 100%

Important Notes

- Requesting pharmacotherapeutic credit does not guarantee approval. Final credit designation is determined by the planning committee during the accreditation review and selection process.

2. Journal of Pain and Symptom Management (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 applies from the checklist.

ANNUAL ASSEMBLY

HOSPICE & PALLIATIVE CARE

San Diego, CA • March 4-7, 2026

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 your abstract is **accepted as a podium** (oral) presentation, all *presenting* faculty must register to attend Annual Assembly of Hospice and Palliative Care in-person in San Diego.
- If your abstract is **accepted as a poster**, at least one author per submitted poster is required to attend the scheduled faculty attended poster presentation sessions and be registered for the 2026 Annual Assembly in-person in San Diego.
- Important: Acceptance of an abstract does *not* include registration for the Annual Assembly. All presenters must register for the meeting separately. Standard registration fees apply.

TASK: Presenter Pre-Recorded Content Submission Agreement

- As part of your presenter agreement, presenting podium and poster faculty must prepare and submit an accessible self-recording of their abstract before the opening of Annual Assembly for on-demand access to all registrants.
- For accepted posters, a digital copy of the poster and a 2-minute, pre-recorded overview of the poster is required to support the virtual attendees.
- 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

ANNUAL ASSEMBLY

HOSPICE & PALLIATIVE CARE

San Diego, CA • March 4-7, 2026

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, October 13, 2025 at 11:59PM PT** 

1.  Complete All Tasks

Each required task will show a green check mark icon (✓) when finished.

2.  Locate the Submit Button

Once every task is complete, a green “Submit” button will appear in the upper right corner of your screen.

3.  Click Submit

Select the Submit button to finalize your abstract.

 **Reminder:** Abstracts left in “Incomplete” status will not be reviewed.

Important: Your abstract submission is not complete until you click the green Submit button (✓). Once all required tasks display a green check mark icon, the Submit button will appear in the upper right corner. You must select Submit to finalize your abstract—submissions left in “Incomplete” status will not be reviewed.

Questions?

Contact us at: info@aahpm.org

Thank you for your contributions towards 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



ANNUAL ASSEMBLY

HOSPICE & PALLIATIVE CARE

San Diego, CA • March 4-7, 2026

to showcasing meaningful, high-impact content at the 2026 Annual Assembly and celebrating the incredible work of our community.