

Submit with Confidence: A Guide for First-Time and Early-Career Submitters

Start with the Submission Resources

Before you begin drafting your submission, take time to review all available submission materials. Be sure to:

- Read all documents provided for the Fall Call for Abstracts.
- Carefully note all deadlines and key dates.
- Review the abstract scoring rubric to understand how submissions will be evaluated.
- Familiarize yourself with formatting requirements, word limits, and any required submission elements in the submission portal.

Choose the Submission Type That Best Fits Your Work

Scholarly Works in Progress

This category is intended for preliminary or ongoing scholarly efforts. If you are exploring a question, evaluating a new approach, implementing a change, or examining opportunities to improve practice, your work may be a good fit for this category. Submissions do not need to include final results and may highlight projects at any stage of development.

Reviewers understand that many projects are still underway. Focus on clearly describing the issue being addressed, your methods or approach, progress to date, and the potential impact of the work.

Cases

Case submissions use patient scenarios to highlight clinical learning opportunities and real-world practice challenges. Strong case submissions typically:

- Present a meaningful clinical question, challenge, or dilemma.
- Describe the patient's presentation and care journey.
- Highlight diagnostic, communication, ethical, or treatment considerations.
- Share lessons learned and implications for practice.

Highlight Why Your Work Matters

Reviewers are looking for submissions that are relevant, educational, and applicable to hospice and palliative care practice. Consider addressing:

- What challenge, question, or gap prompted this work?
- Why is this issue important?
- What insights, lessons learned, or emerging findings can you share?
- How might this information help others in their practice?

Interdisciplinary Collaboration and JEDI Considerations

While not formally scored, reviewers are encouraged to consider how submissions reflect interdisciplinary collaboration and principles of justice, equity, diversity, and inclusion (JEDI).

When applicable, highlight:

- Collaboration across disciplines, roles, or care settings.
- Contributions of different members of the care team.
- Efforts to improve equitable, inclusive, and culturally responsive care.
- Work that addresses barriers, disparities, or the needs of underserved populations.
- Lessons learned that can support more inclusive hospice and palliative care practices.

Your Perspective Matters

Some of the most impactful presentations come from professionals sharing lessons learned from everyday practice, patient care experiences, and projects designed to improve care delivery.

If this is your first submission, we encourage you to take the next step. Your work and experiences can contribute to the collective learning of the hospice and palliative care community while helping you build professional presentation experience.