

INACSL Conference Abstract Requirements

Thank you for your interest in submitting an abstract for the INACSL Conference, 2020. Once you create a login, you will be asked to enter your abstract title and complete tasks. If you would like to create your abstract outside the Scorecard system so the final version can be entered at one time, the information and questions to consider are outlined below.

Title:

- The title you choose should be concise and indicate the focus of the presentation.
- Titles should follow APA formatting (Example: Simulation at the crossroads: A time of innovation).
- There is a maximum of 50 words or 200 characters.

Session Format:

- **Podium:** 45-minute, concurrent educational activities to include a question/answer (Q&A) period. Can be individual, panel (maximum of 5 people), or how-to formats. Preference will be given to sessions with participant interaction.
- **Poster:** Displaying a physical poster no larger than 8 feet wide x 4 feet tall (2.4 meters x 1.2 meters) in size. Posters will be set up on Wednesday afternoon and removed on Friday afternoon. If your poster is selected for presentation, at least one representative from the author team is required to register for the conference and participate in the Poster Reception by staffing the posters in order to answer questions and discuss the presentation with attendees.
- **Pre-Conference:** Presenting on Wednesday, June 24 for 6 hours (full day). Authors are encouraged to work together to create a mini-symposium with multiple speakers presenting on the same topic for an equal amount of time (example: three experts on a topic submit together and each present for two hours). Individual submissions may be combined to create a symposium.
- **Pre-Conference Tour:** Occurs on Wednesday, June 24 from 8:00 am-3:00 pm. Must include lunch for participants. Like the other categories, potential tours must have an educational focus, are required to submit learning objectives and complete all required abstract documents, and submit the final presentation prior to the tour for approval by the Lead Nurse Planner.

Author information:

- Include the names and email addresses for up to seven (7) total authors.
- Be sure to designate one (1) person as the Lead Author and all other individuals as Co Authors.
- Once authors are linked to the abstract, contact them via the submission system to complete their contact information and Conflict of Interest.
- Your abstract submission will not be complete until all authors listed have submitted the required information.

Session Track:

- **Education** - In this category, any group of educators who work with any type of learners can apply. Abstracts for consideration may include: quality improvement, best practice, curricular changes, student outcomes, and/or innovative projects.
- **Industry** - This category includes simulation centers, hospital-based programs, stand-alone programs, companies, and businesses where the focus is on organizational, system-wide, and/or global change or impact utilizing simulation.
- **Operations** - The focus of these abstract submissions is on the operational aspects of launching, managing, and/or evaluating simulation programs. In addition, this could include the day to day operations such as moulage, scheduling, turn-over, and technical aspects of simulation.
- **Research** - Research could be from education, industry, and/or operations. Submissions in this category must be the systematic investigation into and study of materials and sources in order to establish facts and reach new

conclusions. Systematic reviews are applicable. If human subjects are involved, institutional review board or ethics committee approval is required.

Format:

- **Traditional Podium** – All presenters share information at one time
- **Panel Group Discussion** – No more than five (5) panelists take turns discussing a topic
- **How To**- Teaching participants the steps involved in completing a task

Works in Progress:

Must agree to the statement: Author understands that no works in progress will be accepted.

Abstract:

Abstract content should address the areas outlined in the applicable rubric. (Limit to 250 words)

[Research Rubric](#)

[Non-Research Rubric](#)

Summary:

Please include a short summary of your presentation that highlights why an attendee would want to participate in your session. Summaries may be used for conference marketing. (Limit to 400 characters)

Deadlines:

I understand that by not adhering to deadlines I negatively impact many aspects of this Conference. Therefore, if my presentation is accepted and I fail to meet the deadlines provided, my presentation will be cancelled. Must agree to statement: I understand that if I do not submit the required materials by the stated deadlines, my presentation will be cancelled. (Question is in different locations based on selected session format)

Learning Objectives:

- Provide at least 3 learning objectives that are clear, measurable, and achievable.
- Complete the sentence, 'Upon completion, participant will be able to...'

Education Planning Table:

- Complete and upload an [Education Planning Table](#) (EPT).
- A sample of an EPT that has been completed correctly is available [here](#).
- You will be required to download and watch a video describing how to properly complete an EPT. You may watch that video [here](#).

Conflict of Interest:

- Disclose if you or your spouse have a conflict of interest or financial relationships associated with the presentation/topic.
- Type your name as an electronic signature verifying that the information you provided is correct.

Statement of Work:

You must agree that you meet all four (4) of the conditions for claiming authorship of this abstract:

1. Authors make substantial contributions to conception and design, and/or acquisition of data, and/or analysis and interpretation of data;
2. Authors participate in drafting the article or revising it critically for important intellectual content; and
3. Authors give final approval of the version to be submitted and any revised version.
4. Authors agree to be accountable for all aspects of the work.

Additional Podium Submission questions:

- If this abstract is not selected as a podium presentation, I/we are willing to offer a poster presentation (yes/no)
- Would this presentation include participant interaction beyond a lecture and Q&A discussion? (yes/no)
- This session is intended for learners at the following level (novice/intermediate/advanced)
- If this abstract is not selected for presentation at the conference, would you be interested in potentially presenting this material as an INACSL webinar? (yes/no)

Submission and conference registration information:

Maximum submissions: Each author may be involved in unlimited submissions; however, only one submission per Lead Author will be accepted.

Submission deadline: 11:59 pm EST on Tuesday, October 15, 2019

Selection notification: January 2020

Conference Registration: At least one author per accepted abstract is required to register for the conference to present the material. The Lead Author for accepted podium abstracts will be sent a code for \$50 off of the registration fee. Poster presenters are not eligible for registration discounts.