

INACSL Conference Abstract Requirements

Thank you for your interest in submitting an abstract for the INACSL Conference, 2021. Once you create a login, you will be asked to enter your abstract title and indicate the format before you are taken to a list of tasks you will need to complete. If you would like to create your abstract outside the Scorecard system to upload the final version into the CadmiumCD online platform in one sitting, the information and questions outlined below will assist you in this process.

Title:

- The title should be concise and accurately reflect the abstract and presentation's contents. Titles should follow APA 7 formatting (Example: Simulation at the crossroads: A time of innovation) and should be a maximum of 25 words or 200 characters.
- Please note that *after the abstract has been submitted, title edits will not be accepted* (even if your abstract is selected for presentation).

Format:

- **Podium** (*in-person or virtual*)- 45-minute, concurrent educational activities. **Virtual presentations** are expected to take the entire 45 minutes. **In-person sessions** should include a 10-minute question/answer (Q&A) period. These timeframes should be reflected in the Educational Planning Table (EPT).
- **Poster** (*in-person or virtual*)- All posters will be displayed virtually by creating a pdf file to upload and recording a 5-minute overview of the topic. The highest-scoring abstract authors will be invited to display a poster onsite in Denver.
- **Hands-on/How-to workshops** (*in-person only*) – Workshops will be 2-hours and held throughout the event for in-person participants. Additional registration fees will not be required to participate in these sessions. Those who have previously presented 6-hour pre-conference sessions are encouraged to break the content down into more focused presentations. Abstracts should include information on how to apply the content provided and details on how attendees will participate in immersive, experiential learning activities. At least 50% of the session must be a hands-on or application activity. *These hands-on opportunities are separate from the HomeGrown Solutions. [Click here](#) for more information about HomeGrown Solutions.*

Abstract:

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

- [Research Rubric](#)
- [Non-Research Rubric](#)

Author information:

- A total of seven authors, one lead author and six co-authors, may be listed on each abstract submission. The Lead Author will identify all other authors, and each individual will be required to set up an account in CadmiumCD to complete a Conflict of Interest form and confirm involvement in the material used for the abstract in a Statement of Work. If the abstract is selected, no more than two authors may present in-person or virtually. The Lead Author will be asked to indicate who will be presenting during the acceptance process. All presenting authors will be required to register for the event. *After the abstract submission deadline, authors may not be added or removed from the abstract.*
- *If the abstract is accepted, all presenting authors will be required to register for the conference.* Authors who are not presenting or who cannot attend will be listed on the conference website and app, will receive communications, and will be required to complete tasks. If the podium and poster author(s) presenting the material do not register for the event, the presentation will be cancelled. Authors presenting virtually may

register for the virtual or in-person event. Authors presenting in-person must register for the in-person conference in order to deliver the content to an audience in Denver.

- Some tasks and requirements must be completed by the Lead Author. The entire author team should be in communication throughout the submission and abstract management process to hold each other accountable for meeting deadlines. *Accepted presentations will be cancelled and will not be listed on conference materials if all task deadlines are not met.*
- More than one abstract per Lead Author may be accepted for presentation; however, those who are more experienced in the field are encouraged to mentor other team members in the Lead Author role. If this is your first time submitting an abstract for INACSL and you would like a mentor, please send an email to ce@inacsl.org. Receiving assistance does NOT guarantee that your abstract will be accepted.
- All authors are responsible for ensuring that contact information is up-to-date in the abstract management system for abstract submission messages from inacslinfo@inacsl.org, or ce@inacsl.org. Questions may be directed to Lead Nurse Planner Mary Ann Cantrell at ce@inacsl.org.

Session Track:

- **Clinical Practice**- In this category, facilitators who work with any type of learners in simulation centers, hospital-based programs, stand-alone programs, companies, and businesses can apply.
- **Education**- In this category, facilitators who work with any type of learners can apply. Abstracts may include quality improvement, best practice, curricular changes, student outcomes, and/or innovative projects.
- **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** - Submissions in this category could be from education, clinical practice, and/or operations and must include a systematic investigation 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.

Platform (podium and poster abstracts):

Please indicate if you prefer to present the abstract material Virtually Only or if you are willing to travel to Denver to present In-Person if selected. Regardless of the selection, presenting authors must register for the conference. Authors presenting virtually may register for the virtual or in-person event. Authors presenting in-person must register for the in-person conference.

Works in Progress:

- Works in Progress will be accepted as virtual posters only.
- Podium authors must confirm that they are NOT submitting a work in progress.
- Poster authors must agree that a work in progress will only be presented virtually.

Learning Level:

Select the experience level in which participants will get the most from the content. Learning level options are novice, intermediate, or advanced.

Participant Interaction (podium and hands-on/how-to workshops abstracts):

Podium authors will be asked to indicate if the session includes participant interaction beyond the lecture and Q&A discussion.

Hands-on/How-to authors must describe how attendees will actively participate in at least 50% of the session.

Key Words:

New in 2021! The CadmiumCD system will help attendees find the most relevant sessions by searching for Key Words. Two key words are minimally required and up to six may be entered. Entries must be individual words. For example, if your topic is related to Augmented Virtual Reality, you will need to enter each word in a separate text box.

Deadlines:

Presenters must acknowledge an understanding that deadlines which are not met may result in cancellation of the presentation. (Question is in different locations based on selected session format.)

Learning Objectives:

- Begin with the sentence, "Upon completion, participant will be able to..."
- Provide at least 3 learning objectives that follow the SMART format included in [the INACSL Standards of Best Practice: SimulationSM](#) (see page 9 of pdf document which is page S13 of the publication)

Education Planning Table:

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

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 confirm that you have met all four (4) abstract authorship conditions:

1. Authors have made substantial contributions to conception and design, and/or acquisition of data, and/or analysis and interpretation of data;
2. Authors have participated in drafting the article or revising it critically for important intellectual content;
3. Authors have given final approval of the version to be submitted and any revised version; and
4. Authors have agreed 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)
- If this abstract is not selected for presentation at the conference, would you be interested in 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, a maximum of five (5) presentations may be accepted per Lead Author. Those who are more experienced in the field are encouraged to mentor other team members in the Lead Author role. If this is your first time submitting an abstract for INACSL and you would like a mentor, please send an email to ce@inacsl.org. Receiving assistance does NOT guarantee that your abstract will be accepted.

Submission deadline: 11:59 pm EST on Friday, October 30, 2020

Selection notification: January 2021. Please do not contact INACSL unless you have not been notified of the abstract status by the end of January 2021.

Conference Registration: *All presenting authors will be required to register for either the in-person or virtual conference if the abstract is accepted for podium, poster or hands-on/how-to workshops.* Authors not presenting will be listed on the conference website and app, will receive communications, and will be required to complete tasks. If author(s) presenting the material do not register for the event, the presentation will be cancelled. Authors presenting virtually may register for the virtual or in-person event. Authors presenting in-person must register for the in-person conference to deliver the material in Denver.

INACSL CONFERENCE, 2021 RATES				
FULL CONFERENCE Rates	Before or on April 30, 2021	May 1, 2021 - May 25, 2021	Onsite	
INACSL Member	\$599	\$649	\$725	
Non Member	\$799	\$849	\$925	
Undergraduate Student (non-faculty)	\$400	\$400	\$400	
ONE DAY CONFERENCE Rates	Wed	Thurs	Fri	Sat
INACSL Member	\$300	\$300	\$300	\$300
Non-Member	\$400	\$400	\$400	\$400
VIRTUAL CONFERENCE Rates	10 CNE Package	20 CNE Package		
INACSL Member	\$249	\$349		
Non-Member	\$349	\$449		

**All virtual content is available to full-conference in-person registrants. In-person registration is required in order to present material at the face-to-face conference in Denver.*