Thank you for your interest in submitting an abstract for JADPRO Live, a CE-accredited conference for advanced practitioners (APs) in oncology and hematology, to be held October 20-23, 2022, in Aurora, Colorado. The conference chair invites oncology advanced practitioner professional members of the *Advanced Practitioner Society for Hematology and Oncology* (APSHO) to submit abstracts for clinical poster presentation. Conference attendees include nurse practitioners, physician assistants, clinical nurse specialists, pharmacists, advanced degree nurses, hematology/oncology nurses, and physicians.

The abstract submission deadline is 11:59 pm PDT, August 1, 2022.

Abstract Submission Guidelines

Abstract submitters must complete all submission requirements by 11:59 pm PDT on August 1, 2022, for the abstract to enter the review process and be considered for clinical poster presentation. Deadline extensions and late-breaking data deadlines are not planned. Encore abstracts and posters are not accepted for review in this category.

Abstract Submitter Requirements
The abstract submitter* must meet the following requirements:
- Be an oncology/hematology advanced practitioner (AP) defined as a nurse practitioner (NP), physician assistant (PA), pharmacist (PharmD), clinical nurse specialist (CNS), or master's degree or higher advanced practice nurse;
- Be a professional member of the *Advanced Practitioner Society for Hematology and Oncology* (APSHO) in good standing (please see below for more information);
- Complete all requirements of abstract submission; and,
- Attend the conference and the moderated poster sessions to present the poster, should the abstract be accepted.

*It is preferred that the lead author submits the abstract and presents the poster should the abstract be accepted. If a co-author on the abstract will be attending the conference and presenting the poster, that co-author should be the author who submits the abstract. If extenuating circumstances occur before the conference, and it is necessary for an author different than the submitter to present, the author must have been a co-author on the original submission, and the abstract submission coordinator should be notified as soon as possible.

Information and Tasks Required for Abstract Submission
An abstract submission must include the following information and be electronically submitted by the deadline. Submitters may save their work and come back to complete it.

Submitting Author:
- Full name, credentials, title/position, institution, email, phone number, and APSHO membership number
- Curriculum vitae (CV) or resume
- Disclosure form (each author on the abstract is required to complete one)
- Final abstract title

- Complete body of abstract including appropriate subheadings
- Declaration of the role of the authors in the work/content presented in the abstract
- Confirmation of original authorship (completed by submitting author)
- Completed Copyright Transfer Agreement for Abstracts (lead or representative author approved by the lead author must complete)
- Permissions if applicable (may be uploaded as supporting documentation)
- References (encouraged but not required; may be uploaded as supporting documentation)

Co-Authors:
- Full name, credentials, title/position, institution, email, and phone number
- Self-completed disclosure form (each author listed on the abstract must complete one)

All author tasks must be completed before the submitting author can submit electronically. Submitting authors should allow time for co-authors to complete their profile information and disclosure tasks electronically. **Changes to the author listing and submission will not be permitted after the submission deadline.**

Abstract Instructions and Additional Requirements

Abstract Content
Authors are advised to make certain the abstract addresses the significance of the topic for oncology advanced practice and provides a clear description of the role of, and implications for, advanced practitioners in oncology/hematology. In addition:
- Abstract content must be objective and free from bias.
- Content must be original, novel, significant to advanced practitioners, not previously presented or published, and not submitted for consideration elsewhere.
- Content should describe a completed initiative (see below for more information regarding complete or incomplete initiatives).
- Encore abstracts and abstracts discussing trials in progress will not be considered for review.

Abstract Topic
Submitters will be required to identify the topic of the abstract. Abstract topics may include:
- Advanced practice project
- Clinical/evidence-based practice
- Educational initiative
- Leadership
- Professional development
- Quality of Care
- Research

Abstract Title
The title at the time of submission will be the final title used in all references to the abstract, including the poster, poster listings, and publication in the *Journal of the Advanced Practitioner in Oncology*

(JADPRO) should the abstract be accepted. **Acronyms and brand names of drugs are not permitted in the title.** The title is not included in the word count.

Abstract Body and Word Count

Abstracts should be no more than 500 words, including section headings. Acronyms may be used within the abstract after the words are spelled out at first use, with the acronym following in parentheses.

Section Headings

The abstract must be organized with section headings. Section headings are included in the word count. Example section headings:

- Background (other options: Context, Setting, Objective, Aim, Goal, Purpose)
- Methods (other options: Design, Intervention, Approaches, Procedures, Processes)
- Results (other options: Findings, Outcome Measures, Effects, Discoveries)
- Conclusions (other options: Interpretation, Summary, Evaluation)
- Recommendations (other options: Implications, Proposals, Applications)

Tables

Tables are not allowed within the body of an abstract but may be used on posters.

Mention of Therapeutics

Generic names may be used for drug mentions in abstracts and abstract titles. A brand name may be added in parentheses after the generic name, at first use only, and not in the abstract title.

References and Permissions

References and/or permissions may be uploaded as separate documents and therefore will not be included in the word count. PDF is preferred; .doc and .docx may also be used.

Projects in Progress and Late-Breaking Data

Abstracts should describe completed work; projects in progress may be considered for review if the content provided is compelling and important for the advanced practitioner prior to project completion. Late-breaking data past the submission deadline may be included in the poster should the abstract be accepted. Please contact the abstract coordinator for questions or concerns.

Abstract Authors

A maximum of 10 authors is allowed. The submitting author may be contacted to clarify co-author information, role, or contributions. All correspondence regarding a submitted abstract will be directed to the submitting author. Once the deadline has passed, changes to the abstract submission, including authorship, are not permitted. If there are questions regarding author inclusions, please contact the abstract coordinator before the abstract deadline. **Abstracts may not be written or submitted by parties on behalf of authors; submissions of this type will be declined.**

APSHO Membership

An advanced practitioner who submits an abstract must be a current member of APSHO in good standing and have a completed member profile. For more information regarding your current membership status or to join APSHO, please visit www.apsho.org.

Tips for a Successful Abstract Submission and Review
- Submit early and allow time for co-authors to complete their tasks electronically.
- Refrain from mentioning institutions and other identifying information in the body of the abstract. Use descriptive phrases for your institution instead.
- Learn more about how abstracts will be reviewed. Read and note the criteria in the review process below.
- Recruit a seasoned colleague to read and critique your abstract before submission.
- Ask questions! Contact the abstract coordinator listed below.
- Be sure to hit the final submit button once all abstract information is entered and tasks are completed.
- Understand what is required once an abstract is accepted. Read the information on posters below.

Review Process

All completed abstract submissions that meet requirements will undergo review, including review by two or more peer reviewers utilizing a double-blind review process, via the electronic submission system. (Authors and peer reviewers will remain unknown to each other.) The submitting author may contact the abstract coordinator for questions throughout the process. The abstract coordinator may contact submitting authors with questions regarding abstract submissions.

Abstract Peer Review Criteria:

Category 1: Background (Context, Setting, Objective, Aim, Goal, Purpose)
a. The background is clearly summarized.
b. The purpose/significance (of the educational project, clinical project/issue, leadership or professional activity, or research) is clearly defined and directed to oncology advanced practice.
c. The topic/content has implications for the oncology advanced practitioner.
d. The role of the oncology advanced practitioner is distinctly described.

Category 2: Methods (Design, Intervention, Approaches, Procedures, Processes)
a. How the purpose/objective was addressed is included.
b. The implementation methods (interventions, approaches, procedures, and/or processes) are clearly described.

Category 3: Results (Findings, Outcome Measures, Effects, Discoveries)
a. The goals are evaluated according to specific measures.
b. The outcomes are applicable to and valuable for oncology advanced practitioners.

Category 4: Conclusions (Interpretation, Summary, Evaluation)

a. The outcomes and findings are clearly summarized and discussed.
b. The implications for oncology advanced practice are clearly identified.

Category 5: Recommendations (Implications, Proposals, Applications)
a. Suggestions, recommendations, and/or next steps are included and applicable for APs or to oncology advanced practice.

Category 6: Innovation
a. The research, clinical/evidence-based practice project or oncology advanced practice initiative/activity is innovative, creative, or ground-breaking.

Peer reviewers will offer recommendations for the abstracts and the review chair will determine/confirm final decisions. All correspondence will be directed to the submitting author, including notification of review outcomes, whether accepted or declined.

Accepted Abstracts
Accepted abstracts will be eligible for poster presentation during JADPRO Live, October 20-23, 2022. For more information regarding JADPRO Live and to access the abstract submission portal, please visit the conference website, www.jadprolive.com.

Accepted abstracts will be published in an issue of the *Journal of the Advanced Practitioner in Oncology* (JADPRO) following the conference. Publication of the abstract will not jeopardize future submission of a manuscript; authors are encouraged to continue their work to manuscript submission.

Poster Presentations
Submitting authors whose abstracts are accepted for poster presentation will be contacted by the abstract coordinator with additional details and next steps in the process, including, but not limited to, poster numbers or other identifiers, specifications for poster development, presenter tasks, presentation dates and times, and any additional requirements for final approval.

The presenting author will have tasks with deadlines in the electronic system, such as:
• Confirming the author profile information
• Uploading an author photo
• Uploading an author bio
• Uploading the final poster in PDF format
• Providing the JADPRO Live registration confirmation number
• Recording a short audio statement about the poster

Poster presentations of accepted abstracts will be open to submitting authors who are registered and paid conference participants. Information regarding moderated poster sessions with be provided. The poster presenter must attend the moderated poster sessions for in-person discussion of the poster with conference attendees. Please contact the abstract coordinator if there are questions regarding the presenting author's role.

Accepted abstracts, poster pdfs, and presenting author information will be available to registered conference attendees via the conference app. Posters will be available via an e/poster gallery on the JADPRO Live website during the conference and on-demand period.

Outstanding Poster Award

The annual APSHO *Outstanding Poster Award* will be presented during JADPRO Live. The review task force will use the same abstract peer review criteria (see review categories above) to consider all clinical posters submitted by the poster upload deadline and will select the *Outstanding Poster Award* winner. The poster award winner will be presented with a poster ribbon, receive special recognition during JADPRO Live, in an issue of the *Journal of the Advanced Practitioner in Oncology* (JADPRO) following the conference, in the *APSHO Advance* member newsletter, and via APSHO and JADPRO social media.

To be eligible for the award, the final pdf of the poster for the accepted abstract must be uploaded to the electronic submission system by 5 pm EDT on Thursday, October 6, 2022.

Accessing the Abstract Submission System

Submitting authors may access the abstract submission system by clicking on the abstracts tab of the [JADPRO Live website](). After reading the guidelines, the submitting author should click on "Create Account" under the New Users area to create an account for the submission system. Once the account is created, the submitting author will be able to access the abstract until the submission deadline. Submissions that are incomplete after the deadline will no longer be accessible.

Full submission guidelines are also available for download within the submission system.

For questions or concerns regarding abstracts and posters for JADPRO Live, please contact the abstract coordinator, Kelley Moore, [kmoore@hbside.com]().