



Thank you for your interest in submitting an abstract for consideration of clinical poster presentation at JADPRO Live, a CE-accredited conference for advanced practitioners (APs) in oncology and hematology, to be held November 9-12, 2023, in Orlando, Florida. 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.

Final* abstract submission deadline: 11:59 PM EDT, August 1, 2023

*See new information regarding pre-deadline submission below

Abstract submitters must complete all submission requirements by the final deadline of 11:59 pm EDT on August 1, 2023, 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 Submission Guidelines for Clinical Posters

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, including the moderated poster sessions, to present the poster should the abstract be accepted.

*It is expected 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.

NEW THIS YEAR! *Abstract Pre-Submission Review Opportunity*

Abstract submitters may request a pre-submission review of their abstract by an APSHO advanced practitioner mentor. Abstracts should be a complete draft for this review and fully structured in the required format (see guidelines below). An APSHO advanced practitioner mentor will complete a high-level review, providing feedback and tips for abstract success. Feedback is provided for your consideration and is not required for your abstract to be considered for acceptance. Additionally, participation in this activity does not guarantee abstract acceptance during final review. We encourage

submitters of any experience level to take advantage of this opportunity. **To participate, review the guidelines, prepare your abstract, and email it to the abstract coordinator: kelley.moore@broadcastmed.com by the pre-submission deadline of June 12, 2023, indicating you would like pre-submission feedback.** Authors will receive feedback by or around June 30th. Those who participate in this opportunity will still need to officially complete and submit their abstract in this submission portal by the submission deadline of August 1.

NEW THIS YEAR! *Inaugural Oral Poster Presentation*

This year, five clinical poster presenters will have the opportunity to present their posters as mini-oral presentations during a dedicated session at JADPRO Live, in addition to the two traditional moderated poster sessions. A JADPRO Live task force will select presenters for this session from the submitters of high-scoring, accepted abstracts. Presenters will have a 10-minute period to present a 3-4 slide overview of their poster and answer questions. Presenters will be notified in October. Submitters who are interested in being selected for this inaugural oral poster presentation will have the opportunity to request consideration during the abstract submission process.

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 electronically)
- 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 in this category.

Abstract Topic

Submitters will be required to identify the topic of the abstract. Abstract topics may include:

- Advanced practice projects
- Clinical/evidence-based practice
- Educational initiatives*
- 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. Names of institutions in abstract titles are strongly discouraged.** 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. **Unless essential for context, please refrain from using identifying institution names in the body of the abstract, due to the blind review process.** Instead, use institution descriptors (e.g., large academic institution, community oncology practice, clinical research organization).

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, Purpose*)
- Methods (*other options: Intervention, Approaches, Procedures, Processes*)

- Results (*other options: Findings, Outcome Measures, Effects, Discoveries*)
- Conclusions (*other options: Interpretation, Summary, Evaluation*)
- Recommendations (*other options: Implications, Proposals, Applications*)

Background, Methods, Results, Conclusions and Recommendations are common section headings for abstracts and your abstract will be reviewed based on this type of structure (see review criteria below). The other options in parentheses are examples of other words you might use for section headings. Select section headings that best describe your content and its context.

Tables

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

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, in the body of the abstract but not in the abstract title.

References and Permissions

References and/or permissions should be uploaded as separate documents and therefore will not be included in the word count. Please be prepared to upload as a PDF.

Projects in Progress and Late-Breaking Data

Abstracts eligible for review should describe completed work. Projects in progress may be considered for review if initial outcomes provide compelling information impacting advanced practice in oncology or hematology. Late-breaking data past the submission deadline may be described by the poster presenter during the moderated poster presentation 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.aphso.org.

Important Tips for Successful Abstract Submission and Review

- Submit early and allow time for co-authors to complete their digital tasks.
- Refrain from mentioning institutions and other identifying information in the body of the abstract. Use descriptive phrases for your institution instead, for the purposes of the blind review.
- 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

How many of the following criteria does the abstract meet?

- a. The background is clearly summarized. (*What is already known?*)
- b. The purpose/significance is clearly defined. (*What is not yet known?*)
- c. The purpose/significance is directed to advanced practice.
- d. The topic/content has implications for the oncology advanced practitioner (AP).
- e. The role of the oncology AP is distinctly described.

Category 2: Methods

How many of the following criteria does the abstract meet?

- a. How the purpose/objective was addressed is included.
- b. The implementation methods are clearly described.
- c. The methods and measures used in the study are appropriate for the purpose/objective.
- d. The goals are evaluated according to specific measures, either qualitative or quantitative.
- e. The outcomes are applicable to and valuable for oncology APs.

Category 3: Results

How many of the following criteria does the abstract meet?

- a. Results address the stated purpose of the abstract.
- b. Results presented are consistent with measures outlined in the Methods section.
- c. Results are complete and unambiguous.
- d. Results are clearly summarized.
- e. Results are applicable to oncology APs.

Category 4: Conclusions/Recommendations

How many of the following criteria does the abstract meet?

- a. Outcomes and findings are clearly summarized.
- b. Conclusions address how the results related to the stated purpose/objective of the abstract.
- c. Conclusions clearly state what is new or innovative about the study or project.
- a. Implications for oncology APs are clearly identified.
- b. Suggestions, recommendations and/or next steps are included and applicable to APs

Category 5: Quality of Writing

How many of the following criteria does the abstract meet?

- a. Abstract is well organized.
- b. Abstract has a clear take-home message.
- c. Abstract is free of grammatical, spelling, and punctuation errors.
- d. Abstract is coherent and cohesive.
- e. Abstract is descriptive and easy to understand; clearly connects results/conclusions to purpose.

Category 6: Relevance

Is the abstract relevant to AP (NP, PA, CNS, and/or PharmD) practice?

Yes or No

Category 7: Innovation (Bonus Category)

Is the research, clinical/evidence-based practice project, or advanced practice initiative/activity innovative, fresh, creative, or ground-breaking *for the area of practice in which it was developed*?

Yes or No

Peer reviewers provide recommendations during abstract review. The review chair confirms all final outcomes of acceptance or decline. 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, November 9-12, 2023, at the Orlando World Center Marriott in Orlando, Florida. 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. In addition, abstracts and the e-poster gallery will be shared via email to a broad distribution list in the first quarter of 2024.

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 poster portal, such as:

- Confirming the author profile information
- Uploading an author photo
- Uploading an author bio
- Uploading the final poster as a one-page PDF
- Providing the JADPRO Live conference registration confirmation number
- Recording a short audio* statement about the poster

*Video statements may be available during this time; more details will be provided.

The submitting author of an accepted abstract will be invited to present a clinical poster at the conference and must be a registered and paid conference attendee to present. Information regarding moderated poster sessions and the new oral presentation session will be provided. **The poster presenter must attend the moderated poster sessions for in-person discussion of the poster with conference attendees. Poster presenters selected for the oral session will be asked to submit 3-5 slides as an overview of the poster and must attend the oral session.** Additional information will be provided. 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 digitally. Posters will be available via an e/poster gallery during the in-person conference and the virtual on-demand period November 20 through December 31, 2023.

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 one-page PDF of the poster for the accepted abstract must be uploaded to the electronic submission system by 5 pm EDT on Thursday, October 19, 2023.

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, kelley.moore@broadcastmed.com.