

## ABSTRACT SUBMISSION GUIDELINES FOR CLINICAL POSTERS

### HOW TO USE THIS DOCUMENT

The first 3 pages of this document highlight key elements of abstract submission for clinical poster consideration and will get you started. The remaining pages contain detailed and important information you also need to know about abstracts, including full descriptions of each category and helpful tips for a successful submission. Please do not hesitate to contact us with questions. **IMPORTANT: Please begin your submission in the electronic system as soon as possible. You can save your work and come back to complete it.**

### 2026 KEY DATES

- May 1                    **Deadline to send abstract in for pre-submission feedback (optional)**
- JULY 1                    ABSTRACT SUBMISSION DEADLINE (open until 11:59 PM PT)**

### ABSTRACT SUBMITTER REQUIREMENTS

The abstract submitter must meet the following requirements:

- Be an oncology/hematology advanced practitioner (AP): NP, PA, PharmD, CNS, or master’s degree or higher advanced practice nurse,
- Be a professional member of APSHO in good standing,
- Complete all requirements of abstract submission and,
- **Attend the conference, including the moderated poster sessions, to present the poster should the abstract be accepted.**

### ABSTRACT SUBMISSION CATEGORIES AND SUBCATEGORIES

Advanced Practice Initiatives	Clinical Research & Quality Improvement
AP-Led Clinics & Practice Initiatives	Clinical Research & Evidence-Based Practice
Educational Initiatives	Quality Improvement Projects/Quality of Care
Leadership/Professional Growth	

**NOTE:** A limited number of high-quality case studies will be accepted. Priority will be given to case studies that emphasize **precision medicine, quality of life** (including advanced practitioner well-being), and the **use of artificial intelligence tools in clinical practice**.

### ORAL POSTER PRESENTATIONS

Ten clinical abstracts/posters will be selected for oral poster presentation during dedicated sessions at JADPRO Live, in addition to the two traditional moderated poster sessions.

### ABSTRACT PRE-SUBMISSION REVIEW OPPORTUNITY (DEADLINE is MAY 1)

An APSHO advanced practitioner mentor will complete a high-level review, providing feedback and tips for abstract success. Direct questions to [kelley.moore@conexiant.com](mailto:kelley.moore@conexiant.com).

### INFORMATION AND REQUIRED TASKS (DEADLINE is JULY 1)

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.**

## Additional Instructions and Information Regarding Abstract Submission

- Content must be original, novel, relevant to APs, not previously presented or published, and not submitted for consideration elsewhere
- Submitters will be asked to attest to authorship and disclosure of use of artificial intelligence (AI)
- Abstract content must be objective and free from bias

### Abstract Title

The title at the time of submission will be the final title used in all references to the abstract. The title is not included in the word count. **DO NOT use acronyms, brand names of drugs or medical devices, or names of institutions in the abstract title.**

### Abstract Body and Word Count

Abstracts should be no more than 500 words, including section headings. **DO NOT use institution names in the body of your abstract.**

### Section Headings

**The abstract must be organized with section headings** such as Background, Methods, Results, Conclusions, Recommendations.

### 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

References are not required but may be helpful for reviewers. Citing references within the body of your abstract is not required or preferred. References may be uploaded in supporting materials and therefore will not be included in the word count. PDF required.

### Permissions

Permissions may be uploaded as separate documents and therefore will not be included in the word count. PDF required.

### Artificial Intelligence

Disclosure of the utilization of artificial intelligence (AI) tools is required if it is utilized for anything other than assistance with grammar, spelling, formatting, and reference clean up. Please see the full statement regarding disclosure and description of the use of AI for abstract or poster development in the full guidelines below.

### 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.

### Abstract Authors

A maximum of 10 authors is allowed. **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.apho.org](http://www.apho.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 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 the 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***

All completed submissions that meet requirements will undergo peer review. Abstracts are scored with a focus on key criteria: *Background, Methods, Results, Conclusions/Recommendations, Quality of Writing, Relevance, and Innovation.*

#### ***Accepted Abstracts***

Accepted abstracts will be eligible for poster presentation during JADPRO Live. Accepted abstracts will be published by the *Journal of the Advanced Practitioner in Oncology* (JADPRO) following the conference.

#### ***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. **The poster presenter must be registered and attend the moderated poster sessions for in-person discussion of the poster with conference attendees.**

#### ***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. **To be eligible for the award, the final one-page image of the poster for the accepted abstract must be uploaded to the poster presenter portal by 5:00 PM PT on September 30, 2026.**

### ***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@conexiant.com](mailto:kelley.moore@conexiant.com).

## **DETAILED ABSTRACT SUBMISSION GUIDELINES FOR CLINICAL POSTERS**

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 October 15-18, 2026, at the Minneapolis Convention Center in Minneapolis, Minnesota. 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.

**ABSTRACT SUBMISSION DEADLINE: Wednesday, JULY 1, 2026, 11:59 PM PT**

Abstract submitters must complete all submission requirements by the final deadline of 11:59 pm PT on Wednesday, July 1, 2026, 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.

### **DID YOU KNOW?**

**The APSHO Education Committee offers an opportunity for pre-submission review if you are looking for some extra support or guidance!**

### **ABSTRACT SUBMITTER REQUIREMENTS**

The abstract submitter\* must meet the following requirements:

- Be an oncology/hematology advanced practitioner (AP): NP, PA, PharmD, CNS, or master’s degree or higher advanced practice nurse,
- Be a professional member of APSHO in good standing,
- Complete all requirements of abstract submission; and,
- **Register for and attend the conference, including both 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 submitting author to present, the author must have been a co-author on the original abstract at the time of submission, and the abstract coordinator should be notified as soon as possible.

## ABSTRACT SUBMISSION CATEGORIES AND SUBCATEGORIES

<b>Advanced Practice Initiatives</b>	<b>Clinical Research &amp; Quality Improvement</b>
AP-Led Clinics & Practice Initiatives	Clinical Research & Evidence-Based Practice
Educational Initiatives	Quality Improvement Projects/Quality of Care
Leadership/Professional Growth	

**NOTE:** A limited number of high-quality case studies will be considered for acceptance. Priority will be given to case studies focused on:

**Precision Medicine** – Case studies exploring the application of genetics and molecular components in diagnosis and treatment of pre-malignant or cancerous conditions.

**Quality of Life** – Case studies examining patient management in oncology focusing on impact on quality of life such as emotional well-being or ability to perform activities of daily life (ADLs). May include qualitative data.

**Use of artificial intelligence tools in clinical practice** – Case studies exploring the integration of AI-enabled tools (e.g., ambient listening, clinical decision support, other tools) to enhance efficiency, accuracy, and quality of oncology care.

### **Oral Poster Presentations**

Ten clinical posters will be selected for oral poster presentation during dedicated sessions at JADPRO Live, in addition to the two traditional moderated poster sessions. An invitation will be sent to the presenter, including a session day/time assignment and instructions.

### **DON'T MISS OUT! 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.
- 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@conexiant.com](mailto:kelley.moore@conexiant.com) by the **pre-submission deadline of Friday, May 1, 2026**, indicating you would like pre-submission feedback. Authors will receive feedback on or around June 1. PLEASE NOTE: This is not your official abstract submission. **Those who participate in this opportunity will still need to complete and submit their abstract in the submission portal by the submission deadline of Wednesday, July 1, 2026.**

### **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 tasks:

- Full name, credentials, title/position, institution, email, phone number, and APSHO membership confirmation
- Curriculum vitae (CV) or resume
- Disclosure form (each author completes their own; see additional information below)
- Final abstract title

- Complete body of abstract including appropriate subheadings
- Co-author names and emails
- Co-author listing
- Declaration of the role of the authors in the work/content presented in the abstract
- Disclosure of the use of artificial intelligence (AI) and agreement to responsibility for accuracy
- 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 a PDF in supporting documentation)
- References (encouraged but not required; may be uploaded as a PDF in supporting documentation)

**Co-Author tasks:**

- Full name, credentials, title/position, institution, email, and phone number
- Self-completed disclosure form (each author completes their own; see more information below)

**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. All authors included in your listing must be added to the portal under the Abstract Authors tab so they can complete their profiles and disclosures. Co-authors not added in this task cannot be included in the author listing for the abstract or poster.**

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:

- 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 content must be objective and free from bias.

Abstract Topic

Submitters will be required to identify a category and subcategory for their abstract.

The following tables outline guiding principles, examples, and additional considerations for each.

<b>Category: Advanced Practice Initiatives</b> <b>Sub-category: AP-Led Clinics &amp; Practice Initiatives</b>		
Guiding Principles	Examples	Additional Considerations
<ul style="list-style-type: none"> <li>• Developed and implemented by APs in the field of hematology/oncology</li> <li>• Projects intended to showcase the unique contributions and innovations made by APs in improving patient care and outcomes in hematology and oncology</li> </ul>	<p>Projects may involve the development and implementation of:</p> <ul style="list-style-type: none"> <li>• New/improved interventions</li> <li>• New/improved treatment protocols</li> <li>• New/improved care delivery models that aim to improve patient outcomes and QoL for patients with cancer</li> </ul> <p>Examples may include projects that focus on:</p> <ul style="list-style-type: none"> <li>• Optimizing symptom management</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a detailed description of the project’s methodology &amp; interventions, including:               <ul style="list-style-type: none"> <li>○ Project design &amp; patient population</li> <li>○ Data collection methods</li> <li>○ Evidence based interventions or protocols used</li> </ul> </li> <li>• Include an evaluation of the project’s outcomes and impact, such as data on improvements in patient outcomes, patient satisfaction scores,</li> </ul>

	<ul style="list-style-type: none"> <li>• Enhancing patient education and support</li> <li>• Improving care coordination</li> <li>• Implementing innovative care delivery models</li> </ul>	<p>healthcare provider adherence to best practices, etc.</p> <ul style="list-style-type: none"> <li>• Highlight the advance practice skills and expertise utilized in the project and how the project contributes to advancing the role of APs and improving patient care in hematology/oncology.</li> <li>• Include discussion of lessons learned, recommendations for future projects, and/or strategies for implementing and spreading successful interventions.</li> </ul>
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<b>Category: Advanced Practice Initiatives</b> <b>Sub-category: Educational Initiatives</b>		
Guiding Principles	Examples	Additional Considerations
<ul style="list-style-type: none"> <li>• Projects that focus on education interventions or initiatives aimed at improving knowledge, skills, and competencies related to oncology care. Targets may include healthcare professionals (especially APs), patients, or caregivers</li> <li>• Highlight innovative approaches and/or technologies utilized to enhance the experience of participants</li> </ul>	<p>Projects may include implementation of:</p> <ul style="list-style-type: none"> <li>• Workshops</li> <li>• Seminars</li> <li>• Online modules</li> <li>• Educational materials</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly outline educational goals and objectives, including target audience and the intended specific knowledge or skills that the initiative aims to enhance</li> <li>• Include a detailed description of the educational method/strategy</li> <li>• Include clear evaluation of the educational effectiveness: <ul style="list-style-type: none"> <li>○ Data on participant satisfaction</li> <li>○ Post-intervention knowledge or skills assessment</li> <li>○ Other relevant outcome measures</li> </ul> </li> <li>• Highlight innovative approaches and/or technologies used to enhance the experience of participants</li> <li>• Discuss implications of the educational initiative for oncology care, such as: <ul style="list-style-type: none"> <li>○ How the initiative has improved APs ability to provide optimal care</li> <li>○ How the initiative increased patient's understanding of their condition and treatment options</li> </ul> </li> <li>• How the initiative enhanced overall quality of care delivery</li> </ul>

<b>Category: Advanced Practice Initiatives</b> <b>Sub-category: Leadership, Professional Growth, and Development</b>		
Guiding Principles	Examples	Additional Considerations
<ul style="list-style-type: none"> <li>• Submissions should highlight the key role APs play in driving positive change and improving outcomes in the field of hematology/oncology</li> </ul>	<p>Specific areas of professional development targeted may include:</p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Clinical skills</li> <li>• Research methodology</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly outline the project or initiative being presented: <ul style="list-style-type: none"> <li>○ Leadership challenge or opportunity the project addresses</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>Projects or initiatives should focus on enhancing the knowledge, skills, and competencies of APs in the field of hematology/oncology and highlight the importance of continuous learning and professional growth for delivering high quality care to individuals with cancer</li> </ul>	<ul style="list-style-type: none"> <li>Communication skills</li> </ul> <p>Methods and strategies used in the initiative may include:</p> <ul style="list-style-type: none"> <li>Workshops</li> <li>Conferences</li> <li>Webinars</li> <li>Mentorship programs</li> <li>Other educational activities geared toward growth &amp; development</li> </ul>	<ul style="list-style-type: none"> <li>Goals and objectives of the initiative</li> <li>Describe how leadership initiatives were utilized to inspire and motivate teams, drive innovation, and/or improve communication and collaboration</li> <li>Include an evaluation of the initiative's impact, such as: <ul style="list-style-type: none"> <li>Data on participant satisfaction</li> <li>Self-assessment of knowledge or skills improvement</li> <li>Data on improvements in team performance, patient outcomes, or organizational metrics directly related to the project</li> <li>Other relative outcome measures</li> </ul> </li> <li>Discuss implications of the initiative for oncology practice, such as: <ul style="list-style-type: none"> <li>Lessons learned</li> <li>Recommendations for future leaders</li> <li>Insights into how effective AP leadership can contribute to positive change and improved outcomes in oncology care</li> </ul> </li> <li>Ways the initiative has improved APs ability to provide optimal care, enhanced patient outcomes, contributed to research advancements, and/or ability to effectively lead multidisciplinary teams</li> </ul>
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<b>Category: Clinical Research and Quality Improvement</b> <b>Sub-category: Clinical Research and Evidence-Based Practice</b>		
Guiding Principles	Examples	Additional Considerations
<ul style="list-style-type: none"> <li>Projects based on clinical evidence or best practice guidelines in the field of hematology/oncology</li> <li>Projects that aim to improve quality of patient care by using evidence-based interventions &amp; treatment protocols that have been shown to be effective in clinical practice</li> </ul>	<p>Projects may include:</p> <ul style="list-style-type: none"> <li>Prospective research studies</li> <li>Retrospective chart reviews</li> <li>Case series</li> </ul>	<ul style="list-style-type: none"> <li>Ensure to clearly state: <ul style="list-style-type: none"> <li>The research question or clinical problem the project seeks to address</li> <li>Methodology used to conduct the project</li> </ul> </li> <li>Include discussion surrounding clinical implications of the project findings and how this can be applied in clinical practice by APs</li> <li>Critical appraisal of the evidenced used to inform the project's interventions or treatment protocols, such as: <ul style="list-style-type: none"> <li>Description of the quality of evidence used</li> <li>Any limitations or biases that may have affected the research</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ How the evidence was synthesized to inform the project's clinical recommendations</li> <li>○ Summary of the projects impact on patient outcomes and quality of life</li> <li>○ Recommendations for future research or clinical practice changes</li> </ul>
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<b>Category: Clinical Research and Quality Improvement</b> <b>Sub-category: Quality Improvement Projects/Quality of Care</b>		
Guiding Principles	Examples	Additional Considerations
<ul style="list-style-type: none"> <li>• Projects should focus on identifying interventions or initiatives relevant to APs and evaluation of their impact on patient outcomes and experiences</li> </ul>	<p>Areas of emphasis for quality improvement may include:</p> <ul style="list-style-type: none"> <li>• Patient safety</li> <li>• Care coordination</li> <li>• Symptom management</li> <li>• Supportive care</li> <li>• Patient satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a detailed description of methods and strategies used to assess and improve quality of care, such as: <ul style="list-style-type: none"> <li>○ Data collection methods</li> <li>○ Interventions implemented</li> <li>○ Guidelines or protocols followed</li> </ul> </li> <li>• Consider which Quality Improvement methodology is most appropriate for the project (e.g., Lean, PDSA, Six Sigma)</li> <li>• Highlight how the project aligns with established quality improvement frameworks or evidence-based practices in oncology</li> <li>• Include evaluation of the impact of the QI project, such as: <ul style="list-style-type: none"> <li>○ Data on improvements in patient outcomes, AP adherence to best practices, or changes in patient satisfaction scores</li> </ul> </li> <li>• Discuss implications of quality improvement project for oncology practice, including lessons learned, recommendations for future projects, and strategies for sustaining and spreading successful interventions</li> <li>• Highlight how the project contributes to the overall improvement of care and outcomes for individuals with cancer</li> </ul>

### Additional Instructions and Information Regarding Abstract Submission

#### 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 by the *Journal of the Advanced Practitioner in Oncology* (JADPRO) should the abstract be accepted. DO NOT use **acronyms, brand names of drugs or medical devices, or names of institutions in the abstract 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 body after the words are spelled out at first use, with the acronym following in parentheses. **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, professional society).

### 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. In the body of the abstract, a brand name may be added in parentheses after the generic name, at first use only, but not in the abstract title.

### References

References are not required but may be helpful for reviewers. Citing references within the body of your abstract is not required or preferred. A reference list may be uploaded in the supporting materials task and therefore will not be included in the word count. PDF required.

### Permissions

Permissions may be uploaded as separate documents and therefore will not be included in the word count. PDF required.

### Regarding Artificial Intelligence (AI)

AI-based tools and technologies include but are not limited to large language models, generative AI, and chatbots. JADPRO Live, following the standards of the *Journal of the Advanced Practitioner in Oncology (JADPRO)*, has adapted guidelines regarding AI in abstract submission and poster presentation.

- Human authors must be heavily involved in the writing process and are ultimately accountable for the content of the work.
- AI and AI-assisted technologies should not be listed as an author or co-author or be cited as an author.
- AI tools used to assist with grammar, spelling, formatting, and reference clean up do not need to be disclosed.
- JADPRO Live does not accept abstracts focused on author opinion or perspective that have used AI to generate text.

- Where authors use AI in research such as data acquisition or analysis, it must be disclosed in the Methods section, with the version number, data accessed, and manufacturer name described, along with the disclosure.
- Where authors use AI to create graphics for posters, the role of AI in creating the graphic must be specified in the legend.
- Reviewers of abstracts may not use AI tools when reviewing work for peer review.

Abstract submitters are asked to attest to authorship within the submission process. If AI has been utilized for abstract development beyond grammar, spelling formatting, and/or reference clean-up authors must upload a document (PDF) in the supporting document upload task disclosing the use of AI and providing a description.

#### 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 verbally described by the poster presenter during the moderated poster presentation or provided via the audio/video file opportunity 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 will be listed in the submission portal as an author and included in the total of 10 authors. 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](http://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 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 the 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**

Abstracts are scored with a focus on the following key criteria:

Category	Key Considerations
<b>Background</b>	The background is clearly summarized; purpose and significance are clearly defined
<b>Methods</b>	Implementation methods are clearly described and evaluated according to specific measures, either qualitative or quantitative; methods clearly address the stated purpose/objective
<b>Results</b>	Presented results are consistent with the measures outlined in the methods section and address the stated purpose of the abstract
<b>Conclusions/Recommendations</b>	Outcomes and findings are clearly summarized; conclusions address how the results relate to the stated purpose/objective of the abstract
<b>Quality of Writing</b>	Abstract is well organized, descriptive, and easy to understand with a clear take home message; abstract is free of grammatical, spelling, and punctuation errors
<b>Relevance</b>	Abstract is relevant to AP practice
<b>Innovation</b>	The research, clinical/evidence-based practice project or advanced practice initiative is innovative for the setting in which it was developed

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, October 15-18, 2026, at the Minneapolis Convention Center in Minneapolis, Minnesota. For more information regarding JADPRO Live and to access the abstract submission portal, please visit the [JADPRO Live conference website](#).

Accepted abstracts will be published by 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 2027.

**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 access to the poster presenter portal, presenter tasks, presentation dates and times, specifications for poster development, and additional requirements for final approval. **Poster numbers will be provided closer to the conference and are not required on the digital or printed posters.**

The presenting author will have tasks with deadlines in the poster portal, such as:

- Confirming profile information

- Uploading a photo to be used as a headshot
- Uploading a short bio
- Uploading the final poster as a one-page PDF
- Uploading the final posters as an image (.JPEG or .PNG)
- Providing the JADPRO Live conference registration confirmation number
- Recording a short audio or video statement of key highlights/takeaways from the poster

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 oral presentation sessions will be provided. **The poster presenter must attend both 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 their designated oral session to present.** Additional information will be provided. Please contact the abstract coordinator if there are questions regarding the presenting author's role.

Poster presenters will display their printed poster at the conference venue on Thursday, October 15. Accepted abstracts, poster images, and presenting author information will be available to in-person registered conference attendees via the conference app, and to both in-person and virtual attendees via the conference online event hub. Posters will remain available via the digital poster gallery through the on-demand period following the live event, until December 31, 2026.

### ***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, their abstract acknowledged by the *Journal of the Advanced Practitioner in Oncology* (JADPRO) following the conference, in an issue of the APSHO *Advance* member newsletter, and via APSHO and JADPRO social media.

**To be eligible for the award, the final one-page image of the poster for the accepted abstract must be uploaded to the designated poster portal by 5:00 PM PT on September 30, 2026.**

### ***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.** Submitters are encouraged to begin their submissions as soon as possible and allow time for co-authors to complete their tasks. Submissions that are incomplete after the deadline will no longer be accessible.

**These detailed 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 and poster coordinator, Kelley Moore, Event Manager, [kelley.moore@conexiant.com](mailto:kelley.moore@conexiant.com).