

Rocky Mountain Interprofessional Research and Evidence-Based Practice Symposium

Abstract Submission Guidelines

Important Dates

- ✓ Abstracts submissions are due October 11, 2019
- ✓ Selected abstracts will be notified via email late November 2019 and must confirm their participation in December 2019.
 - *NOTE: At least one author for every selected abstract must attend as a paid registrant (single-day registration for the day of presentation is acceptable)*

Abstract Guidelines

- ✓ The symposium only accepts abstracts with completed results/outcomes at the time of submission for podium or poster presentation. Abstracts with incomplete results/outcomes at the time of submission will only be considered for poster presentation.
- ✓ Abstracts previously presented at a different conference are eligible for submission at the symposium.
- ✓ For research abstracts only: The symposium only accepts research abstracts that have received prior IRB approval. If you submitted your application to the IRB and are awaiting approval, then we invite and encourage you to submit your work to next year's symposium. If your IRB application was declined or if you did not submit an IRB application, then we ask that you please not proceed with your abstract submission.
- ✓ Please do not include any personal or institutional information within the abstract title or body of the abstract to facilitate blind review during the abstract selection process. **Non-blinded abstracts will not be considered for podium presentation.**
- ✓ **Do not** insert tables or graphics into the abstract text.
- ✓ **Do not** insert citations (e.g. Jones, 2014) into the abstract text.
- ✓ **Abstract Title (200 characters, i.e. approximately 20 words):** Please provide the title as you would like it displayed on brochures and the symposium program.
- ✓ **Abstract Text (3,500 characters, i.e. approximately 350 words):** All abstracts should be developed as a structured abstract with the following distinct, labeled sections in bold:
 - **Background/Relevance and Significance:**
 - **Purpose:**
 - **Method/Strategy and Implementation:**
 - **Results/Outcomes:**
 - **Implications:**

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Abstract Writing Resources

- ✓ Visit the Rocky Mountain Interprofessional Research and Evidence-Based Practice Symposium's website for abstract writing resources including:
 - *Abstract Critique and Scoring Rubric*
 - *How to Write an Abstract Power Point*

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The following information is required and must be entered online at the time of submission:

Submission Eligibility Questions

- ✓ **Category:** Select a category for your submission: Evidence-Based Practice/Quality Improvement or Research
 - For research ONLY:
 - What is the status of IRB approval for your study?
 - Approved
 - Submitted, but waiting approval—*We invite and encourage you to submit your work to next year’s symposium. For questions, please submit an online inquiry.*
 - Not submitted or not approved—*Please do not proceed with your application. For questions, please submit an online inquiry.*
- ✓ **Project Completion:** The symposium only accepts abstracts with completed results at the time of submission for podium or poster presentation. Abstracts with incomplete results at the time of submission will only be considered for poster presentation.
 - Have the data analyses for the results/outcomes of your project been completed?
 - Yes—*Eligible for poster or podium submission*
 - No, but will be completed by the symposium—*Eligible for poster only*
 - No and will not be completed by the symposium—*Not eligible for submission*

Primary Presenter Information

- ✓ Contact Information for Primary Presenter, including name, credentials, present place of employment, address, and best contact information
 - *NOTE: There will be a section to enter one additional presenter (a maximum of 2 presenters is permitted). You will need to collect their biographical information, as well as potential conflicts of interest before entering their information. If your abstract has additional authors, you may include all names in the “Additional Authors” section.*
 - Please carefully select the response that most closely matches your place of employment, including the name of your healthcare system *and* specific facility as applicable. Your place of employment will be recorded in symposium marketing and administrative records.
 - Please ensure that all information is entered correctly and credentials are presented in accordance with [ANCC standards](#) (applies to nurses only). Include only degrees and certifications that have been earned at the time of submission. If you graduate in December with a new degree, send an email to research.symposium@uchealth.org with your new credentials no later than December 11, 2019 to have your new credentials appear in Symposium records.
- ✓ **Content Expertise/Introduction/Biographical information (1,000 characters, i.e. approximately**

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100 words): Describe your current position, education (where you went to school and degree achieved), your expertise in the chosen topic, publications, other studies/evidence-based practice projects you have completed that are similar to the topic you are presenting.

- *NOTE: If you are selected to present a podium session, this information will be used to introduce you.*

- ✓ **Qualifications (1,000 characters, i.e. approximately 100 words):** Provide information about expertise/education in adult education or adult learning and if applicable, ANCC credentialing criteria.
- ✓ **Conflict of Interest Disclosure Form:** Presenter(s) are required to disclose all Conflict of Interest and Off Label Use information in this section, if applicable. Presenter(s) will also electronically sign and approve information provided.
 - *NOTE: A maximum of two presenters is permitted. The presenter submitting the abstract online will need to report the biographical information and conflict of interest statement for a 2nd presenter at the same time they report their own information. If your abstract has additional authors, you may include all names in the “Additional Authors” section.*
- ✓ **Additional Presenter Management:** Primary presenter will have the opportunity to enter secondary presenter information in this section, if applicable.
- ✓ **Presentation Type:** Select the type of presentation for which the abstract will be considered: Podium, Poster, or Either Podium or Poster
- ✓ **Practice Interest Area:** Select the one response that best describes the presentation’s *primary* interest area. Selection of a secondary practice interest area is optional for presentations that cover more than one interest area:

Ambulatory	Pain Management
Cardiovascular	Patient Satisfaction
Critical Care	Pharmacy and Medication Safety
Emergency Department / Services	Psychiatric Care
Health Promotion	Radiology
Infants and Children	Rehabilitation
Infectious Disease	Respiratory Therapy
Leadership and Management	Safety
Maternal/Newborn	Surgical
Medical	Therapies (PT, OT, Speech, etc.)
Neuro	Transitions of Care
Oncology	Other
Orthopedics	

Continuing Education Requirements

- ✓ **Learning Outcome Statement (150 characters/15 words):** Please provide two learning outcomes that complete the statement: “By the end of this session, the participant will be able to”.
- ✓ **Additional Authors:** If your abstract has more than two authors, please include additional names and credentials in this section.