Abstract Submission, Review, and Selection Criteria Terms and Conditions

In order to submit an abstract for review, you must read and agree to the following Abstract Submission, Review, and Selection Criteria Terms and Conditions.

Deadline for submissions
ALL submissions must be completed by 11:59 p.m. on August 18, 2014. No new submissions or edits will be accepted after the deadline.

The person submitting the abstract is expected to attend the conference and present. Do not submit an abstract if you know you will not be able to attend the meeting. Others who contributed to the project may be listed as co-authors; you may list up to six co-authors per abstract. You will have an opportunity at a later date to designate which, if any, of the co-authors will present at the conference should your abstract be selected for presentation.

Who may submit abstracts?
- Those employed by a Pathway® designated organization at the time of submission.
- Researchers or educators working in partnership with a Pathway organization. The presentation must include a representative from the credentialed organization.
- Abstract submissions in support of the Pathway to Excellence® and Pathway to Excellence Long Term Care® standards by those other than Pathway to Excellence organizations. Submissions may not be from groups or persons with commercial interests.
- All selections will be made based on merit, with additional consideration given to those from Pathway to Excellence or Pathway to Excellence Long Term Care organizations. There is no limit on the number of abstracts that may be submitted by one person or organization.

Submission requirements
- Must be 250 words or less, exclusive of footnoted references.
- Must be blinded—all references to the organizations and/or authors by name must be omitted from the title, program description, and body of the abstract in order to ensure a fair, unbiased review process.
- Abstracts that have been submitted or presented elsewhere are not automatically rejected; however, we do ask when and where the material has been submitted or presented on the submission form.
- Must be submitted under one of four conference learning objectives.

  After participation in this conference, attendees will be able to:

  1. Examine the role of the nurse as a transformational leader in creating a positive practice environment.
  2. Integrate evidence-based practice that impacts care across the life span.
  3. Apply innovative strategies to create and sustain healthy and engaging work environments.
  4. Examine best practices related to inter-professional collaboration and the impact on quality outcomes.

Poster vs. podium abstract submissions
- **DO NOT submit the same abstract twice—once as a podium and once as a poster.** Doing so will not increase your odds of being accepted. When duplicate submissions are found, one of the two will be deleted. Instead, choose podium, poster, or either.
Presenter requirements
If accepted for presentation, all abstract presenters must:

- Submit required forms in electronic format as directed.
- **Register for and attend the conference.** Unfortunately, ANCC is unable to discount or waive registration costs for presenters. Co-authors are not required to register or attend unless they are participating in the actual presentation at the conference.
- Assume all costs related to travel, accommodations, and registration.

Poster presenters will be required to:

- Submit the final electronic version of the poster in PDF format by April 9, 2015. Once the final version of the presentation is submitted and approved, no changes can be made.
- Bring their poster to the conference for display.
- Be present to answer questions during designated times as part of the conference continuing education program.

Podium presenters will be required to:

- Speak for 50 minutes *minimum*, followed by 10 minutes of Q&A. All sessions must be 60 minutes in total length in order to fulfill CE requirements.
- Submit the final version of their PowerPoint presentation by April 9, 2015.

Review and selection
Each abstract will be evaluated through a blinded, peer review process by members of the Continuing Education Advisory Taskforce and ANCC staff. Abstracts will be evaluated according to the following criteria:

- Presentation of Abstract: Grammar, spelling, clarity
- Content: Substantive, current, of interest to potential attendees
- Relevance to Pathway to Excellence
- Relevance to the conference learning objectives

Acceptance
Notification of abstract selection or non-selection status will be sent via email in October 2014. Please be sure that the email address provided in the submission process is valid, that it contains no typographical errors, and that your system settings allow you to receive mail from this system. **We strongly urge you to send yourself a test email from the login page of the abstract submission site.** If you do not receive notification of acceptance or rejection for your abstract by October 31, 2014, please send an email inquiry to conference staff at pteconabstract@ana.org.