



2018 Abstract Submission Guide

Please complete all submissions by **December 21, 2017**

Contact Information: Please do not hesitate to contact us should you have any questions:

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National Association of Hispanic Nurses Call for Abstracts for 2018 Annual Conference

The National Association of Hispanic Nurses invites abstracts for the 43rd Annual Conference to be held July 31 – August 3, 2018 in Cleveland, OH. The theme of the 2018 conference is “Latino Health Care: Advancing Equity, Diversity and Inclusivity.” The NAHN Annual Conference convenes nurses, physicians, nurse educators, researchers, clinicians, case managers, healthcare innovators and students. NAHN welcomes your innovation, knowledge, expertise, research, challenges and successes. This year, we address the timely issues in Latino Health Care regarding advancing equity, diversity and inclusivity. The 2018 NAHN Annual Conference in Cleveland is shaping up to be the best conference yet with exciting activities and rich content. Join us. Be immersed in our diverse culture and experience all there is to offer at NAHN 2018.

Abstracts will be categorized into one of the four tracks listed below:

- **Track 1:** Research/Scholarship
- **Track 2:** Clinical Practice
- **Track 3:** Leadership
- **Track 4:** Student Education

Important Information

- All poster/podium presenters once confirmed must register and pay for the conference.
- Podium and poster presentations are allowed a maximum of three authors/presenters.
- A maximum of three abstract submissions will be permitted as first author.
- Abstracts must promote the conference theme: Latino Health Care: Advancing Equity, Diversity, and Inclusivity.
- Please note that submissions received via e-mail, mail or fax will not be considered.
- All information received should be proofed for spelling and grammatical errors.

Important Dates to Remember

November 1, 2017 – Abstract Submission Website Opens

December 21, 2017 – Abstract Submission Deadline

January 22, 2018 – Abstract Notification Letters Disseminated

Please Note: Abstracts must be submitted by 5 PM (Central time zone) on the close date. The submission site will close promptly at 5 PM CST. No extensions or exceptions will be granted. If you are in the process of submitting at 5 pm the site will close automatically and your abstract will not be submitted. Individuals who plan to submit an abstract should sign on to the abstract system and create an account, at least 5 business days prior to the deadline to avoid any technical difficulties. If you do experience technical difficulties please contact Caroline Ferguson by email, sales@thehispanicnurses.org or phone, (919)573-5443.

Abstract Notifications

Once an abstract is submitted, the only means of communication and notification of status will be sent via e-mail. Only the primary author will be sent a letter of notification indicating the acceptance or rejection of an abstract via the e-mail provided. It is incumbent on the submitter to notify all authors of the decision. Abstract results will be sent to the primary author via e-mail notification on Monday, January 22, 2018.

Key Submission Elements

Before beginning your online submission, please ensure you have the following information ready:

1. **Title of Presentation** (limited to 50 characters)

2. **Program Track Selection:**

- Track 1 Research/Scholarship
- Track 2 Clinical Practice
- Track 3 Leadership
- Track 4 Education

3. **Presentation Format:**

- Podium - Podium presentations that are denied may be accepted for poster presentation.
- Poster
- Both (by choosing both, you are willing to present **either** a poster or podium presentation)

4. **Three Measurable Behavioral/Outcome Objectives:**

Please use S.M.A.R.T. to develop your objectives. To make your objectives S.M.A.R.T., it needs to conform to the following criteria: **S**pecific, **M**easurable, **A**ttainable, **R**elevant and **T**imely.

5. **Authors of Abstract:**

Please be prepared to enter the below information for each author.

- Name
- Credentials
- Affiliation
- Position/Title
- Mailing Address
- Phone
- Email Address

6. **Abstract Submission** (limited to 2,000 characters including spaces)

The abstract submission should be limited to 2,000 characters including spaces and follow the IMRAD format:

- Introduction
- Methods
- Results
- Discussion

7. **Biography and current copy of author(s) Curriculum Vitae**

NAHN reserves the right to review and edit any bio submitted (Please limit to 100 words or less). Presenters must have documented qualifications that demonstrate their education and experience in the content area they are presenting. CV should be a chronological document showing your educational background, speaking experience, awards, books, publications, or other applicable items pertaining to your education or career background. This document is required by some of the licensing commissions NAHN makes application to for Continuing Education credits.

Review Process

Abstracts will go through a blind review of your submission by volunteers from the organization who will make recommendations to the Education Committee for selection of podium or poster presentation. Selections will be based on the criteria as described below, using a combination of scoring criteria and qualified needs assessment based on the following:

- Originality of material
- Overall quality of content including innovative programs
- Relevance / timeliness to current issues
- Well-defined focus and objectives
- Practical applications of material
- Level of speaking experience and expertise
- Basic, Intermediate, Advanced level knowledge
- Hands-on learning for immediate application
- Free from commercial bias (no marketing is allowed in sessions)
- All components presented are neat and in the correct format

Criteria	4 Points	2 Points	0 Points
Advance's in Equity, Diversity and Inclusivity related to Latino Healthcare as focus	YES		NO
Introduction	Introduction identifies a consistent, realistic problem and gap in the literature	Introduction is not well written but provides the need for the presentation	Poor introduction; is not convincing of the gap or problem
Purpose	YES: purpose is clearly stated		NO: there is no purpose stated
Methods/Activities	Clearly states the method of the study or the process of the topic of presentation	Method is inferred and not clearly stated but understood	Does not identify the method or the process of the development of presentation
Results/Outcomes	Results presented in form of statistics or outcome data	Results are presented but not with evidence based outcomes	No results are presented of the study or project
Discussion/Implications to Practice	Includes how the project advances Latino Health Care related to Equity, Diversity or Inclusivity.	Infers advances in Latino Health Care; vague relation to Equity, Diversity or Inclusivity	No mention of how the project advances Latino Health Care; no relation to Equity, Diversity or Inclusivity
Grammar and Punctuation	No errors seen	Less than 5 errors	More than 5 errors in abstract

Abstracts that do not follow submission guidelines will not be reviewed. NAHN reserves the right to disqualify any abstract if submission guidelines are not followed, even after acceptance, in the best interest of the program. Proposals that meet the guidelines will be reviewed and confirmation of acceptance by **February 2, 2018**

Instructions on Acceptance

- All communications will go through the first author who will receive notification of acceptance within 6 weeks of the abstract deadline.
- The lead author is responsible to notify the team of acceptance. You will have 30 days to decline or accept to present at the conference.
- If selected for a podium or poster presentation, presenters must register and pay for the conference and assume all responsibility for their own transportation, lodging, and annual conference registration fees, and agree to submit any publications to NAHN's journal "Hispanic Health Care International".
- There are no honorariums for speakers.
- Poster presentations require that one of the authors listed in the abstract be available by the poster to present during the designated poster session.
- Presenters are asked to arrive the day prior to your presentation.
- Registration for the conference will be available in December 2017.

Continuing Education Requirements

- All speakers/planners/authors must disclose all relevant financial relationships with any commercial interest to the provider.
- Relevant financial relationships is defined as financial relationships of any amount occurring within the past 12 months that create a conflict of interest.
- Should the speaker have an existing conflict of interest, it is required that each speaker resolves all conflicts of interest prior to the educational activity by submitting 2-3 citations referencing the best available evidence in support of the topic.
- Upon notification of acceptance, all speakers will be required to disclose and resolve any relevant relationships with commercial interests.

Please Note: To ensure educational quality and adherence to CE guidelines, pre-approval of session content, handouts and/or or poster mockup is required by NAHN. A copy of your presentation and any accompanying handouts should be submitted for review by the stated deadline. Any additional promotional or educational pieces associated with your educational activity (i.e., brochures, flyers, giveaways, etc.), must be submitted with approval by NAHN's CEU Director.

Audio Visual

- Audio Visual equipment includes: 1 wired mic, single front-projection screen, laptop and LCD projector. No other audio visual (AV) equipment will be provided unless otherwise agreed upon in advance. Additional fees will be billed to the presenter for any deviations from AV as defined.
- Session PowerPoint or supplemental materials may be posted to NAHN's Conference Website as handouts for pre-show download and review. Files will be converted to the Adobe Acrobat PDF file format to allow registered attendees the opportunity to print handout copies for sessions attended.
- Speaker(s) agree to arrive at the conference site for rehearsals and/or meeting rooms early enough to ensure their final presentation is uploaded to their computer and displays properly with the AV equipment for on-time presentation.