Checklist for Successful Submission of an Abstract and Poster Presentation Southeast Region of the WOCN® Society

PRE-CONFERENCE CHECKLIST:

☐ 1. Each author must provide **Conflict of Interest information** to be included on the abstract submission. The PRIMARY author is responsible for gathering this informing **before** starting the submission process. *(the form will **not** save, and must be completed at one time)* Information that is important to disclose includes:

- Relationships with any commercial interest of the individual's spouse/partner.
- Evidence of a relevant relationship with a commercial interest may include, but is not limited to, receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (stock and stock options, excluding diversified mutual funds), grants, contracts, or other financial benefit directly or indirectly from the commercial interest.
- Financial benefits may be associated with employment, management positions, independent contractor relationships, other contractual relationships, consulting, speaking, teaching, membership on an advisory committee or review panel, board membership, and other activities from which remuneration is received or expected from the commercial interest.
- If the research, or costs of producing the content to be used in this activity, was partially or fully funded by a commercial interest. This includes in-kind donations, travel expenses, production of posters, handouts, etc.

☐ 2. Complete and submit the **Abstract Submission Form** online at the SER of the WOCN® website by **midnight EDT of July 14, 2019**. For successful submission of your abstract, please ensure that your abstract meets the following qualifications:

- Limited to 300 words or less.
- Contains no brand names within the body of the document. Brand names may, however, be referenced in the footnotes.
- Contains no references to your place of employment or location by name. Only generic language is acceptable. For example:
  - **Incorrect**: Spring Valley Veteran's Association (VA) Hospital in Columbia, South Carolina
  - **Correct:** A large VA system in the Southeast
- No company product information may be displayed or disseminated in conjunction with the abstract or poster presentation. If the cost of a presentation has been underwritten to any extent, a disclosure stating the support and identifying the source will be required at the time of the abstract submission and will be required with the poster presentation (e.g., "The support of [Corporation or Institution] for this project is gratefully acknowledged.").
- Copyrights/Patents & Attribution: Please provide appropriate symbols and references and secure all permissions if dealing with copyrighted material and/or patents. This is solely the author(s) responsibility to secure these permissions. The SER of the WOCN® has no responsibility whatsoever in securing these permissions. Please give credit to all references used in the development of the abstract/poster. Oversight of reference may result in abstract/poster rejection.
- Abstracts must reflect COMPLETED work, not anticipated work. Incomplete results would result in abstract rejection. Content of the abstract should include only information that is vital to describe the project.
- The Case Study category requires at least 3 cases, but could include more. It would be considered RARE to submit a one case scenario unless the condition or research is especially unique, which indicates that the condition is so very rare, or the solution so groundbreaking, that it has not been discussed before.
- Use appropriate and standardized terms. For example, use "WOC nurse" in lieu of "CWOCN" or "WOCN", "SER of the WOCN®" or "WOCN®" in lieu of "SER" or "WOCN".

☐ 3. Steps 1 and 2 must be completed and the corrected forms submitted by **midnight EDT of EDT of July 28, 2019** for committee consideration of the abstract. Update / corrections submitted after this date will **not** be considered. Once received, the abstract and disclosure information will be blinded in preparation for committee review.

☐ 4. For an abstract to be considered ready for committee review, please ensure that the following are complete:

- All final edits have been completed. We will not accept multiple revisions.
- Proper credentialing must be supplied for all authors. Correct credentialing order is: name, highest educational degree, national certifications followed by national honors: For example: Janet Smith, MSN, RN, CWOCN
- All contributing authors are listed upon initial submission. Once the abstract is submitted, no other author names may be added, and no edits may be made unless requested by the committee.
- Before submitting the abstract, ask someone to independently review it for grammar, spelling, and clarity of communication of the information. Be concise—the abstract is an eagle's eye overview of the work. It is the commercial to make the reader understand what is included and what the topic is about.
- Anticipate that your abstract will be accepted and complete your conference registration early. One of the authors will be expected to register for the conference (pre-conference is not required) upon notification of acceptance of the abstract.   Registration means that the conference fee is paid in full, and this serves to confirm your attendance and ability to present your poster.

☐ 5. You will be contacted via email by the Director of Special Projects, Lori Borja, MSN, RN, APRN, FNP-C, CWOCN, CFCN within two weeks of submission of your abstract with notification of acceptance, rejection, or if revisions are needed. *(these timelines will shrink substantially for posters submitted near the deadline)*
- If/when your abstract is accepted: Proceed to Step 6 below.
- If your abstract was returned to you for revisions: Repeat Steps 2, 3, and 4 above. Your <u>final revision</u> must be submitted by the deadline date listed in Step 3. No posters or revisions will be accepted after the deadline.

☐ 6. Submit a PDF copy of your poster to bhe@serwocn.org by **midnight EDT of August 18, 2019**. If your file is over 15 Mb, please use this link to upload file via Hightail Dropbox: https://www.hightail.com/u/BHe-dropbox. If you have any problems submitting your file, please contact Bernie Haberer at bhe@serwocn.org.
PDFs received after this date will be ineligible for judging and potential cash awards.

REQUIREMENTS AT CONFERENCE:

☐ 7. The opening day of conference:
- Posters will be displayed outside of general sessions area in the Convention Center.
- Hang your poster not <u>earlier</u> than 11:00 AM the morning of Thursday, October 3, 2019. The first viewing opportunity for posters will be at 4:30 PM that day so we'd prefer that your poster be in place by then.
- Place your poster on the assigned poster board. Poster assignments will be on the individual boards so look for your assigned board. Boards are assigned in the order of abstract receipt.
- Your poster should not be any larger than 3.5 x 7.5 feet.
- Pushpins will be provided to hang your poster. If you prefer another method then you will need to supply it.
- Handouts are neither required nor recommended. All posters will be available online for attendees to download and/or print after conference.
- A member of the Poster Committee will be available to assist you with locating your board and hanging your poster.

□ 8. Please bring only one poster per abstract submission. Cash prizes and certificates of awards will be presented to poster winners at the Awards Meeting so plan to attend! For any award greater than $600, we require that you to complete a W-9 form before award is paid. We will provide the form.

Cash awards available as follows:
- **First Place: $1000**
- **Second Place: $500**
- **Third Place: $250**

□ 9. Posters are to be taken down on **Saturday, October 5** during the noon break.
- You are responsible for the removal of your own poster.
- Posters which are left up after the date/time specified above, will be discarded.
- Please leave the pushpins on your assigned board.

□ 10. Now is the time to start planning ahead:
- Do you have ideas for new research that might generate another presentation next year?
- Consider submitting your current abstract/poster for next year's National WOCN conference, SAWC, or other professional conference.
- Consider submitting your research in the form of an article to the JWOCN.
- Consider submitting your research in the form of an educational presentation for the SER of the WOCN® Society website. Contact the Director of Special Projects for more information about this option.

For questions, please use the contact forms found at: www.serwocn.org/contactforms/contact-posters.html

Director of Special Projects:
Lori Borja, MSN, RN, APRN, FNP-C, CWOCN, CFCN

Adapted, in part, from "**WOCN Society and CAET Joint Conference Abstract Submission Instructions**"