Abstract Criteria for Non-Research Poster Submissions

Abstracts relevant to holistic nursing are requested for poster presentation. Submissions are anticipated to reflect the conference purpose & theme which is to “is to enable holistic nurses to develop and refine knowledge and skills designed to consciously impact healthcare transformation”.

A Non-Research Poster provides a summary, in poster format, of a completed project or activity that is relevant to holistic nursing and will enable the learner to acquire or improve knowledge or skills beyond basic knowledge and enhance professional development or performance as a nurse.

Posters will be displayed for the duration of the conference with two, one-hour presenter Q/A sessions required.

ELIGIBILITY CRITERIA

All proposals are for continuing nursing education activities; therefore they must adhere to the following criteria:

- AHNA supports the learners’ right to continuing education activities that are free from conflicts of interest, commercial bias and promotion of any kind. Please read AHNA's full policy by clicking here before you proceed with this form.
- The content of the educational activity must enable the learner to acquire or improve knowledge or skills beyond basic knowledge and enhance professional development or performance of the nurse.
- Proposals must address the purpose, theme and at least one objective of the conference. Click here to see the types of topics and workshops the Conference Nurse Planners are aiming for at this conference.

NOTE: Commercial Entities may NOT present continuing nursing education activities.

Definition of Commercial Entity: An entity that produces, markets, sells, re-sells, or distributes healthcare goods/products that are consumed by or used on patients.

If you are not sure if you are or you represent a commercial entity, call AHNA before proceeding. (800) 278-2462

Additional terms:
If your proposal is accepted you will be required to sign a presenter contract. [Click Here to see a SAMPLE CONTRACT.]

If you do not plan to present your program at the conference, please do not submit a proposal. Presenters may be substituted in an emergency.

Notification: Will be made, via email, on or before February 1.

GENERAL INSTRUCTIONS

- Proposal forms must be completed by the presenter(s) of the proposed presentation. Forms may not be completed and/or submitted by third parties/assistants etc.
- Only fully completed submissions using this form will be accepted for review and consideration.
- You may begin a draft proposal and come back to it as many times as needed before actually submitting it. All your work will be saved.
- To return to your draft proposal, log in to proposalspace.com and look under “MY PROPOSALS” on the HOME tab or your ACCOUNT HOME page.
- Refer to AHNA’s Request for Proposals webpage or go to www.ahna.org (Conference> Call For Proposals) for additional information.
- Questions: Contact AHNA staff (education@ahna.org) or (800) 278-2462.

TIME LINE

- Poster proposals are due no later than December 1, 2019 (11:59 PM your local time)
- Period of peer-review and selection occurs between December 2, and January 31.
- Notifications will be made, via Email, no later than February 1.

REVIEW AND SELECTION INFORMATION

- All proposals will be blinded for the peer-review panel. Members of the peer-review panel will not know whose proposal they are viewing/assessing.

ABSTRACT GUIDELINES

1. Title of abstract and author details

The following information is required at the start of your abstract document.

- Title of abstract - bold type
- Full name, credentials, and affiliation of all authors
- Underline the name of the person (s) intending to present at the conference if more than one author

All author details will be removed by AHNA staff in order to facilitate a blind, peer-review.
2. Format of abstract

- Word limit: 300 words (does not include title and author details)
- Abstract should not include references
- Use size 12 font; Arial or Times New Roman- single spaced with 2 spaces between paragraphs
- Use headings relevant to the type of abstract you are submitting (see Content of Abstract below)
- To support the blind peer-review process, individuals and institutions are not identified in the body of the abstract; e.g. use “Author’s Institution” instead of using the name of the company, university or hospital.
- The entire abstract must fit on one side of one page

3. Content of Abstract

The abstracts for this conference will be available online post-conference as submitted. By submitting to this conference the author(s) hereby affirms that work submitted is theirs, original and recent.

All items must be included in the abstract or it will be returned for amending. Amended abstracts will only be accepted until the stated due date and not later than.

Follow this Structure:
- Title of Project
- Description of Project or Activity
- Overview of project
  - why done
  - intervention used
  - outcomes
- Future plans based on project outcomes