

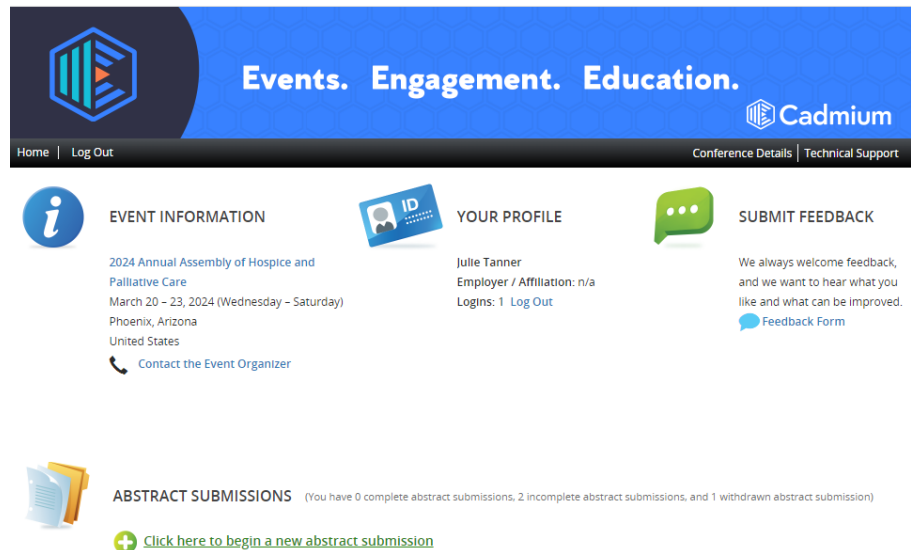


Submission Worksheet
Principal Call for Abstracts on Emerging Scientific and Clinical Advances in the Field of Hospice and Palliative Care
Deadline for submission is July 25, 2023, at 12 Midnight PT

Important: Before you begin the abstract submission process in the portal, review the abstract submission guidelines for important information on the submission criteria as well as tips on successful submissions for acceptance.

Step 1: Access the Abstract Submission Platform through the link provided.

Step 2: Click to begin a new abstract submission from the home page



Step 3: Enter in submission title

Tips: A submission must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation. (no characters/symbols/italics/bold, etc.)



START A NEW SUBMISSION

Submit

Submission Title *

A submission must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation. (no characters/symbols/italics/bold, etc.)

0 characters (100 max)
0 words (75 max)



Step 4: View *Preferred Presentation Length descriptions* for more information on options for selection.

Preferred Presentation Length *

Presentation Length. Note: The Annual Assembly Co-Chairs and Planning Committee will determine final presentation length based on submitter's requested preferred length, submission review, scoring, selection, and acceptance.

-- Select Preferred Presentation Length - ▾

[View Preferred Presentation Length descriptions.](#)

Submit

- 60-Minute Podium Presentation
- 25-Minute Podium presentation
- 15-Minute Podium presentation
- Poster
- Abstract Reviewer

Step 5: Make your *preferred presentation length* selection and click submit

Note: for 15-minute Podium presentation selection, you will be asked to select from

- Quality Improvement/ Evidenced-Based Project or
- Scientific Research. If Scientific Research is selected, you will be asked to choose a sub-topic from drop down list of:

Topic *

Select a Topic

Scientific/Research (Must have final resu ▾

Please select a sub-topic below. *

- Original Research/Systematic Review
- Clinical Research
- Health Services Research/Population-Based Research
- Educational Research
- Basic Science

*Final results are required for the Principal Call.

Note: For Poster presentation selection, you will be asked to select from

- Quality Improvement/ Evidenced-Based Project or
- Scientific Research. If Scientific Research is selected, you will be asked to choose a sub-topic from drop down list of:
 - Original Research/Systematic Review
 - Clinical Research
 - Health Services Research/Population-Based Research
 - Educational Research
 - Basic Science

*Final results are required for the Principal Call.



Step 6: Following submission of your *category description selection*, you will be taken to the TASK LIST indicating your new abstract submission was successfully added.

TASK LIST Save Submission

Please click on each task below to enter the requested information.
Once completed, the task will then appear with a large green check mark.
After you have completed all of the tasks below, select "Save Submission".

[Principal Call Abstract Submission Worksheet](#)
Abstract Submission ID: 1572999
Submission Category: 60-minute Podium Presentation
Abstract Submission Status: Active

New abstract submission was successfully added.

Note: in the event you need to withdraw your active submissions you are able to do so by selecting “withdraw” from the abstract submission status screen (see below). You can reactivate your withdrawn submission by changing the status to active throughout the open call date-range.

EDIT ABSTRACT SUBMISSION: TEST JKT 25-MIN PODIUM Update Abstract Submission

Submission Title *
A submission must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation. (no characters/symbols/italics/bold, etc.)
TEST JKT 25-min podium 19 characters (100 max)
4 words (75 max)

Preferred Presentation Length *
Presentation Length: Note: The Annual Assembly Co-Chairs and Planning Committee will determine final presentation length based on submitter's requested preferred length, submission review, scoring, selection, and acceptance.
25-minute Podium Presentation

Abstract Submission Status *
Withdrawn

Update Abstract Submission

Proceed to the abstract submission tasks 1-10 as indicated below.



1. Authors

Click here to add authors to this submission.



2. Disclosures

Please provide your disclosures



3. Abstract

Add your Abstract



4. Presentation Desired Learner Outcomes

Provide learner outcomes



5. Submission Information

Please answer the following questions



6. DEI Acknowledgement

Please acknowledge and agree to the DEI Statement



7. Annual Assembly Desired Outcome

Please read and confirm



8. Registration and Session Pre-Recording Acknowledgement

Please read and acknowledge



9. Abstract Submission Fee Acknowledgement

Please read and confirm



10. Payment

Payment for Submission



TASK 1. Authors



1. Authors

Click here to add authors to this submission.

Add New Author

Add New Author

First Name *	Last Name *	Email *	Role *
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select Role --

Select Role (presenting author or non-presenting author)

Add New Author

First Name *	Last Name *	Email *	Role *
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select Role --

Tips: See author box instructions for adding and inviting authors to complete profile:

To complete an author's profile:

- Click on the 'Edit Author' button to complete the profile. If you do not know this author's profile information, please select "invite author". This will send the author an email, asking them to complete their profile. Once you have selected "invite", you do not need to wait on them to complete this before moving on, simply click on "tasks" on the top navigation bar to go back to your task list and continue completing tasks.
- A green check mark indicates a complete profile.
- Once the profile is complete, click 'Save Authors' to complete the task.
- To arrange the authors in a particular order, use the "up" and "down" arrows to the right of each author listed.

** For multiple authors you must select "Invite Author" in order to proceed with your abstract submission.

Author List worksheet – limited to 8 authors with minimum of one presenting author required to proceed.

*Note: you do not need to complete the invited author's profile in order to proceed with your abstract submission once you invite authors to complete their profile. Please notify your invited authors that they will be receiving an invitation from doNotReply@abstractscorecard.com submission portal with the log-in link to complete their information.

Principle Call for Abstracts Abstract Submission Information Requested

Abstract Submission Title:
Test - Angie T

Submitter Name:
Angie T Testuser

Submitter Email:
tanner@ahpm.org

Task List:

1. Complete the "Authors" form.
2. Complete the "Disclosures" form.

Due by:
Thursday, June 22, 2023 11:59 PM EST

[Click here to log in](#) to the Principle Call for Abstracts system at any time to complete this task.

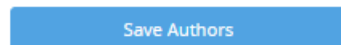


Required author information:

- Enter contributing authors' full first and last names, credentials, and current institutional affiliations, cities and states. *Consult with your co-authors on how they would like their names, credentials, and emails to appear prior to submission of the abstract.* **NOTE: Names and credentials will be published as submitted.** Contributing authors names, emails are to be entered at time of submission in addition to the primary author information.
- The primary author is required to complete their profile prior to saving author information and proceeding to the next section. The below message will show as profile incomplete until the primary author has entered in the required data fields.

1 Julie Tanner, BSN RN-BC CHPN (she/her/hers)
Test, e\Self
Profile incomplete ✖
Role: Presenting Author
[Edit Julie Tanner's Profile](#) [Remove Julie Tanner](#)

To resolve an incomplete primary author's profile, click edit author's profile [Edit Julie Tanner's Profile](#) and enter in required data fields. Once required data fields are complete you will receive the below "profile complete" message and will be able to continue in the submission process.



1 Julie Tanner, BSN RN-BC CHPN (she/her/hers)
Test, e\Self
Profile completed ✔
Role: Presenting Author
[Edit Julie Tanner's Profile](#) [Remove Julie Tanner](#)

Once you have saved authors, you will be taken back to the tasks list to proceed with the next step in the submission.

TASK 2.

Disclosures to complete the mandatory disclosure process, sign disclosure and submit.



2. Disclosures
Please provide your disclosures

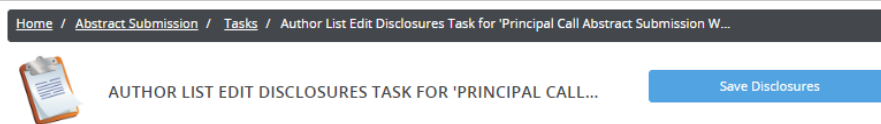
Note: Per Standards for Integrity and Independence in Accredited Continuing Education: Information Package © 2020 by the ACCME® You are not required to disclose financial relationships as a stockholder of publicly traded companies, or holders of shares through a pension or mutual fund.



Once you submit disclosures, you will receive a Form Completed Message

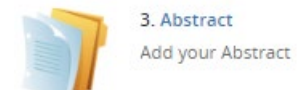
1 Julie Tanner, BSN RN-BC CHPN
Test, eSelf
Form Completed ✓
[Edit Julie Tanner's Form](#)

Once you have received the form completed message, go to the top right corner of the task and click Save Disclosures to continue in the abstract submission process.



TASK 3.

Abstract. Review the instructions in the abstract submission box for details on titling and verify your title is correct.



Topic *
Select a Topic
-- Select a Topic --

Select a Topic from the drop-down list

- Education (new for 2024 we separated education from leadership as a stand-alone track)
- Hospice
- Leadership/Program Development (new for 2024 we added program development to the leadership track as an additional content option)
- Pediatrics
- Symptoms Assessment and Management (new for 2024 we redefined clinical to be more specific to symptoms assessment and management)
- Legal / Ethical / Access to Care considerations(new for 2024 as topic area selection to capture these important components of care to include legal aspects to care for hospice and palliative patients / ethical components of serious illness care / DEI+B, underserved and under resourced population's access to care).

Select a Secondary NCP Domain from the drop-down list

Select a Secondary NCP Domain from the drop-down list. Tip: a secondary NCP domain is not required. If not applicable, select N/A from the secondary drop-down menu



Enter Key Message: A Key Message statement, limited to 50 words, should synopsize the content, and highlight its significance. This key message, referenced during the selection process, is used to describe your session, and will be included in the Annual Assembly Schedule session description and the published abstract in JSPM as applicable. The 50-word key message is in addition to the 300-word count limit for the abstract body.

Enter Abstract Body: A concise, structured abstract of not more than 300 words is required for submission and consideration for acceptance.

- *Research/Scientific/QI related abstracts are to include the following headings:
 - Introduction/Context
 - Objectives
 - Methods
 - Results
 - Conclusion
 - References/Citation

Click 

TASK 4. Presentation Desired Outcomes. Review box instructions for accepted outcomes language.



4. Presentation Desired Learner Outcomes
Provide learner outcomes

1 Answer the following questions for Learner Outcomes 1

Learner Outcomes 1 *

Complete the sentence of the desired outcome(s) the learner should achieve as a result of successfully participating in this session:

Upon successful completion, participants will be able to ...

0 words (Max 50 words)

2 Answer the following questions for Learner Outcomes 2

Learner Outcomes 2 *

Complete the sentence of the desired outcome(s) the learner should achieve as a result of successfully participating in this session:

Upon successful completion, participants will be able to ...

0 words (Max 50 words)

Click 



TASK 5. Submission Information



5. Submission Information

Please answer the following questions

- 1 Engagement of patients/public as planners and faculty of submitted abstract: Accredited education is enhanced when it incorporates the interests of the people who are served by the healthcare system. This is first achieved when patients and/or public representatives are engaged in the planning of the education content.

Did this abstract submission include planners who are patient and/or public representatives? Yes / No

-- Select one --

Select Key Words: Abstracts are to reflect two of the listed keywords or phrases that best describe your primary content. Key words are used in indexing and assist in the abstract review selection process.

- 2 Key words are used in indexing and assist in the abstract review selection process, select from list below:
Abstracts are to reflect two of the listed Keywords or phrases.

- Managing Suffering and Distress
- Disease specific management
- Emergencies / Refractory symptom Management
- Pharmacotherapeutics / Pharmacopalliation
- Interdisciplinary Teamwork / Professionalism
- Models of Palliative Care Delivery
- Innovative Technologies
- Diversity, Equity, Inclusion, Belonging, Justice
- Ethical / Legal Aspects of Care
- Management of Medical Interventions
- Surgical Palliative Care
- Loss, Grief, Bereavement
- Transplantation / Donation
- Integrative Medicine
- Quality Improvement
- Scientific Research
- Advocacy / Policy / Regulations
- Existential / Humanities / Spirituality / Religion
- Shared Decision Making / Advance Care Planning
- Communication
- Prognostication
- Workforce / Career Development
- Patient Outcomes
- Global Palliative Care
- Resilience/Well being
- Other not listed



Respond to questions 3-5 below:

3 Category 1 Designated Pharmacotherapeutic Credit Hours specific to national ANCC and AANP NP/CNS recertification which includes current clinical application of pharmacology across the life span including: drug specific information, safe prescribing practices and information, safe medication administration, prescribing methodologies, new regulations and/or similar content.

This content includes __ minutes of pharmacotherapeutic content. *

-- Select one --

4 Publishing of abstract:

All accepted Annual Assembly of Hospice and Palliative Care Abstracts that have not been published in another peer-reviewed journal, will be published in the Journal of Pain and Symptom Management (JPSM) with an estimated publishing release in May - June 2024.

Has your abstract been submitted or published in a peer-reviewed journal? *

-- Select one --

5 If you have any additional comments that you would like to include as a part of your submission, please include them below.

TASK 6. DEI Acknowledgment. Review DEI content inclusion statement in the information box and indicate your agreement. *This inclusion criteria will be scored as part of the abstract review process.*



6. DEI Acknowledgement

Please acknowledge and agree to the DEI Statement

TASK 7. Annual Assembly Desired Outcome. Review Outcome Statement in information box and attest to content submission corresponds.



7. Annual Assembly Desired Outcome

Please read and confirm

Task 8. Registration and Session Pre-Recording Acknowledgement



8. Registration and Session Pre-Recording Acknowledgement
Please read and acknowledge

Click to

Task 9. Abstract Submission Fee Acknowledgement and proceed through instructions and agreement.



9. Abstract Submission Fee Acknowledgement
Please read and confirm

Task 10. Payment - proceed to \$41.00 abstract submission fee payment.



10. Payment
Payment for Submission

Next Step Once 1-10 of the tasks have been completed save your submission and click to review your abstract submission. Any edits can be completed and resaved for update throughout the open call timeframe.

Continue to monitor your task list for outstanding invited author completion to finalize your abstract submission.

Thank you *Celebrate with your colleagues for your successful submission and contributions to building a successful Annual Assembly 2024!*

For questions or clarifications, reference the complete PDF of the Submission guidelines. Additionally, info@aahpm.org is available for support as needed.