



**2018 DNP National Conference  
September 27-29, 2018  
Westin Mission Hills Golf Resort & Spa, Palm Springs, CA  
Abstract Submission Criteria**

In order to submit an abstract, you must read and agree to the following submission, review, and selection criteria.

**Make sure you read the criteria carefully, as the process has changed.**

**Theme: Sustaining the DNP: Strategies for the Future in Clinical and Administrative Practice**

**Objectives**

Abstracts submitted, must be aligned with the conference theme and address at least one of four conference learning objectives:

*After participation in the 2018 Eleventh National Doctors of Nursing Practice Conference Palm Springs, attendees will be able to:*

1. Identify at least one potential change in practice,
2. Explore strategies to sustain projects beyond implementation,
3. Examine opportunities to collaborate across disciplines to improve health care outcomes,  
and
4. Recommend strategies to apply evidence to practice.

**Submission Instructions:**

- Abstract **title** may contain up to 20 words in length.
- **Abstract** body should contain limit of 400 words, exclusive of any footnoted references.
- Spell out acronyms upon first usage.
- Use 3<sup>rd</sup> person pronouns when talking about your organization, avoid “we”, “our”, and, “us”.
- Charts, graphs, and tables should not be included in the abstract

**Submission Deadline**

ALL submissions must be completed by **11:59 p.m. eastern time, February 15, 2018**. No new submissions or edits will be accepted after the deadline.

**All presenters attending the conference listed on the abstract submission are expected to register and attend the full three-day conference.** Everyone listed on the abstract will be required to provide biographic and conflict of interest disclosure information during the abstract submission process using the provided Biographical/Conflict Of Interest (BIO/COI) form. It is the responsibility of the primary author to assure that all documents are included before submitting the abstract. The abstract will not be reviewed if this information is not provided.

**A maximum of four presenters may be listed per abstract submission. Once an abstract is accepted for presentation, changes to this list of presenters including credential and affiliations may not be made. Presenters cannot be added, and substitutions will not be accepted. The primary author must attend and present.**

*The primary author is the point of contact for all communications regarding the 11<sup>th</sup> National DNP Conference.* This person will be responsible for assuring that the abstract submission process is complete, and all presenter BIO/COI forms are complete and uploaded for review by the conference nurse planners.

### **General Presenter Requirements**

If accepted for presentation, **all presenters must register for and attend the conference and be available to present on any of the three days of the conference.** Registration fees for presenters are discounted. Presenters assume all costs related to travel, accommodations, and registration. Failure to register will result in the forfeit of the presentation.

#### **Presenter requirements:**

- Assume responsibility for obtaining all copyright permissions for content.
- The *Primary Author* for the poster must submit an electronic version of their poster, mini-podium and breakout podium presentation slides by **11:59 p.m. eastern time July 15, 2018.** ***Sorry, but modifications cannot be made after that deadline, nor will presenter be able to upload their presentation during the conference.***
- The abstract review team will review all abstracts and posters. The reviewers may require that changes be made. These changes must be made and the presentation uploaded again.
- Once approved, absolutely no changes may be made to the abstract or poster.
- Handouts of poster, mini-podium, and breakout podium presentations are strongly recommended for distribution to interested conference attendees. Provision of these handouts is your responsibility. We recommend you bring 200+ printed handouts. The conference organizers will not provide copies of handouts for conference attendees.
- Laser pointers will not be provided so please bring your own if you would like to use one.
- All Mini-Podium and Breakout Podium presentations will be recorded, so please be sure to speak into the microphone and help to assure that all audience questions are also recorded.

#### **Digital Poster presenter requirements:**

- **Do NOT bring a hard-copy poster to the conference for display.** This is a digital poster presentation.
- **All presentations must be submitted in PPT or PPTX format.** Please do not send your presentation in PDF.
- **Poster presenters will be required to provide two 10-minute oral presentations.**
- Include the poster title, author(s) name, and the institution where the work was completed, in large letters centered at the top of the poster. Include the address, phone number and email address.
- Present your poster sections in a methodical sequence so that others can follow the logic of your presentation. A good method is setting up your poster in a column format so that individuals interested can read your poster, first vertical, then top to bottom, and then left to right.
- Use a type size that can be read easily from a considerable distance (4 feet or more). Try using a type between 18-22 pt. The title should be larger than the rest of the text. Select a font such as

Times New Roman, Arial, or Helvetica.

- Posters should stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, emphasize graphics, and make sure every item in your poster is necessary.
- Space your information proportionally: divide your poster either horizontally or vertically into three or four sections, and place your materials within those spaces.
- Approved versions of posters will be loaded onto the DNP Conference Web Site prior to the conference, provided releases have been given and the materials are approved before the deadline for the site. They may also be loaded onto the conference mobile app.
- Submit all Power Point (PPT) via email to [skco@dnpsc.org](mailto:skco@dnpsc.org) no later than the deadline listed in the invitation letter.

**Mini Podium presenters will be required to:**

- Be available to present on **Thursday September 27, 2018**.
- Have 15 minutes for the presentation with a **7-slide maximum** excluding title and reference slide.
- Submit all Power Point (PPT) via email to [skco@dnpsc.org](mailto:skco@dnpsc.org) no later than the deadline listed in the invitation letter.
- Provide the title of the conference on the first slide.

**Breakout Podium presenters will be required to:**

- Have 45-50 minutes for the presentation and 10-15 minutes for questions and answers
- Submit all Power Point (PPT) via email to [skco@dnpsc.org](mailto:skco@dnpsc.org) no later than the deadline listed in the invitation letter.
- Provide the title of the conference on the first slide.

**Acceptance**

Notification of abstract selection or non-selection status will be sent **via email** in May 2018. The primary author/presenter will be required to confirm their (and all other presenters on the abstract) attendance at the conference and ability to present. **Please be sure that email addresses provided in the abstract submission process are valid, and that your system settings allow you to received 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 non-selection for your abstract by June, 2018, please send an email inquiry to conference staff at [skco@dnpsc.org](mailto:skco@dnpsc.org)