



Please read through the following instructions carefully before submitting an abstract.
If you have further questions, contact conferences@aacnnursing.org.

GENERAL INFORMATION

- Completed work or projects may be submitted for a poster or a podium presentation. Projects in progress may be submitted as poster presentations only.
- Abstracts may highlight original research, quality improvement projects, evidence-based practice, or programmatic innovations. Formatting of the abstract should be consistent with the type of project being presented.
- Abstracts may have been presented elsewhere or published within the past 12 months but shall be updated to relate specifically to this conference.
- Presenters are asked to identify any potential conflict of interest related to the content to be offered (e.g., commercial interest, affiliation with a vendor, and/or receipt of royalties) and affirm that their abstract presentations will not be used to sell a particular product or service. AACN exerts the right to rescind the acceptance of an abstract due to any conflict of interest discovered after the fact.
- Sub-committee members are not eligible to submit to their respective conference.
- Primary authors on all accepted abstracts must register for the conference and present the abstract. Co-authors cannot present in place of the primary author. Any co-authors wishing to present with their primary author are required to register for the conference as well.
- Presenters are responsible for their own expenses, including the conference registration fee, travel, accommodations, and other expenses.

SUBMISSION GUIDELINES

- All abstracts must be submitted electronically through AACN's submission website by creating an account to upload an abstract.
- Only a complete submission is eligible for review; ensure that a completed abstract is evident in your submission. We recommend checking spelling, word count, and compliance with submission guidelines prior to entering the abstract onto the submission site.

Single Author Submission Instructions:

- List single author as primary author.
- The primary author is allowed a maximum of two (2) abstract submissions per conference. If more than two abstracts are submitted per author, only the first two submissions will be reviewed and eligible for acceptance.
- The primary author must submit the abstract.
- The primary author is the corresponding author and is the point of contact for all communication with AACN.
- The primary author must indicate their preferred type of presentation format (Podium Presentation or Poster Presentation).
- Abstract submissions that are incomplete after the submission deadline will not be eligible for presentation nor will they be considered for review.
- Submissions shall not exceed 300 words overall and must include Background/Introduction, Purpose, Methods, Results, Limitations, Conclusions/Implications for Practice.
- Submissions should reflect conference title or abstract themes. Include summary recommendations for others who may be considering a similar approach.

Guidelines for Abstract Submission

Team of Authors Submission Instructions:

- List the primary author first.
- The primary author is allowed a maximum of two (2) abstract submissions per conference. If more than two abstracts are submitted per author, only the first two submissions will be reviewed and eligible for acceptance.
- The primary author must submit the abstract.
- The primary author is the corresponding author and is the point of contact for all communication with AACN.
- The primary author must indicate the teams preferred type of presentation format (Podium Presentation or Poster Presentation).
- Abstract submissions that are incomplete after the submission deadline will not be eligible for presentation nor will they be considered for review.
- Submissions shall not exceed 300 words overall and must include Background/Introduction, Purpose, Methods, Results, Limitations, Conclusions/Implications for Practice.
- Submissions should reflect conference title or abstract themes. Include summary recommendations for others who may be considering a similar approach.
- Podium and Poster Presentations will be offered in-person at the conference venue.

Podium Presentation

- Podium presentations will be in the form of 15-minute presentation with a scheduled time for live questions and answers. Presentations will be audio-recorded on-site and made available for on-demand after the event. Presenters are provided with a laptop computer and LCD projector.

Poster Presentation

- Poster presentations are presented on double-sided poster boards holding one (1) poster per board. All posters should be oriented in landscape format and must not exceed 48" W x 36" H. In addition, posters will be featured in the Virtual Poster Showcase on the virtual conference platform with the option to provide a pre-recorded 2-minute video presentation.

Acceptance Notification

- A confirmation email will automatically be sent to the email provided for the primary author once the abstract has been fully submitted (approx. 4-5 weeks after the submission deadline date).
- If accepted, presenters will need to upload presentation materials through the Abstract Submission Site. Detailed instructions will be provided.

REVIEW PROCESS

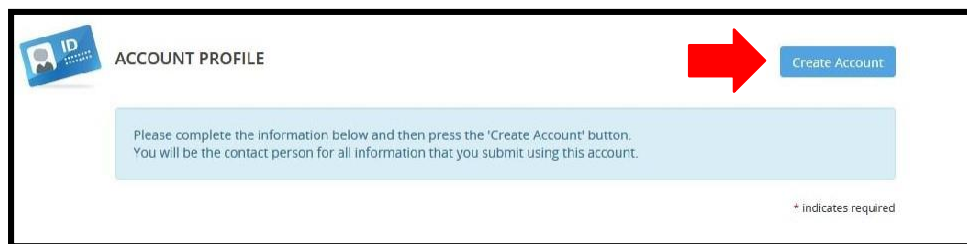
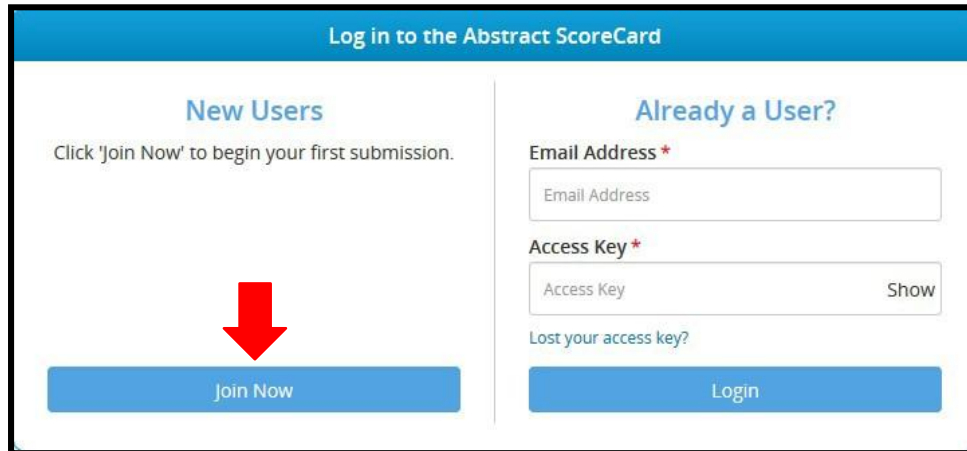
- Each abstract is peer-reviewed by at least two reviewers.
- Reviews are blind; hence, reviewers do not see names of submitters or school affiliations.
- To increase the probability of an abstract being selected, please read the scoring rubric the reviewers follow.

Guidelines for Abstract Submission

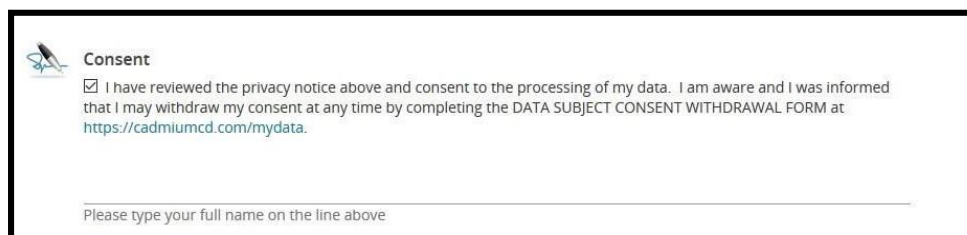
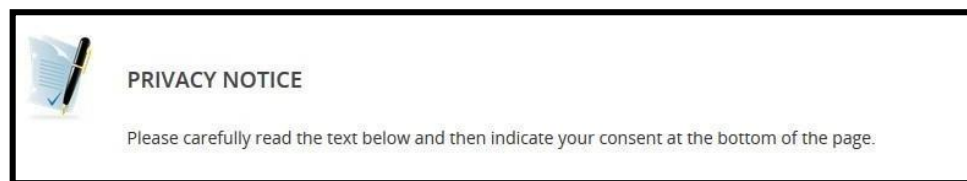
STEP-BY-STEP SUBMISSION INSTRUCTIONS

Step 1: Login to the Abstract Submission Site (Abstract ScoreCard): Select “Join Now” if you are accessing the submission site for the first time.

Note: You will need to create a new account for each AACN Conference you submit an abstract for. You may re-use the same email.

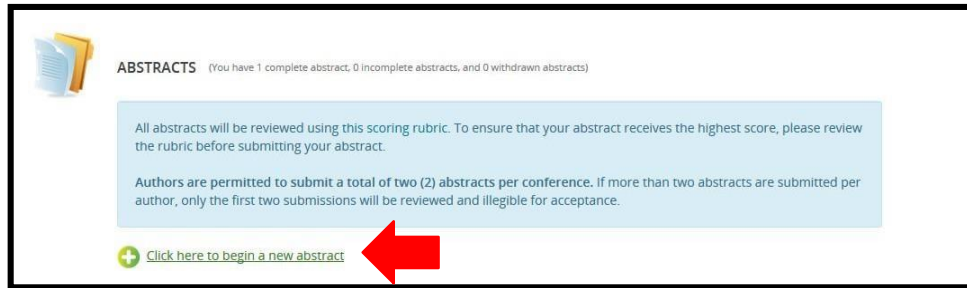


Step 2: Read the Privacy Notice and fill out the “Consent” field including your name. Click the blue “Continue” button.



Guidelines for Abstract Submission

Step 3: “Click here to begin a new abstract”








Step 4: Start your abstract submission: Enter your Abstract Title and select your preferred Presentation Format (for conferences accepting both podium and posters) and Submission Category. Click Submit.

The screenshot shows a form titled "START A NEW ABSTRACT" with a "Submit" button in the top right corner. The form includes a green plus icon on the left. The "Abstract Title" field is required and has a character count of 0/200 and a word count of 0/75. Below it are two dropdown menus for "Presentation Format" and "Submission Category", both with "View" links for descriptions. A "Submit" button is located at the bottom of the form.

Guidelines for Abstract Submission


Step 5: Task List: Click on each task (1 through 4) to continue with your submission. Please ensure that all fields are filled in. Once a task is complete, a green checkmark will appear.

New abstract was successfully added.

-  **1. Primary Author**
Click here to add the primary author to this submission.
-  **2. Co-Authors**
Click here to add co-authors to this submission.
-  **3. Abstract**
Click here to add your abstract to this submission.
-  **4. Financial Disclosure**
Click here to add your financial disclosure(s) to this submission.
-  **5. Presenter Agreements**
Please answer the following questions

[Save Submission](#)






Author task was successfully completed on Tuesday, June 18, 2019, 3:05 PM
Please complete as much of the information as you can and then press the 'Continue' button.

-  **1. Author**
Completed Tuesday, June 18, 2019, 3:05 PM
Click here to add authors to this submission.

Guidelines for Abstract Submission

Step 6: Once all tasks are complete, click the blue “Save Submission” button.

Presenter Agreements task was successfully completed on Tuesday, May 5, 2020, 1:53 PM

-  **1. Primary Author**
Completed Tuesday, May 5, 2020, 1:51 PM
Click here to add the primary author to this submission.
-  **2. Co-Authors**
Completed Tuesday, May 5, 2020, 1:51 PM
Click here to add co-authors to this submission.
-  **3. Abstract**
Completed Tuesday, May 5, 2020, 1:52 PM
Click here to add your abstract to this submission.
-  **4. Financial Disclosure**
Completed Tuesday, May 5, 2020, 1:53 PM
Click here to add your financial disclosure(s) to this submission.
-  **5. Presenter Agreements**
Completed Tuesday, May 5, 2020, 1:53 PM
Please answer the following questions

[Save Submission](#)

Guidelines for Abstract Submission

Step 7: Review your abstract prior to submission (Abstract Summary). If you are satisfied with your abstract, click the blue “Submit” button – only that will guarantee that your abstract has been submitted for review.

Home / Abstract / Tasks / Submit

ABSTRACT SUMMARY Submit

[Edit Abstract Example](#)

Abstract ID: 889039
Presentation Format: Poster or Podium Presentation
Submission Category: Research
Abstract Status: Active

You have successfully completed your submission.
Please review your abstract information below. When you are satisfied that your submission is complete, click "submit".
Note: You will be able to go back and edit this information until the submission deadline on August 5, 2020.

- 1. Primary Author
Completed - Tuesday, May 5, 2020, 1:51 PM
- 2. Co-Authors
Completed - Tuesday, May 5, 2020, 1:51 PM
- 3. Abstract
Completed - Tuesday, May 5, 2020, 1:52 PM
- 4. Financial Disclosure
Completed - Tuesday, May 5, 2020, 1:53 PM
- 5. Presenter Agreements
Completed - Tuesday, May 5, 2020, 1:53 PM

[Click here for a preview of your abstract.](#)

Step 8: You will receive a message indicating that your abstract was successfully completed. You will also receive a confirmation email – check your spam folder as well. You will still be able to go back and edit your abstract until the submission deadline.

Note: If you need to make changes to your submission, you will need to go through steps 6 and 7 again to ensure that the updates to your final submission are made.

EVENT INFORMATION
Baccalaureate Education Conference
November 21 – 23, 2019
Buena Vista Palace
Orlando, Florida
[Contact the Event Organizer](#)

YOUR PROFILE
AACN Conferences
AACN
Logins: 8 Log Out
[View / Edit Your Profile](#)

SUBMIT FEEDBACK
We always welcome feedback, and we want to hear what you like and what can be improved.
[Feedback Form](#)

Abstract successfully completed on Tuesday, June 18, 2019, 3:10 PM

ABSTRACTS (You have 2 complete abstracts, 0 incomplete abstracts, and 0 withdrawn abstracts)

All abstracts will be reviewed using this scoring rubric. To ensure that you understand the rubric before submitting your abstract.

Authors are permitted to submit a total of two (2) abstracts per conference. If more than two abstracts are submitted per author, only the first two submissions will be reviewed and eligible for acceptance.

Thank you for completing your submission. We would love to hear your feedback on this system.