Guidelines for Abstract Submission

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

General Information:
- AACN Reviewers will be using this rubric to review your abstract submission.
- Abstracts may be submitted for:
  - Faculty Development Conference – Poster Presentation
  - Baccalaureate Education Conference – Poster or Podium Presentation
  - Faculty Practice Pre-Conference – Poster Presentation
  - Doctoral Education Conference – Poster or Podium Presentation
- First authors on all accepted abstracts must register and pay for the conference and present the abstract. Any co-authors are required to register for the conference if they will be presenting as well.
- Co-authors cannot present in place of the primary author. Presenters are responsible for their own expenses, including the conference registration fee.
- Once the abstract submission deadline has passed, you will no longer be able to edit your submission.

Submission Process:
- Abstracts should be no more than 250 words.
- Primary authors are 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.
- Abstract submissions that are incomplete after the submission deadline will not be reviewed.
- The primary author presenting should be listed first in the list of authors.
- We recommend checking spelling, word count, and compliance with submission guidelines prior to entering the abstract onto the submission site.
- Submit all abstracts no later than 11:59 p.m. EST on Submission Deadline Date.
- A confirmation email will be sent to the primary author once your abstract has been successfully submitted.
- Email notification of abstract acceptance will be sent to primary author approximately 3 weeks after the Submission Deadline Date.
- If accepted, presenters will need to upload presentation materials through the Abstract Submission Site.
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.
**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. Click Submit.
**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.

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<th>Description</th>
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<td>1. <strong>Author</strong></td>
<td>Click here to add authors to this submission.</td>
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<td>2. <strong>Abstract</strong></td>
<td>Click here to add your abstract to this submission.</td>
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<td>3. <strong>Learning Objective</strong></td>
<td>Please include a learning outcome (e.g., “Identify strategies for...”)</td>
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<td>4. <strong>Financial Disclosure</strong></td>
<td>Click here to add your financial disclosure(s) to this submission.</td>
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**Step 6:** Once all tasks are complete, click the blue “Save Submission” button.

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<td>1. <strong>Author</strong></td>
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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.

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.