

## 2018 NSTE Electronic Abstract Submission Instructions

Respecting Choices® (RC) seeks to ensure that all abstracts are free of commercial bias and under no circumstances should the submission include promotion of a product or service. All presenters must register for the 2018 National Share the Experience (NSTE) Conference and submit their abstracts for consideration through the [2018 NSTE Electronic Abstract Submission Form](#) (Submission Form) on the RC website.

Abstracts that meet the minimum submission requirements and include the learning outcomes, the principles of person-centered care (PCC) (see [Respecting Choices® Definition of “Person-Centered Care”](#)), and the principles of collaboration will be prioritized in the review process.

Abstracts will automatically be sent to RC when you click the “SUBMIT ABSTRACT FOR REVIEW” button at the bottom of the Submission Form. Once your submission has been reviewed for completeness, RC will send the submitting presenter a confirmation email.

If you have any questions, please contact the conference managers by emailing Britt Welnetz ([bwelnetz@respectingchoices.org](mailto:bwelnetz@respectingchoices.org)), calling (608) 473-1025, or submitting a [General Contact Form](#) on the RC website.

### ABSTRACT SUBMISSION CHECKLIST

The Submission Form must be completed in one sitting. If you navigate away from the [Submission Form website page](#), you must start over from the beginning.

Before proceeding with the abstract submission process, the submitting presenter should do the following:

1. Read the [2018 NSTE Electronic Abstract Submission Instructions](#), the [Respecting Choices® Definition of “Person-Centered Care,”](#) and the [2018 NSTE Disclosure Form](#). Download or print these documents for future reference.
2. Complete a [2018 NSTE Disclosure Form](#) for each co-presenter, co-author, and the submitting presenter. Each PDF file will be uploaded and info will be entered into Submission Form fields. Format each file name as follows:  
“2018 NSTE Disclosure Form\_Last Name, First Name.pdf” → *Example: “2018 NSTE Disclosure Form\_Doe, John.pdf”*
3. Choose the most appropriate abstract submission category, subcategory, and preferred presentation format.
4. Prepare an Abstract Content File in Word format. The submitting presenter will upload this Word document and enter abstract content into Submission Form fields.
5. Prepare all supporting documents as separate files to upload into individual Submission Form fields.

### CONFERENCE THEME

“Improving Person-Centered Outcomes through Collaboration”

### LEARNING OUTCOMES

**At the conclusion of this conference, attendees will be able to self-report:**

1. Knowledge gained of two or more advance care planning (ACP) or shared decision-making (SDM) interventions that demonstrate PCC practices.
2. Intent to change teaching practices by applying two educational strategies that promote the delivery of PCC for individuals, families, and professionals.
3. Knowledge gained of three system changes that impact the long-term sustainability of ACP and SDM person-centered outcomes.
4. Ways to utilize collaborative principles across organizations and communities that improve access to ACP and SDM.

## ABSTRACT SUBMISSION CATEGORIES

Submitting presenters must select one of the following person-centered (see [Respecting Choices® Definition of “Person-Centered Care”](#)) ACP and SDM categories and subcategories:

1. **Innovations in delivering PCC**
  - First Steps® program
  - Next Steps program
  - Last Steps® program
  - Shared Decision Making in Serious Illness (SDMSI) program
2. **Customization of practices for special populations and settings**
  - Cultural, spiritual, religious
  - Pediatric
  - Faith-based
  - Academic settings
3. **Leadership strategies**
  - Preparing for leadership transitions
  - Supporting a person-centered culture that values and respects empowerment and choice for individuals, families, and staff
4. **Organizational and systems strategies**
  - Health information technology innovations that demonstrate timely access, communication, and sharing of information
  - Small- and large-scale ACP and SDM implementation
  - Integration of ACP and SDM workflows into existing initiatives (e.g., population health, wellness programs, palliative care)
5. **Workforce development and inter-professional practice**
  - Team-based ACP and SDM training that integrates and aligns care with individual priorities
  - Education Strategies that support teaching ACP and SDM communication skills
6. **Community engagement**
  - Partnerships and collaboration that exist between departments, systems, specialty groups, and organizations to promote PCC
7. **Quality improvement/research**
  - Quadruple Aim evaluation of ACP and SDM programs
  - Short- and long-term outcomes of person-centered ACP and SDM that support scalability and sustainability
8. **Policy, financial, legal, and ethical considerations**
  - Optimization of ACP and SDM reimbursement opportunities
  - Business case of the Value Proposition and Return on Investment for ACP and SDM
  - Case studies: Moral/legal/ethical dilemmas of ACP, SDM, and honoring individual goals

## SUBMITTING PRESENTER, CO-PRESENTERS, AND CO-AUTHORS

- Co-authors are individuals who provide significant knowledge to the abstract/presentation but are unable to present at the conference.
- The submitting presenter will be asked to upload a completed [2018 NSTE Disclosure Form](#) for each individual (submitting presenter, co-presenters, and co-authors) at the time of abstract submission. The submitting presenter will be asked to enter the name, credentials, professional title, organization/affiliation, and email address for each individual into Submission Form fields. The submitting presenter will also be prompted to enter his/her own organization/affiliation address, mailing address (if different), and phone number.
- Submitting presenters and co-presenters will be required to register for the conference to ensure their abstract is included in the final program. The registration deadline for submitting presenters and co-presenters is **July 1, 2018**. (**Note:** This assures you will receive the early bird rate.)

## ABSTRACT GUIDELINES

- All abstracts must be prepared according to the guidelines provided. A precise format is required in the application for continuing education credit. Abstracts will only be accepted and published if submitted using the [2018 NSTE Electronic Abstract Submission Instructions](#).
- The conference managers shall not be held responsible for abstract submissions not received electronically or for submission errors caused by internet service outages, hardware or software delays, power outages, or unforeseen events.
- If you are unable to submit in this manner or if you have questions about the submission process, please contact the conference managers by emailing Britt Welnetz ([bwelnetz@respectingchoices.org](mailto:bwelnetz@respectingchoices.org)), calling (608) 473-1025, or submitting a [General Contact Form](#) on the RC website.
- For the abstract title, text, and learning outcomes, standard abbreviations may be used for common terms only; otherwise, any abbreviation should be provided in parentheses after the first full use of the term. Abbreviations may be used in the title provided the name in full is outlined in the body of the abstract.

## PRESENTATION FORMATS

Submitting presenters may select their preferred format, but must agree to the format assigned by the conference managers:

1. **Concurrent Session:** 60-minute session comprised of up to four oral presentations to briefly present best practice, implementation results, research findings, and/or data on clinical experiences.
  - These presentations are 10–20 minutes in duration followed by an additional 3–5 minutes for questions and answers.
  - You will be notified of the length of your presentation which will be determined by the number of presentations per session.
2. **Workshop:** 90-minute session which emphasizes an interactive skills development process around a specific topic.
  - The emphasis will be on audience participation in engaging discussions, skill-building exercises, and innovative techniques for participation.
  - Participation in workshops should positively impact attendee’s knowledge, skill, or performance in teaching, clinical, policy, and/or administrative work.

**The presentation format for submitted abstracts will be based upon the conference agenda and overall conference learning outcomes while considering each submitting presenter’s preference.**

## ABSTRACT CONTENT

The submitting presenter should prepare an abstract content file that includes the abstract title, abstract text, learning outcomes, and cited references.

- The abstract content file should be in Times New Roman font, 11-point size, single-spaced, and saved in Word format. The submitting presenter will upload this Word file and enter abstract content into Submission Form fields.
- Tables or graphics **should not** be included in the abstract content file; they may be uploaded as individual supporting documents.

**Abstract content** should include info about ACP and SDM best practices that demonstrate collaboration and PCC.

- Focus on the practical implementation of a project or case study where the outcomes and results have led to changes (i.e., What did you achieve? How did you achieve it? What worked? What didn’t work?)
- State what your presentation adds to what is already known (i.e., How and why is your work innovative?)

**Abstract Title** must not exceed a **20**-word limit.

**Abstract Text** must not exceed a **250**-word limit.

- The word limit relates only to the text of the abstract and **does not** include title, authors, and institutions in the body of the abstract which would compromise the anonymous review process.

## Learning Outcomes

- Abstracts submitted for review for concurrent sessions must include **two** measurable learning outcomes for the participant.
- Abstracts submitted for review for workshops must include **three** measurable learning outcomes for the participant.
- The outcomes should be learner-centric, objective, measurable, and capable of being assessed.
  - State the learning outcomes in terms of knowledge, competence/skills, or performance.
  - Be as specific as possible.
  - The learning outcomes should include explicit description of what a learner should know, be able to apply, and/or be able to do as a result of participating in the educational activity.
  - Learning outcomes connect the identified practice gap with the related educational need.
- Categories of measurable outcomes include actual or intent to apply/change practice through actions such as remembering, understanding, applying, analyzing, evaluating, and creating.
  - The definitions of these categories and corresponding verbs can be found in Bloom's Taxonomy Action Verbs. See [www.apu.edu/live\\_data/files/333/blooms\\_taxonomy\\_action\\_verbs.pdf](http://www.apu.edu/live_data/files/333/blooms_taxonomy_action_verbs.pdf).
  - Example: "Self-report of intent to change practice through application of best practice strategies for communication..."
- Conference managers reserve the right to change learning outcome language to comply with continuing education approval requirements.

## Cited References

Abstract submissions should include a minimum of **one to three** relevant references in the American Psychological Association (APA) format.

- Info should be evidence-based and applicable to ACP and SDM initiatives.
- Up to **five** cited references may be submitted.

## Supporting Documents

The submitting presenter should prepare supporting documents as individual files.

- Up to **five** supporting documents may be uploaded in acceptable file formats (.doc, .docx, .pdf, .jpg, .gif, .png, .txt, .xls, .xlsx, .ppt, .pptx, .msg, .rar, .zip).

## NOTIFICATION OF ABSTRACT ACCEPTANCE

Abstracts are reviewed by a panel of expert peers who will rate them based upon a pre-established set of criteria:

1. The topic is consistent with the 2018 NSTE Conference theme.
2. The submission adheres to the conference abstract guidelines.
3. The abstract is well organized, concise, and clearly written.
4. The abstract clearly states the purpose and objectives of the presentation.
5. The subject contributes to a balanced conference program.

Accepted abstracts will be published on the RC website **as formatted in the uploaded abstract content file**. Conference managers reserve the right to make minor edits. Reviewers will prioritize abstracts based on a balanced program as well as the listed review criteria.

**Notifications of acceptance** will be sent **via email** to the submitting presenter in **June 2018** including the **assigned presentation format** and **length of presentation**.

### KEY DATES

**Abstract Submissions Open:**  
January 16, 2018

**Abstract Submissions Close:**  
March 31, 2018

**Submitting Presenters Notified of Acceptance:**  
June 1, 2018

**Conference Registration Open:**  
June 1, 2018

**Registration Deadline for Submitting Presenters and Co-Presenters:**  
July 1, 2018