**2018 MU Nursing Educators Poster Abstract Guidelines**

**Abstract guidelines**
Posters should relate to the overall purpose for this conference. They may focus on a wide range of topics related to practice-based, academic and/or continuing education including but not limited to:

- Creative approaches to successful nursing student or staff education
- Competency assessment
- Preceptor/residency programs
- Quality and safety initiatives
- Creative teaching tools
- Magnet journey
- Use of technology (e.g., clinical simulation, smart devices)
- Managing challenging teaching-learning situations
- Student success strategies
- Clinical and classroom evaluation strategies
- Strategies to promote learner success and program improvement

Posters may include works in progress. It is permissible to submit a poster abstract that has been presented at another educational program. More than one poster abstract may be submitted by the same presenter.

The person submitting the abstract will be considered the Primary Submitter/Presenter and will be responsible for submitting all necessary paperwork for the presentation. Abstracts will not be accepted without all required forms.

**Abstract preparation**
Primary presenters will complete the one page abstract template found below under the Abstract submission section.

- **Essential items to include in your abstract.**
  - Title of abstract
  - Description of the educational project

- **All presenters, both primary and co-presenters (those who will actually attend the conference), will complete these portions of the electronic abstract:**
  - Basic biographic information including a brief biography and a list of academic degrees and national board certifications.
  - Disclosure of relevant financial relations.
  - Attestation of understanding and agreements regarding the presentation and conference.

**Abstract submission**
Submit the one page abstract template which you will attach to the electronic submission form. Please read and follow the bullet points below. They continue to present problems to some abstract submitters.

- The abstract should be block formatted without indentations using Arial 10 point font. (Do not change the template)
- All numbers, except those that begin a sentence, should be listed in digits.
- Do not indicate any identifying factors such as the name of your organization in the body of the abstract.
- Use only standard abbreviations and spell out the words on first use, followed by the abbreviation in parentheses.
- Once you begin to enter your information into the online form you will need to complete your entry. You will not be able to save and return later. If you have your one page abstract template completed, your CV at hand, the names of your co-presenters, and the other information identified below, it should only take about 20 minutes to complete.
Note
The person who will actually be presenting the poster must submit the abstract. All presenters, both the primary presenter and the co-presenters (those who will actually attend and present the poster with the primary presenter at the conference), are expected to register, pay for and attend the conference. Do not submit names of co-presenters unless you know each will be attending the conference.

The submission process is complete when you have submitted the following documents by using the abstract template and online abstract submission form.

- Abstract template DOCX
- Online abstract submission form

Notification of receipt of abstract
The primary presenter will receive an email confirmation of receipt of the abstract. If you do not receive confirmation within 24 hours after submission, please call 573-882-0215 or email nursingoutreach@missouri.edu.

Please be sure the email address you provide is valid and contains no typographical errors.

Review process and selection:
All abstracts will be blinded and independently reviewed by three peers.

Selection is based on the:

- Relevance to conference description, purpose and objectives
- Overall clarity and quality of the abstract
- Adherence to the instructions concerning format noted above
- The primary presenter will be contacted by email no later than September 28, 2018 regarding acceptance of your submission. This is before the hotel cutoff date and the early conference registration deadline.
- All communication will be sent to the primary presenter via email only. It is the responsibility of the primary presenter to contact all co-presenters and see that they complete the co-presenter section of the abstracts submission form.
- Any handouts are the responsibility of the poster presenters.

Submission of an abstract signifies the intent of the presenter(s) (primary and co-presenters) to register for the conference for at least the day of their scheduled presentation and present the poster at the conference to take place on Nov. 9 and 10 in Columbia, Missouri. Selected presenters and co-presenters must be paid registrants. Abstract presenters are expected to assume the costs related to travel, accommodations, and conference registration fees.

Poster presenters are responsible for constructing the posters in such a way that they will freely stand on an upright easel using a 3 X 5 foam core poster board, which will be provided, along with push pins. Posters may be either horizontal or vertical.

Submission deadline
Sept. 17
Electronic notice of acceptance
Sept. 28 to primary presenter only