

ACCCN's Annual Education Meeting (AEM) Free Paper Abstract Submission Information Crown Promenade, Melbourne, 19-20 October 2023

General Information

The Australian College of Critical Care Nurses encourages new talent and first-time presenters to submit an abstract for the **free paper (ICE Box) sessions** at this year's Annual Education Meeting (AEM).

The theme of the AEM 2023 is "Back on Track". We invite any critical care nurses, educators, managers, or teams to consider the theme and to share what they have learned through implementing local innovations, quality improvement projects or research, providing insight and stories about their work to the wider critical care population of Australia. All abstract submissions must be completed by Friday 28 July 2023 to be considered for review.

Take a stand on the "ICE Box" and share your passion!

We are seeking submissions appropriate for three categories:

- **A - 'MacGyver'** – innovative solutions to difficult problems
- **B - Quality Improvement Projects** – how the **outcomes** of the project have been applied and their impact on the local area
- **C – Nursing Scholarship** – research projects completed as part of a postgraduate degree or PhD

Points to consider when submitting your abstract:

- Will information in your presentation be generalisable to other intensive care units?
- Is the project in line with best practice (where applicable)?
- Have appropriate permissions been sought and granted? E.g. ethics approval where relevant.
- How do you know the innovation or project has made a difference?
- What can clinicians learn from your presentation?
- How can clinicians apply what they have learned in their own units?
- How have you addressed any safety concerns in your project?
- Has the project, or any aspect of the project, been presented or published elsewhere? If so, please see Declaration of Consent to view the terms of submission.
- Are there any conflicts of interest?

Ensure your abstract 'sells your idea'. Persuade us that telling the story of your project is worthy of a 15-20 minute oral presentation at the 2023 AEM.

Abstract Submission Guidelines

- The abstract must be submitted online using the submission portal by midnight, Friday 28 July 2023. Late submissions or submissions via any other mode will not be accepted.
- All details must be completed (online form). *Online form to include:*
 - *First Author's name, title, qualifications, employer and affiliations*
 - *Co-Author names, titles, qualifications, employer and affiliations*
- The first author will be the corresponding author who will receive all correspondence from the College.
- The first author, and any potential substitute presenting co-authors, must be members of ACCCN.
- Indicate whether you would agree to have your presentation moved to an invited speaker timeslot if nominated (Note: you would then not be eligible for any award).
- Indicate which category the submission is against (A, B or C) ensuring its relevance to the ICE box theme.
- Authors of submissions with sufficient merit that do not adhere to the specifications outlined below will be given feedback and a further opportunity to revise their submission within a given timeframe. If the revised abstract does not meet publication standards or is not received by the specified date, it will be declined.
- All authors must agree to the Declaration of Consent.

Abstract specifications

The abstract must be structured and clearly articulate your idea/findings in a logical and concise manner, noting the following:

Abstract title: limit of 25 words

Abstract text: limit of 300 words with ideas succinctly and clearly presented

Category A - 'MacGyver'

Background:	reason for the innovation
Aim:	specific aim/objectives of the project
Methods:	description of methods used
Results:	outcome or impact of the project including any associated changes in practice
Conclusions:	evaluation/implications for practice

Category B - Quality Improvement Projects

Background:	reason for undertaking the quality improvement project
Aim:	specific aim/objectives of the project
Methods:	description of methods used
Results:	outcome or impact of the project including any associated changes in practice

Conclusions: conclusions and recommendations

Category C – Nursing Scholarship

Background: justification for the project e.g., recognised gap in scientific knowledge

Aim: specific aim/objectives of the project

Methods: description of methods used

Results: findings from the project

Discussion: outcome or impact of the project including any associated changes in practice

Conclusions: conclusions and recommendations

- The content of the abstract must plainly reflect/link to the title.
- The abstract must be submitted as a Word document and be text only – no images, graphs or photos will be accepted.
- No abbreviations are to be used.
- All abstracts must be submitted in English language.

Declaration of consent

In order to submit your abstract, the author must agree to the following terms and conditions:

- As the primary author I agree that I will register for ACCCN's Annual Education Meeting 2023 and pay for the registration fee. It is understood that I must pay my own travel and accommodation costs.
- I confirm that the contact details provided are that of the corresponding author. I agree to be the contact for the conference organisers to distribute presentation information and confirmation.
- I confirm that I and any substitute author/presenters, are current financial members of ACCCN.
- Co-authors and I consent to publication of the abstract (e.g. on the program, website and other conference promotional materials).
- I agree that publication of the abstract does not infringe any copyright, intellectual property or third-party rights.
- I agree to supply a profile picture and short biography (maximum 100 words) for use by conference organisers and session chair if my abstract is accepted to present.
- It is understood that if my abstract is chosen for an oral presentation the time of the presentation will be allocated within the program at the discretion of the conference organising committee.
- Should I be unable to present due to unforeseen circumstances, I may nominate another abstract author to present in my place. The substitute presenter must also agree to the abstract presentation terms and conditions and sign a declaration of consent.
- Requests for more than one author to present will be considered on a case-by-case basis following acceptance of an oral presentation offer. Any decision on co-presenting is at the discretion of the AEM Organising Committee.
- The conference organisers reserve the right to remove any reference to or publication of an abstract if these terms are not met.

Successful Abstracts

Selection Process and Notification

- All submitted abstracts will be blind peer-reviewed by the AEM Free Paper Abstract Review committee.
- Abstracts will be reviewed according to their relevance to the conference theme and category criteria.
- Notification of outcome is anticipated to occur via email by the end of August 2023.

Review Committee Guidelines

Evaluation criteria and weightings have been developed in a point system for each criterion so there is a fair selection process.