

The 7th International Conference on Patient- and Family-Centered Care

Partnerships in Care, Interprofessional Education, and Research

July 25-27, 2016

New York, NY

ABSTRACT SUBMISSION GUIDELINES AND INSTRUCTIONS

Welcome! We look forward to receiving your abstract. Please read the following guidelines and instructions carefully and reference them when submitting your abstract. At the bottom of the page, please click on the 'Create New' button to start the submission process. A convenient checklist is included at the end to ensure a successful, complete submission.

GENERAL INFORMATION

The Institute for Patient- and Family-Centered Care (IPFCC) is proud to announce *The 7th International Conference on Patient- and Family-Centered Care—Partnerships in Care, Interprofessional Education, and Research*. The conference will showcase exemplary programs that are dedicated to collaboration among health care professionals, patients, and families. We invite you to submit an abstract.

Conference sessions must be educational and non-commercial. Under no circumstances may a presenter promote a product, service, or anything representing monetary self-interest. Any questions regarding this policy or a specific presentation should be directed to IPFCC's Director of Educational Programs & Special Projects. Product vendors and others who wish to promote a product or service are invited to contact IPFCC for exhibiting and sponsorship opportunities.

Abstracts will only be accepted for consideration if submitted through IPFCC's Call for Abstracts website. Abstracts that have not been completed by the submission deadline will not be accepted.

Call for Abstracts: Submission deadline is July 31, 2015

WHO SHOULD SUBMIT AN ABSTRACT

Do you work in partnership with patients and families to improve and redesign health care? Does your work advance the practice of patient- and family-centered care? Share your expertise and accomplishments at *The 7th International Conference on Patient- and Family-Centered Care*.

IPFCC invites abstracts from the following:

- Patient and Family Advisors and Leaders
- Administrative Leaders and Board Members
- Physicians, Nurses, Social Workers, Therapists, Pharmacists, Child Life Specialists, Chaplains, Security, and Other Staff
- Leaders for Safety and Quality Improvement
- Human Resources Personnel
- Patient Experience, Patient Relations, and Guest Services Personnel
- Faculty and Students in Schools of Medicine, Nursing, Social Work, and Allied Health
- Researchers and Evaluators
- Architects, Interior Designers, and Facility Design Personnel
- Policy Makers, Government Agency Leaders, and Funders

Priority consideration will be given to abstracts that include patient/family advisors as presenters or co-presenters and highlight meaningful collaborative roles for patients and families in all aspects of programs, projects, or initiatives.

TYPES OF PRESENTATIONS

Creative and innovative approaches to presentations and posters are strongly encouraged.

Presentation: Presentations will be allotted 30-60 minutes.

Poster: Posters are 4' x 8' visual displays of innovation. A poster representative must be present at specified times on opening day of the poster session to respond to questions.

In some cases, presentations discussing similar programs or initiatives may be combined. Presenters will be informed of this upon acceptance of abstract.

GUIDELINES FOR ABSTRACT SUBMISSIONS

Your abstract submission must include the following:

Title of Abstract: The title should be concise but clear enough to indicate the nature of your presentation.

Abstract Summary: Briefly describe the purpose and content of your presentation in 40 words or less. If your abstract is accepted, this summary will be printed in the conference promotional materials.

Abstract: Create an abstract that can be included in the conference educational material, using the online template. Please avoid non-standard abbreviations. Abstract should include:

- Description of program/initiative/study, including methods/activities, description of patient and family involvement, and organization where program/initiative/study takes place (300 words);
- Outcomes (50 words);
- Lessons learned (50 words); and
- Resources, tools, or handouts that will be shared with attendees.
- Educational Grid: For each submission, complete an educational grid outlining your proposed session. As part of the Educational Grid, please identify 2-3 measurable objectives that directly relate to your abstract. The objectives should be written as a response to the statement, “after attending this session, participants will be able to...”
- Biographical Data/Conflict of Interest: Each presenter included in the abstract must submit biographical information that includes a short (one paragraph) biographical sketch. Also, each individual must complete the Conflict of Interest Form

Presentation Details: Specify each of the following:

- Presentation Method (Oral or Poster session)
- Resources, Tools, or Handouts that will be shared with attendees
- Audio-visual equipment (requested for presentation)
- Topical Area
- Health Care Setting
- Populations

Abstract Topics

Abstracts are invited for the following key topics (Please see the [Call for Abstracts Brochure](#) for more details):

- Leadership Matters
- Patient and Family Advisors—Essential Allies
- Creating Capacity for Partnerships in Research and Evaluation
- Education for Interprofessional and Collaborative Practice
- Addressing Health Disparities
- Better Together—Changing the Concept of Families as “Visitors”
- Transformative Partnerships in Primary Care

Health Care Settings

Abstracts should address one of the following health care categories/settings:

- Accountable Care Organizations
- Behavioral and Mental Health
- Chronic Illness Care
- Community-Based Care and Services
- Emergency Care
- Health Care Policy

- Home Care
- Inpatient Care
- Intensive/Critical Care
- Long-Term Care/Residential/Rehabilitation
- Palliative/Hospice/End-of-Life Care
- Primary Care/Medical Home/Ambulatory/Specialty
- Public Health
- Schools of Medicine, Nursing, and Other Health and Helping Professions
- Research

Populations

Abstracts must focus on one or all of the following populations:

- Adult
- Child and Adolescent
- Geriatrics
- Maternity
- Neonatal/Newborn

Oral Presentation Educational Grid

For each submission, complete an Oral Presentation Educational Grid outlining your proposed session. Please download and review the Oral Presentation Educational Grid Example and the Oral Presentation Educational Grid Template.

[Download the Oral Presentation Educational Grid **EXAMPLE**](#)

[Download the Oral Presentation Educational Grid **TEMPLATE**](#)

Your Oral Presentation Educational Grid should include:

- Learning Objectives (Identify 2-3 measurable objectives that directly relate to your abstract. The objectives should be written as a response to the statement, “After attending this session, participants will be able to...”)
- Content Outline
- Time Frame
- Presenter(s)
- Instructional Methods

You must upload your Oral Presentation Educational Grid document (Word file). You will be asked to restate the Learning Objectives outlined in your Educational Grid.

Poster Educational Grid

For each submission, complete an Poster Educational Grid outlining your proposed session.

Please download and review the Poster Educational Grid Example and the Poster Educational Grid Template.

[Download the Poster Educational Grid **EXAMPLE**](#)

[Download the Poster Educational Grid **TEMPLATE**](#)

Your Poster Educational Grid should include:

- Learning Objectives (Identify 2-3 measurable objectives that directly relate to your abstract. The objectives should be written as a response to the statement, “After attending this session, participants will be able to...”)
- Content Outline
- Presenter(s)

You must upload your Poster Educational Grid document (Word file). You will be asked to restate the Learning Objectives outlined in your Educational Grid.

Presenters

Each presenter listed on the Educational Grid must complete a Biographical/Conflict of Interest form (Bio/COI), which includes contact information fields and a short (one paragraph) biographical sketch as well as permission statements and agreements.

Use this form to collect all required information from each presenter. In the Presenter section of the submission, you must complete contact information fields and upload a Bio/COI form (Word file) for each presenter.

INSTRUCTIONS for Bio/COI Form:

Presenters **should not complete every** section of this form. Please complete only sections: 1, 3, 4 and 6.

- Provide information for every line in Section 1.
- Insert an X at the beginning of Section 3, confirming your expertise.
- Insert a brief biographical sketch into Section 3, following the paragraph that asks you to describe your expertise and years of training related to the specific educational activity...
- After reading Section 4, Conflict of Interest, mark Yes or No at the end of this section.
- Complete Section 6 by inserting an electronic signature, or an X, and the date the form is completed.

[Download the Presenter Biographical/Conflict of Interest Form \(Bio/COI\)](#)

Releases

The Primary Contact must confirm each of the following releases and agreements on behalf of all presenters:

- Submission Approval
- Recording Agreement
 - Sessions are audio-recorded and offered for purchase during and after the conference. In order for your session to be recorded, the primary contact must indicate that all presenters agree to it. Presenters may decline to have their session recorded, which does not affect abstract acceptance decisions.
- Presentation Release for conference materials
- Participation Confirmation
 - All presenters must register for the conference by **Monday, January 4, 2016**.
- Laptop Confirmation
 - It is the responsibility of presenters to provide their own laptop for their sessions, as IPFCC does not provide laptops. Standard AV equipment provided includes audio for video clips, LCD projector and screen, a podium microphone, and a lavalier microphone.
- Internet Usage Confirmation
 - Internet access can be provided for a fee at presenters' expense.
- Conflict of Interest Confirmation

About the Primary Contact

- The Primary Contact is the individual who submits the abstract.
- Prior to submitting the abstract, the Primary Contact must communicate with and obtain all presenters' biographical details and agreements.
- It is recommended that oral presentations have no more than four (4) presenters to allow adequate time for each presenter. There is no recommended limit of presenters for Poster Sessions.
- Only the Primary Contact will receive an email message confirming receipt of the abstract.
- The Primary Contact is responsible for communicating acceptance decisions, deadlines, and all other submission details with presenters.

SUBMITTING AN ABSTRACT

We suggest that you develop the proposed abstract in a Word document, then copy and paste the information into the appropriate sections of the online submission form. Please note that the submission form does not have a spell or grammar check function. Accepted abstracts will be printed in conference materials as submitted. Therefore, please carefully review your abstract before submitting.

Please complete required fields in all sections. Fields denoted with asterisks (*) are required.

Please be sure to save changes on each page before navigating to the next step of the submission process.

For security purposes, the submission site times out after 10 minutes of non-activity and any unsaved data will be lost.

You may exit and re-enter the abstract submission site as many times as needed to edit and complete the abstract.

You are able to submit an unlimited number of complete abstracts. However, the submission system allows only two active, incomplete submissions per user.

Please do not send supplemental materials (photos, articles, or reports) with submission, as the abstract review committee will not see these items.

ABSTRACT REVIEW CRITERIA

After the Call for Abstracts deadline, the abstract review committee grades all submissions. Each submission will be graded on a four-point scale in multiple areas.

Abstracts will be reviewed on the following criteria:

- Consistent with patient- and family-centered care core concepts
- Innovative
- Replicable
- **Inclusion of Patient/Family in the Presentation**
- Evidence-based
- Effectiveness of proposed presentation/poster

You may reference the grading criteria used by the Abstract Review Committee when creating your abstract.

[Download the Abstract Review Matrix](#)

PRESENTING AT THE CONFERENCE

Prior to the conference, the Primary Contact is responsible for submitting the final presentation slide handouts or other relevant presentation materials.

IPFCC recommends presenters supply presentation slide handouts or other appropriate handouts for their session. IPFCC cannot be responsible for duplicating or distributing printed copies. Presenters can generally expect an audience from 50 to 200 attendees. Handouts will be posted online.

All presenters must register for the conference by Monday, January 4, 2016. We encourage presenters to stay for the entire conference to facilitate learning and networking among attendees. Reduced registration rates are available for presenters.

Presenters are responsible for making their own travel and hotel arrangements. We encourage you to make hotel reservations early as it is expected that the hotel will fill to capacity very early. Please be sure to indicate that you are with this conference in order to receive the special group rate. Information will be available at www.ipfcc.org.

Presenter Registration Fees

| | |
|--|-------|
| Professionals/Staff | \$545 |
| Patient and Family Advisors/Leaders | \$425 |

ACCEPTED ABSTRACTS

Announcements regarding selection status of abstracts will be made on or near **Wednesday, December 4, 2015**. Upon acceptance of the abstract, the Primary Contact will be sent a confirmation email. The Primary Contact will be asked to return a signed letter of agreement by **Wednesday, December 16, 2015** confirming all presenters' participation in the session. **All presenters must register for the conference by Monday, January 4, 2016.**

Following abstract acceptance, IPFCC will contact all session participants with information regarding session scheduling and speaker agreements.

IPFCC reserves the right to edit the title, summary, and abstract for inclusion in conference materials. It is expected that all presenters will follow the policies, procedures, and deadlines established.

SUBMISSION TIMELINE SUMMARY

Please observe the following timeline as you submit an abstract.

- July 31, 2015 Deadline for abstract submission
- December 4, 2015 Notification of acceptance status
- December 16, 2015 Deadline for returning the signed letter of agreement
- January 4, 2016 Registration deadline for all accepted presenters

SUBMISSION CHECKLIST

Please review this checklist before submitting your abstract to ensure a successful submission experience.

- Read the Abstract Guidelines and Instructions
- Read the Review Criteria
- Write the full abstract title, summary, and description
- Finalize all presentation details
- Complete the Educational Grid
- Collect the Biographical/Conflict of Interest form (Bio/COI) from each presenter

QUESTIONS?

Please contact us at (301) 652-0281 or events@ipfcc.org