

ONS 41st Annual Congress Leadership/Management/Education Abstract Information

Important Deadlines

- Abstract Submission Deadline
- Notification Letters Sent

Wednesday, September 30, 2015, Midnight EST
Week of November 2, 2015

Need help preparing an abstract?

The idea of submitting an abstract for Congress can be intimidating and many questions about the process and structure may arise. Through the ONS Mentorship Program for Abstract Writers, novice abstract writers are partnered with experienced mentors to help guide you through the process. For more information, please contact ONS Education toll-free at 1-866-257-4ONS or email at absquestion@ons.org.

General Abstract Information

Don't miss out on a great opportunity to submit your abstract now for the ONS 41st Annual Congress, April 28–May 1, 2016, in San Antonio, TX. [Please click here to submit an abstract](#). Primary authors may decline acceptance or withdraw presentation of an abstract selection by emailing absquestion@ons.org.

Selection of abstracts will be based solely on a blind peer review. Abstracts may be selected for presentation for podium sessions, poster or e-poster presentations, and published in the online *Oncology Nursing Forum* and located on the conference website.

***Note: Late-breaking research abstracts will be accepted December 28, 2015–January 15, 2016, with notifications sent the week of February 26, 2016.**

Please note, accepted abstracts cannot be edited after acceptance and will be published as received. **Pay close attention to spelling, grammar, names, and credentials.**

Primary authors may submit more than one abstract, but only one may be accepted for each presentation format.

Abstract Presentation Formats

Podium Abstracts

Abstracts accepted for podium presentations are offered in a session with four to six other abstracts and grouped by related category to be delivered for presentation. Speakers generally have 10-15 minutes to present their abstract and should include time for questions and answers. Only one author (primary or first author) may present the podium session. Primary authors of abstracts selected for a podium presentation will be asked to submit a PowerPoint presentation.

Poster Abstracts

Abstracts accepted for poster presentation report the process and outcome of a scientific or professional project through a visual display. Posters are shown during the majority of Congress. Authors of accepted poster abstracts **must** be present at their poster during the assigned session at the conference to allow for dialog with participants.

Primary authors of abstracts selected for a poster presentation will be asked to submit a PDF or JPEG of their poster.

E-Poster Abstracts

The submitter's prepared poster will display the process and outcome of a scientific or professional project. All presenters will submit their electronic poster as a PDF or JPEG. Authors of accepted e-poster abstracts **must** be present at the assigned presentation monitor during their assigned session at the conference to allow for dialog with participants.

All accepted abstracts are available through the ONS website at www.ons.org.

Authorship

Primary authors must be either a registered nurse, a licensed healthcare professional from another discipline (physician, pharmacist, physical therapist, etc.), or a doctorally prepared individual.

Authors (including students) or institutions cannot submit more than two abstracts on the same topic or from the same topic. If data are from a multi-site study, each site may submit one abstract.

For abstracts with more than one author, the primary author is considered the contact person.

Abstracts submitted must be of the author's own completed work, work in progress, or work previously presented at the local or regional level. However, abstracts may not be submitted that contain information that has been previously published or presented to national or international oncology nursing audiences.

Accepted authors will need to complete the following forms order to meet the ONS CNE Provider Unit requirements. These forms will be available online.

- **Full Disclosure**

Financial relationships are relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g. stocks, stock options, or other ownership interest, excluding diversified mutual fund(s), or other financial benefit. Financial relationships can also include “contracted research” where the institution gets the grant and manages the funds and the individual is the principal or named investigator on the grant. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ANCC considers relationships of the person involved in the CNE activity to include financial relationships of a spouse or partner. A relevant financial relationship is any relationship in any amount occurring in the past 12 months (as of the date that the form is completed) that creates a conflict of interest. There is a lot of press recently on commercial influence over continuing education in medicine and nursing. It's important to identify potential conflicts to the planning team as well as to the audience. Without this information, there is not full disclosure. Without full disclosure there is the implication there is information to hide and bias is inherent in hiding information.

- **Biographical Sketch**

Contact information, description of job responsibilities, educational background, previous planning experience, and recent presentations or publications. This information is important because it spells out your credibility in discussing the topic.

- **Warranty & Indemnity Form**

Warrant that you are the author of your presentation, that the presentation is original, except for such excerpts from copyrighted material included with the permission of the copyright owner and that you indemnify or release ONS against any and all liabilities, claims, or damages that would arise. You agree that the presentation is your own work, excerpts of copyright of materials are used with the expressed permission of the owner, presentation has not been developed as part of another presentation, and that it may be included within the ONS marketing materials.

Guidelines for Abstract Submission

1. The primary author must submit all abstracts electronically.
2. Authors (including students) or institutions should not submit multiple abstracts on the same topic or from the same topic. If data are from a multi-site study, however, each site can submit one abstract.
3. Authors are encouraged to write the abstract in a word processing file (e.g. MS Word) and then cut and paste into the abstract system. Please ensure special characters are entered correctly. No edits can be made prior to publishing.
4. The final abstract (body of abstract) must be **no more than 350 words (excluding the title and authors' names/institutions)**. Abstracts that contain more than the specified number of words will not be reviewed. Check the word count of your abstract in a word processing program prior to cutting and pasting into the online submission form.
5. The abstract cannot be submitted unless all required fields are completed.
6. The abstract title should clearly indicate the nature of the subject. Acronyms should not be used in the title and should be written out on first mention. The body of the abstract should be in paragraph form, using complete sentences, and avoiding special characters. Abstracts should include, **no more than six authors' names** (first and last names), credentials, and institution or place of employment's name, city and state. Abstracts should have all funding sources written out completely if applicable.
7. For abstracts with more than one author, the primary author will be considered the contact person.
8. Abstracts **MUST** be submitted by **Midnight EST, on Wednesday, September 30, 2015.**

Pharmaceutical and Industry-Sponsored Abstracts

Pharmaceutical company or industry employees may submit an abstract featuring their employer's products or services if they fully disclose their employment and/or financial involvement. Abstract presentations may not be sales presentations and must not imply the Society's endorsement of said products or services. The individual making the presentation must clarify this point during the presentation. All pharmaceutical or industry sponsored abstracts are strongly encouraged to address nursing role, implications for nursing research or clinical practice.

Researchers wishing to submit an abstract containing data related to a clinical pharmaceutical or industry trial conducted at their institution, must provide full disclosure of the presenter's affiliation with the company, any financial gains (honoraria, travel reimbursement etc.) received, research support obtained, or involvement of the company in the research, as well as a complete list of all contributors (physicians, statisticians etc.) on the abstract submission. Failure to provide such disclosure will result in the automatic rejection of the abstract. The member is expected to add a nursing dimension to the existing clinical trial data to make such data interesting and applicable to the conference attendees.

Guidelines for Abstract Scoring

Abstracts will be scored using a 1-5 ranking on the following seven criteria:

1. **Significance & Background**

- a. Is the topic significant, important, or relevant to oncology nursing practice?
- b. Is unique role or contribution of nursing described?
- c. Is the background of the problem summarized?

2. **Purpose**

- a. Does the purpose clearly describe the project or activity?
- b. Is the rationale for the topic logical and supported by the information presented?

3. **Interventions**

- a. Does the intervention or practice describe how the purpose was accomplished?
- b. Are the interventions or practices described appropriately for the clinical topic?
- c. Are nursing-sensitive patient outcome interventions described if appropriate?

4. **Evaluation**

- a. Are the project goals evaluated according to specific measures?
- b. Are the outcomes applicable to oncology nursing?

5. **Discussion**

- a. Are the implications for oncology nursing practice identified?
- b. Are the suggestions for using the information included?

6. **Presentation**

- a. Is the abstract well written? Are the ideas clearly communicated?

7. **Innovation**

- a. Is this an innovation/cutting edge topic?

The Review Process

1. Upon submission, the abstract will be reviewed for compliance with the abstract instructions and assigned a number to ensure anonymity.
2. Three volunteers with appropriate research experience will review each blinded abstract.
3. Reviewers will use the above scoring criteria. Each item is scored on a scale of 1–5 grading scale (1=missing; 5=high).
4. The conference planning team will order abstracts for presentation at the conference based on the average reviewer score.