

Florida Nurse Practitioner Network 2017 Annual Conference
August 10 – August 12, 2017
Walt Disney World Dolphin/Swan Resort
1500 Epcot Resorts Blvd Orlando, FL 32830

The 2017 Florida Nurse Practitioner Network Annual Conference is pleased to announce “A Call for Poster Abstracts”. We are seeking submissions from graduate or doctoral nursing students, or NPs engaged in research, clinical practice innovation, education or policy change. The poster should include an emphasis on innovations in practice and clinical research related to advanced practice nursing in primary or acute care.

Guidelines and Information:

Abstract selection will be based on the quality and clarity of the abstract and relevance to the NP practice environment. One poster from innovations in practice and one poster from clinical research will be recognized with a ‘Best Poster Award’.

Authorship of Abstracts

Each submission is required to list a primary author, who will serve as the contact person for future correspondence. The primary author must submit the abstract, listing other authors whose names will be on the poster, including only those co-authors who had significant contribution to the development, implementation, or evaluation of the project. Full consent of all listed authors is necessary.

Authors or co-author designee for accepted posters must be available to attend the poster event. Only those posters appropriately displayed and accompanied by one of the contributing authors qualify as being “presented” at the FNP event. Any other claims for presentation of works that do not meet these criteria are false and unprofessional.

Abstract Submission, Review and Acceptance

Abstracts must be RECEIVED by May 19, 2017. A blind review of abstracts will be completed. Abstracts will be evaluated on their quality, completion of required information, and adherence to all instructions. If an abstract does not adhere to the stated criteria, it will not be reviewed. Notice of the outcome of review will be made by June 15, 2017.

By submitting this Poster Presentation Response Form, I acknowledge I have read and agree to:

- Poster abstract of 300 words in length will be accepted.
- In addition to abstract, contact information, three learning objectives, and a completed Conflict of Interest Disclosure Form will be required with submission consideration.
- If selected, presenters will receive a 50% discount for the conference.
- Presenters are responsible for their own travel and related expenses.
- Confirmation of acceptance by primary author is required by July 1st or sooner.

- Submit presentation materials and additional information by the due date(s) or the presentation(s) **may be cancelled and not included in the conference schedule.**
- **Understand if presentation(s) do not meet FNP criteria it will be cancelled and not included in the conference schedule. In which case, FNP has no financial or other obligation to speaker.**

For questions or further information please contact:

Mary Lewis @ drmarylewis@comcast.net or Cindy Parsons @ cparsons1@prodigy.net

SUBMISSION INSTRUCTIONS

All components of the abstract must be typed and **single-spaced**. **Font size** should be no smaller than **12** point, Times New Roman or Arial. Submissions must be in Microsoft Word. We ask that you complete some documents with and without identity to have for blinded review.

1. A complete abstract submission includes four separate components, saved as separate documents. Please save these as **your last name_first name_ document name (i.e. Bunny_Bugs_coverpage.doc)**. The required components include the following:
 - a. Cover page (attached)
 - b. Abstract (un-blinded) that includes authors and authors' affiliations
 - c. Abstract that does not include authors and authors' affiliations (blinded)
 - d. Abbreviated CV (*curriculum vitae*) of the primary author and/or the planned presenter, if other than the primary author
2. Cover page (attached) is to include the following:
 - a. First name, last name, and credential(s) of primary author
 - b. Primary author's preferred contact information
 - c. First name, last name, and credential(s) of all other authors. List each author on a separate line. Only include those who have had significant contribution to the project.
 - d. Signed Release Statement
3. Abstract page (un-blinded) is to include the following:
 - a. The **TITLE**, which should be brief and clearly indicates the nature of the presentation. It is centered at the top of the abstract and typed in **CAPITAL LETTERS**.
 - b. First name, last name, and credential(s) of primary author; co-author names and credentials.
 - c. **BODY/TEXT** which is to be typed single-spaced and should be no more than 300 words. The abstract should not exceed one (1) page.
4. Blinded abstract page is to include the following:
 - a. **TITLE** should be brief and clearly indicate the nature of the presentation. It is centered at the top of the abstract and typed in **CAPITAL LETTERS**.
 - b. The **BODY/TEXT** is to be typed single-spaced and should be no more than 300 words. The abstract should not exceed one (1) page.
 - c. Remove all references to names and organizations within the body text that could identify the authors.
5. Organize the **BODY/TEXT** of the abstract as follows using the following headers:
 - a. **Background and significance:** Describe the problem/situation and rationale for the need for improvement (Include baseline measures if applicable, i.e. CLABSI rate of X% over the past X months)
 - b. **Research question or aim of the project**
 - c. **Methods/Approach** - Describe the approach/interventions/methods used to address the problem/situation described
 - d. **Measures** – what measures were used to assess results from the interventions
 - e. **Results** – Summarize measures and findings/outcomes of the initiative
 - f. **Conclusions** – Summarize the impact of the initiative (do not repeat the results), i.e. We found that the approach resulted in an improvement in X)

6. General Instructions:

- a. **Only completed projects** with data will be accepted.
- b. Topic is a quality or performance improvement initiative or research on quality-related issue
- c. Abstracts will be evaluated on
 - i. completion of each section using the format and headers
 - ii. following the directions
 - iii. writing clarity
 - iv. logical flow and conclusions.

Methods of Abstract Submission

Abstracts must be submitted electronically.

1. Submissions must include all four components: Cover page, unblinded and blinded abstracts, and abbreviated CV of the principal author.
2. Each of the four components must be separate attachments that are Microsoft Word documents.
 - a. File names should follow this format:
 - i. last name_first name_coverpage.doc
 - ii. last name_first name_abstract.doc
 - iii. last name_first name_blinded.doc
 - iv. last name_first name_CV.doc
3. E-mail submissions to: Mary Lewis @ drmarylewis@comcast.net or Dr. Cindy Parsons, ARNP @ cparsons1@prodigy.net.
4. Submissions will receive a reply via e-mail that the abstract has been received.

Abstract Submission Deadline Date

Abstracts must be RECEIVED by 5:00 PM on May 19 2017. Abstracts received after the deadline will not be considered for the **Florida Nurse Practitioner Network 2017 Annual Conference** Poster Presentation.

If you have any questions, please e-mail- Mary Lewis @ drmarylewis@comcast.net or Dr. Cindy Parsons, ARNP @ cparsons1@prodigy.net

Abstract Submission Cover Page

All information must be completed in order for the abstract to be reviewed.

Abstract Title:

If selected, the presenter(s) will be:

Primary Author and Preferred Contact Information:

Name and Credentials

Address: [Street address] [City], FL [Zip]

Daytime Telephone Number:

Email Address:

Position/Title:

Institution/Employer:

Other Authors:

Name and Credentials:

Position and Organization:

Name and Credentials:

Position and Organization:

Release Statement:

I certify that all requested information is accurate. I certify that the material contained in the abstract has the consent of all authors and that clearance to present the material has been obtained, if necessary.

Signature of Primary Author: _____

Date_____