



**Florida Nurses Association
Nursing Research and Evidence-Based Practice Conference
Abstract Guidelines**

Purpose: The purpose of this conference is to promote communication and dissemination of performance improvement projects and nursing research that is being conducted in diverse academic, clinical, and/or community settings throughout Florida.

Benefits/Values to Presenting Your Projects and/or Research:

- Develop your statewide reputation
- Associate your name with your specific topic/research/project
- Lead to networking and collaboration opportunities
- Help with promotion in academia/clinical/community settings
- Potential to open new job opportunities
- Obtain feedback on your findings from peers, which may be helpful in developing or improving your future research work.

Presenting your work is invaluable not only to the attendees who discuss the content with you but also for yourself because of the benefits and values this experience brings.

Eligibility:

- Performance improvement/quality improvement clinical projects and evidence-based nursing research projects are eligible for podium or poster presentation.
- Research conducted in practice and/or as part of educational endeavors is eligible for presentation.
- Research must be completed by time of submission to be eligible for podium presentations.
- In-progress and completed projects are eligible for poster presentations.
- Students and nurses in practice/academics/research/etc. are eligible and encouraged to submit.

Abstract Format:

- **For blinded peer-review purposes: Please place last four digits of your social security number at top of abstract. Do not put your name on your abstract.**
- The abstract must be submitted in Word format. Abstracts should have a **maximum of 300 words**.
- Abstracts should be typed in Times Roman font with a type no smaller than 12 point font. The body of the abstract should be single spaced with double spacing between paragraphs. Left justify all paragraphs; do not indent to begin a paragraph.
- If you would like to use headings, make sure you bold them. Heading examples such as Objective, Background, Methodology, Analysis, etc. may be used.

- If the project or research was supported in full or in part by a grant, please cite the grant number and granting organization at the bottom of the abstract.
- **Please comply with all requirements to ensure your abstract is submitted for peer-review.** Peer-review will be conducted by members of the FNA Research Special Interest Group (SIG).

Submission Requirements:

- Complete and submit your abstract, abstract submission form and BIO/COI form **no later than Friday, May 11, 2018.**
- If there is more than one person presenting for either podium or posters, a BIO/COI form must be completed for each presenter.
- **For your abstract to be considered for peer review, you must be registered for this conference.**
- Peer-review on all submitted abstracts will be conducted from May 14 – June 1, 2018.
- Notification of acceptance will be no later than Friday, June 8, 2018 (Person who submitted abstract will be officially notified).
- If your abstract should be declined and you do not wish to attend the conference, you may request a refund through bookkeeper@floridanurse.org. Refund requests should be submitted no later than Wednesday, July 13, 2018.

Podium Presentations:

- Presentations will be one hour in length.
- Once notified of your podium acceptance, complete an objective form and submit **no later than Friday, June 29, 2018.** Objectives forms will be attached with your notification of acceptance email.
- PowerPoint presentations will need to be submitted **no later than Friday, July 13, 2018.**
- Podium presenters are encouraged to stay for the entire conference.

Poster Presentations:

- Presentations will be 15 minutes in length.
- Poster size no larger than 4 ft. x 8 ft. (48" x 96").
- FNA will provide poster display boards and pins to hang poster.
- You can prepare a handout summarizing your work with key findings, links to more information, and providing your contact information. Handouts are optional.
- Practice in sharing your story... "Tell me about your project."
- Poster presenters are encouraged to stay for the entire conference.



FNA Research Conference Abstract Submission

Last Four Digits of Your Social Security Number: _____

Title of Abstract/Research: _____

Presentation Format (Indicate Preference):

- Podium (Research must be completed by time of submission)
- Poster
- Either Podium or Poster

Name & Credentials of person submitting abstract: _____

Contact phone number: _____

Email address: _____

Name, Credentials, and Email Address for Each Presenter:

Name	Credentials	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Affiliated Organization/Academic Institution: _____

Highest Nursing Degree Completed/Non-nursing Degree Completed/Student: _____

Remember to complete a BIO/Conflict of Interest Form for EACH presenter.

Abstracts will not be accepted for submission until all BIOs have been received.

Submit to Kaitlin Scarbary at kscarbary@floridanurse.org

Biographical Data Form

Check One or Both

Planner

Presenter

Name:

Degrees & Credentials:

If RN, indicate degree(s) in nursing: Diploma ADN BSN Other:

Home Address *OR* Business Address:

Telephone:

Ext:

E-Mail Address:

Present Position (Title):

Employer:

Planners: Describe your familiarity with the target audience:

Presenters: Describe your expertise with the subject:

Conflict of Interests for Presenters

ALL PRESENTERS MUST DECLARE ANY CONFLICTS OF INTEREST ON THIS FORM

Having an interest in an organization does not prevent a speaker from making a presentation, but the audience must be informed of this relationship prior to the start of the activity. *(If the applicant already has special forms to identify this, it does not need to be repeated on the bio form. Include the applicant's copy of the completed forms declaring vested interest.)*

I recognize that I must follow all guidelines and criteria regarding conflict of interest. Any real or perceived conflict of interest for a conference participant must be disclosed. For this purpose a real or apparent conflict of interest is defined as having a significant financial interest in a product to be discussed directly or indirectly during the presentation; being or having been an employee of a company with such financial interest and/or having had substantial research support by an industry to study the product to be discussed at the presentation.

I have no real or perceived conflicts of interest that relate to this presentation.

I have the following real or perceived conflicts of interest that relate to this presentation:

Signature:

Date:

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