



Abstract Submission Guidelines for CAAPN/ACIIPA 2015 Biennial Convention **Unleash the Power: Innovate, Collaborate, and Lead!**

Conference Partners

The Canadian Association of Advanced Practice Nurses/Association Canadienne des infirmières et infirmiers en pratique avancée (CAAPN-ACIIPA) represents the voice of advanced practice nurses across the country. We are pleased to partner with the Clinical Nurse Specialists of Manitoba Interest Group (CNSMB) and the Nurse Practitioner Association of Manitoba (NPAM) for the 2015 Biennial Convention. CNSMB serves as a provincial voice to enhance and promote the contributions of clinical nurse specialists (CNS) to the health and well-being of patient populations. NPAM supports and advances the professional interests of nurse practitioners (NP) in order to provide accessible and effective health care to the public of Manitoba. These three partners are working together to provide advanced practice nurses (APNs) with a most exciting national conference.

The Conference Objectives

1. To provide an opportunity for APNs from across Canada to meet and share clinical and worklife knowledge and experiences.
2. To support APNs in developing knowledge and skills that support evidence-based care of individual, family and population clients.
3. To share innovation and create collaborations that support optimal client care.

Key Dates and Deadlines

Deadline for submission: March 15, 2015

Acceptance notifications: April 1, 2015

Presentation Formats

Interactive Panel Presentation: Each panel should represent an expert approach to a common challenge or issue presented from different perspectives. Each panel must provide a moderator. Each presentation is 90 minutes and must include time allotted for interactive discussion. A limited number of panel presentation slots will be available.

Concurrent Oral Session: Each presentation is 30 minutes followed by 15 minutes for audience interaction.

Poster Presentation: Each presentation will be limited to a maximum size of 4x6 feet or electronic medium (presenter to supply). Accepted presenters will be required to be available at their poster during specific conference times.

Workshop Presentation: Workshop sessions will be focused on practical problems addressed in a 'hands on' fashion. Abstracts must include statements of what participants will learn as a result of the session, and maximum number of participants. Workshops can either have a clinical focus (i.e. specific clinical problem/solution) or an educational initiative (i.e. writing, research, educational outcome). A very limited number of 90 minute workshop sessions are available.

Abstract Content and Structure Guidelines

Language: Abstracts may be submitted in English or French and, if accepted, will be presented in the language of submission.

Anonymous Review: Please **do NOT include names of authors and organizations in the abstract text.**

Structure Review Criteria:

Title:

- Maximum character count is 130, including spaces.

Keywords:

- Identify the keywords applicable to the submission.

Maximum word counts: (not including abstract title or other information):

- Oral and poster presentations: 250 words.
- Panel and workshop presentations: 500 words.
- Word count excludes citations.
- Abstracts more than the posted limit will NOT be reviewed.
- APA 6th ed format.

Citation criteria:

- Limit of 5 references.
- Included at the end of the abstract file.
- APA 6th ed. format.

Content Review Criteria: Abstracts should be of interest to a broad range of APNs, and will be evaluated based on:

- *Clarity:* clearly states what other nurses can learn from the presentation or display,
- *Relevance:* explains how the abstract reflects the **convention theme**,
- *Quality:* evidence-based, quality of intent, spelling and grammar,
- *Application:* describes how the outcomes are applicable to APN policy or practice, and
- *Innovation:* displays originality, innovation and/or APN leadership.

Abstract Submission Process

Where to submit: Send abstracts to Biennial2015@caapn-aciipa.org with **Abstract** in the subject line.

Contact Person:, Clearly identify a primary contact person in the body of the email message (**only this person will receive correspondence**). Please provide for the contact person:

- Email
- Preferred contact telephone number

Attachments:

- Abstracts in Word format labeled in the file name with:
 - Name of primary or first speaker, the word “abstract”, and the year “2015”.
- A speaker’s biography for each speaker:
 - Word limit is 50 words for each speaker.
- The Declaration signed by the primary or first speaker.

Help with Developing Your Abstract

Mentoring Opportunity: Experienced presenters available to assist in your preparations. Anyone interested in this opportunity should send an email by February 15, 2015 to Biennial2015@caapn-aciipa.org with **Mentor Request** in the subject line.

Capacity Building Webinar: Dr Jo-Ann Sawatzky from University of Manitoba will speak on abstract preparation. Members can register for this interactive session here. A recorded version will be made available to members at <http://caapn-aciipa.org>.

If you have any questions, please contact us at Biennial2015@caapn-aciipa.org



Canadian Association of Advanced Practice Nurses
Association canadienne des infirmières et infirmiers en pratique avancée



*Nurse Practitioner
Association
of Manitoba*



Your Partners in Health