



## **SWHPN 2019 Call for Abstracts: Guidelines for Submitting an Abstract**

The Social Work Hospice and Palliative Care Network invites you to submit an abstract for the 2019 General Assembly!

We welcome submissions from both new and experienced palliative care professionals on psychosocial issues, research, innovative practices, policy, and education in palliative, hospice and end-of-life care and bereavement. We encourage submissions that highlight diverse populations, cultures, workplaces, and experiences in palliative and hospice care.

With a focus on advancing leadership in Social Work practice that improves integrated care, access, coordination and psychosocial outcomes, we encourage abstracts to target, but not be limited to, one or more of the following aims:

- Critically examine and integrate diverse cultural and structural perspectives in palliative and end-of- life care, highlighting opportunities to promote and provide leadership in practice.
- Identify effective new strategies, interventions, programs or models of practice for promoting and sustaining biopsychosocial care.
- Explore opportunities to lead interprofessional collaboration, effective communication and teamwork within palliative care and hospice teams, and identify a leadership role in social work and other palliative care disciplines.
- Analyze the impact of different models of social work functioning and support within palliative and hospice care.
- Identify and assess metrics for evaluating the impact of psychosocial care.
- Advance biopsychosocial and spiritual knowledge and skills for social workers.
- Identify best practices in psychosocial and spiritual care.
- Present research and case narratives on the impact of chronic and progressive illness, advance care planning and medical intervention, including palliative care, on individuals, families, and communities.
- Identify risk factors for biopsychosocial and/or spiritual distress among patients and families in palliative or hospice care.

- Explore emerging policies, legislation, and legal and ethical issues that impact social work and other psychosocial disciplines in hospice and palliative care. Identify leadership opportunities in these arenas.
- Discuss models of professional development that promote leadership capabilities for clinical social workers in palliative care and hospice.

**We are accepting proposals for the following formats:**

- **Symposia Presentations:** A 60- or 90-minute presentation with time for discussion and/or Q &A, organized by a primary author, with 2-3 supporting presenters, around a central theme. In the abstract submission, the theme and specific topics and speakers must be identified. Contact information and credentials for each speaker must also be included in the submission.
- **20-minute Oral Presentation:** A 20-minute presentation on a specific topic, with dedicated time for Q and A. This concise format is intended to highlight a *single subject* or paper with a single presenter. Three twenty-minute oral presentations will be grouped by topic (as determined by the Abstract Review Committee) for an hour-long time session.
- **45-minute Oral Presentation:** A limited number of 45-minute oral presentation slots will be accepted this year, based on the overall strength and quality of the abstract submission, with dedicated time for Q and A.
- **NEW! Poster Walks:** Posters provide a visual representation, 6-foot width x 4-foot height, of a specific area of research and practice. New to the 2019 conference, we will be hosting guided poster walks in the main conference room so presenters can showcase their work. Conference chairs will lead small groups around pre-selected posters, giving the authors ten minutes to present and answer questions. Awards will be given for the best posters in Research and Clinical Practice.
- **NEW! Roundtable Discussions:** Roundtable sessions will comprise 10-minute presentations followed by 45 minutes of discussion with small groups. Roundtables are ideal for novice researchers and clinicians to learn presentation skills and receive feedback from participants who share their interests. *There will be 4 roundtable discussion sessions this year in the following areas: Geriatrics, Pediatrics, Hospice, and Oncology. Please indicate for which roundtable session you are submitting.*
- **Pre-Conference Workshops:** A 3-hour, highly interactive and in-depth presentation on a specific topic. This format is intended to promote a “deep-dive” into a specific topic by leaders in the field, offering a hands-on approach and learning in a quick-paced, intimate environment. Workshops can include up to three co-presenters, and will be held the day prior to the conference on Sunday, March 17<sup>th</sup>.

## How to submit an abstract:

SWHPN uses an online submission system. All abstracts should be submitted through the online abstract registration form, available at <https://www.swhpn.org/2019-call-for-abstracts>

Incomplete, unclear or late submissions will not be accepted.

You may submit up to 3 abstracts as primary author for consideration. All abstracts must be received by **THURSDAY, SEPTEMBER 27, 2018**. There will be NO abstract extension this year!

Questions about your abstract may be submitted by emailing the program manager at [info@swhpn.org](mailto:info@swhpn.org).

## COMPLETING THE REGISTRATION FORM:

### Registration Information:

Enter your name, address, email, phone number, and organizational information. (Note: You do not need to be a SWHPN member to submit an abstract, but you do need to create an account on our website.) <https://swhpn.memberclicks.net/2019-call-for-abstracts>

### Presentation Type:

Select your presentation type for each submission. **Please note:** you may be accepted at a different presentation type for which you applied, based on the abstract committee's review of your submission.

- Symposia Presentation
- 20-minute Oral Presentation
- 45-minute Oral Presentation
- Poster Presentation
- Roundtable Discussion
- Pre-Conference Workshop

### Presentation Title:

The title of your presentation and/or discussion (15 words or less).

### Brief Description:

Include a short, 2-3 sentence overview of the primary content of your presentation. This overview should be a short description of your presentation for use in the program, in

order to assist participants in deciding which presentation they wish to attend (up to 50 words).

### Abstract:

Provide an overview of the information you will cover. This description of your abstract will be used by the review committee to assess your abstract proposal (up to 500 words or less for oral, poster, and roundtable presentations; up to 750 words for symposium presentations).

**For oral or poster presentations on research, use these headings:**

1. Introduction / Importance of Study
2. Study Aims
3. Methods
  - a. Study design
  - b. Sample (source of study participants, how selected, and sample size)
  - c. Measures (list the main independent and dependent variables, if this is not evident from the Study Aims or Results)
  - d. Describe the interventions, if any
4. Results (be specific and preferably provide data)
5. Discussion (conclusion, implications)

**For oral or poster presentations on practice and policy, please provide these headings:**

1. Introduction, Aims, or Overview
2. Methods, Interventions, or Strategies
3. Results, Findings, or Outcomes
4. Discussion, Implications, or Recommendations

**For oral or poster presentations on case narratives, please provide these headings:**

1. Introduction/Aims
2. Case Narrative
3. Discussion/Implications

**For symposium and pre-conference workshops, please provide these headings:**

Introduction / Overview: general theme and content to be offered, including methods/interventions/strategies and discussion/implications.

1. Speaker 1: Description of specific content to be covered by first presenter
2. Speaker 2: Description of specific content to be covered by second presenter

3. Additional Speakers: Description of specific content to be covered by third, fourth presenters, as necessary.

Note: Symposium and pre-conference abstracts should follow a similar format that provides the overall presentation objective, as well as the content of individual presenters, concisely, yet in sufficient detail for abstract reviewers to understand the contribution of each participant to the topic.

***New this year! For roundtable discussions:***

Roundtable Discussions are gatherings of attendees with similar special interests and needs for sharing ideas and/or resources or to initiate or continue collaborative work (established groups are welcome). These discussions will provide opportunities for open discussion and creativity in a more informal and less structured setting.

**Please indicate for which roundtable session you are submitting:** Geriatrics, Oncology, Pediatrics, or Hospice.

Roundtable Discussion abstract proposals should include descriptions of:

- Purpose of the discussion
- Brief outline of session – The outline should include types of questions or issues to be discussed, and the main points of your brief didactic presentation (no more than 10 minutes)
- Outcomes hoped for from the discussion
- Whether this is being organized by an already established group

Roundtable proposals should be limited to 350 words. Discussions will run for 60 minutes total.

Proposals will be evaluated according to importance of topic; interactivity of session with likelihood that the topic will generate discussion and elicit contributions from different perspectives; likelihood that new projects, collections of ideas, collaborations or gathering of resources will result.

**Learning Objectives:**

Provide up to three learning objectives. Learning objectives should be outcomes that specify what participants will gain from the presentation.

**Presenters:**

Provide information about the primary presenter: name, title, credentials, and a short 2-3 sentence bio. Symposia presenters, please list the primary author first, and then co-authors. Include the primary author's credentials and a brief bio (limited to 100 words).

Primary presenters must be identified for each abstract. The primary organizer is responsible for complete submission of the symposium overview and all related individual abstracts and contact information. The primary author will be the contact person for all communication with the program committee regarding abstract submissions and presentations. If the primary presenter is not the contact person, please provide their email and phone number here (this should be a valid email address and phone number where the presenter can be reached during the selection process).

Additional co-authors who are not presenters can also be listed with credentials, but the primary author is responsible for conveying this information. Symposium presentations may include a moderator or discussant, but this is not required.

### Presentation Level:

Select the audience for which your presentation is most appropriate:

- **Foundational:** Concepts presented are considered basic or core skills and knowledge to those working in hospice and/or palliative care.
- **Advanced:** Presentations that require a high level of previous knowledge or professional work experience in the topic area to be discussed.
- **All levels:** Presentation content is appropriate to all levels of practice and experience.

### Presentation Category:

From the below categories, select one category that best fits the subject matter of your presentation:

- Clinical Practice
- Research
- Education
- Policy
- Ethics
- Professional Issues

### Presentation Theme:

From the below topics, select up to three theme that best fit the subject matter of your presentation:

- Caregiving
- Care across the continuum
- Communication & Decision-Making
- Disease-Specific treatment & interventions
- Diversity & Inclusion
- Geriatrics and palliative care
- Grief & bereavement

- Hospice social work
- Interdisciplinary Collaboration
- Leadership in social work
- Oncology social work
- Pediatrics and palliative care
- Professional Development
- Policy & Advocacy
- Self-Care
- Special populations and cultures
- Spirituality

### **Important Information:**

Presenters must be available to present during the conference dates, March 18-19, 2018 in Orlando, Florida, and March 17, 2019 for pre-conference workshops. Final decisions about scheduling are at the discretion of the SWHPN conference committee.

Presenters will be notified by late October 2018 as to the status of their presentation at the General Assembly. All presenters/authors that accept the invitation to present must register for the General Assembly, and will be given a special presenter rate valid until January 1, 2019.

Please note that all attendees must cover their own registration fee. This includes all presenter types (oral, poster, symposium, roundtable, and pre-conference presenters.) Final acceptance as a presenter is conditional upon conference registration.

All submissions must be in English.

All authors must identify and resolve any conflicts of interest prior to the presentation of all papers and posters. Any speaker who has a commercial interest and is presenting material related to it is considered to have a conflict of interest.

SWHPN reserves the right to deny future submissions from presenters who are not able to attend the General Assembly after having accepted an invitation to present.

**Deadline to submit is 11:59pm EST on September 27, 2018. No exceptions!**

### **ADDITIONAL RESOURCES:**

For resources on how to prepare an abstract, we recommend the following links: are these links?

- [Writing Abstracts and Developing Posters for National Meetings](#). Gordon J. Wood and R. Sean Morrison. Journal of Palliative Medicine. March 2011, 14(3): 353-359. doi:10.1089/jpm.2010.0171.

- [How to Write An Abstract](#). Phillip Koopman, Carnegie Mellon University, 1997.  
Where do they find this?

**QUESTIONS** on abstract submissions? Please email Natalie Kovacic at [info@swhpn.org](mailto:info@swhpn.org).