

# How to Write an Abstract for Presentation

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# ***NLN.ON CONFERENCE 2011***

It would be very helpful if you would please take a few moments to fill out the questionnaire at the end of this presentation

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# ***What are we Going to Cover in this session?***

- Introductions - Dispel Myths**
  - Questions to Consider**
  - Conference Planning Context & Program**
  - Committee' s focus**
  - Abstract Process**
  - Evaluation Process**
  - Good and Bad Abstracts discussion**
  - Where to get help**
  - Your questions**
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# ***Thinking About Submitting an Abstract – consider....***

- Do I have sufficient time to put the abstract together ?**
  - Are my materials/thoughts organized or do I need help ?**
  - If I need help, where can I get it?**
  - Is this the right conference for the topic ?**
  - Can I fit the topic to the theme or sub-themes ?**
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# ***Conference Planning Context***

- Selecting Theme & Sub themes**
  - Designing Call For Abstracts**
  - Finalizing the design –keynotes, concurrent, panel, posters**
  - Abstract Review Process**
  - Notification and Acceptance**
  - Designing the Brochure**
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# *Program Committee Focus*

- Dynamic Program that reflects the theme and sub themes**
  - Meets the mandate of the organization**
  - Balance and mix of topics**
  - Geographic representation**
  - Program that will attract attendees to buy a ticket**
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## *Is there a difference in the Type of Abstract ?*

- Concurrent Session (Paper)
  - Panel
  - Poster
  - Workshop ( “How to” or pre/post)
  - Interactive Round table
  - Scientific Session
  - Case study/story
  - For consideration Paper/Poster
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# *The NLN.ON Process*

**NLN.ON 2011 Call for Abstracts**

***Setting the Bar for a Higher Performing  
Health Care System***

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# ***What is a Blind Review Process?***

- Abstracts come in to a third party
  - All identifying comments removed
  - Numbered
  - Reviewers do not know authors
  - Any conflicts are identified
  - Difference with on-line process
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# ***On-Line Abstract Process***

- More common now**
  - Be sure you have draft text in another file (ready to cut and paste)**
  - Need to complete demographic info and category**
  - Usually assigns password**
  - Often can go back and edit**
  - Be sure to print a copy before you finish**
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# ***What Happens After the Abstract is Submitted?***

- Abstracts must be received by the deadline
- Blinded and numbered

Handout - sample NLN abstract submission history

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# ***What Happens After the Abstract is Submitted? cont'd***

- Independent reviewers score against predefined criteria
  - Aggregated Scoring from all reviewers score
  - Numerical Ranking
  - Discussion and consensus by reviewers
  - Selection and notification
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***What are the NLN.ON  
Evaluation Reviewers  
Looking for in the  
Evaluation Process***





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# What is an Abstract?

- A complete but concise description of your work to entice potential conference attendees to go to your presentation
  - Serves to 'sell' your work... this is your 'sales pitch'
  - Makes the reader want to know more
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# *Evaluation of Abstracts*

- ❑ What are some of the common problems?
  - ❑ What is a good abstract?
  - ❑ What is a bad abstract?
  - ❑ What is a questionable abstract?
  - ❑ Some Reasons for a “No Thanks” letter
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## ***Problems Noted in Submissions***

- Small font**
  - Narrow Margins**
  - Inclusion of institution information**
  - Inclusion of personal information**
  - Exceeds length**
  - Not on theme**
  - Use of unexplained acronyms**
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## ***Problems Noted in Submissions cont'd***

- Not enough information**
  - Wandering - *Disjointed* - Poorly Written**
  - Niche audience**
  - Conceptual paper with questionable application to '*real life*'**
  - No catchy title - *No spark***
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*Abstract – Why is it Good ?*

**On Theme**

**Within word limit**

**Has a catch**

**No identifiers or unexplained acronyms**

**General appeal.....outlines who would be  
interested in attending**

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## *Abstract – Why is it Bad?*

- **Identifiers or multiple black-outs**
    - **Off Theme**
  - **Contains unexplained acronyms**
    - **Niche appeal**
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# ***REMEMBER...***

- **Follow the instructions that are given, to the letter!!!**
    - **This will improve your chances of acceptance significantly**
    - **Each conference has different guidelines so if this abstract was submitted to another conference, it will need to be changed for NLN submission**
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# *Call for Abstracts - Instructions*

- Excellent examples at <http://abstracts.rnao.ca>
  - Sample Handout
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## ***Some other possible reasons for a “No Thanks” letter***

- Too many similar papers**
  - Need for balance between teaching hospital/ community hospital/ agency/ public health/ community/long term care/educational institutions/ etc.**
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## ***Some other possible reasons for a “No Thanks” letter cont’d***

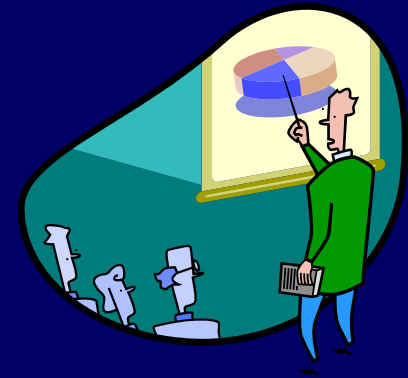
- Looks like a marketing presentation**
  - Submitted to other conferences**
  - Generalizability and relevance to the masses?**
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# *Good Luck!!*

We will look for your abstract for the 2012  
NLN.ON Conference







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# *So you have been accepted*

## □ Concurrent Session

**Check descriptor in program brochure  
and be sure to reflect in your  
presentation**

Refer to [2011 NLN brochure](#)

**NLN.ON Help is available – just ask**

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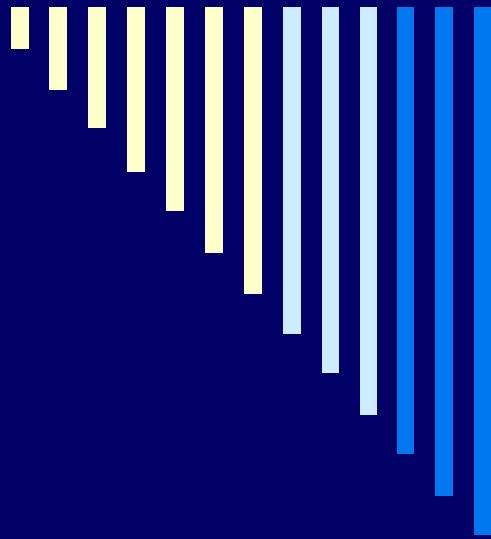
# *Poster Presentations*

**How to prepare**

[Refer to handout](#)

**“Guidelines and tips to help you maximize your poster presentation at the conference”**

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# Questions