

Have I...

	MANDATORY ABSTRACT REQUIREMENTS	✓
Preparation	Read all the instructions carefully, including the submission instructions for proposal or presentation?	
Determining the topic?	CONFERENCE	
	<ul style="list-style-type: none"> Has a method of presentation been determined- poster/oral/either? 	
	<ul style="list-style-type: none"> Has a review of the conference/proposal theme been completed to determine the appropriate sub-theme the abstract will be based? 	
	<ul style="list-style-type: none"> Has a relevant presentation been developed for the type of audience? 	
	PROPOSAL	
	<ul style="list-style-type: none"> Is there a strong argument for why the proposal opportunity needs to be developed? (Are there current data/statistics.) 	
Research	CONFERENCE /PROPOSAL	
	<ul style="list-style-type: none"> Is the submission research or non-research based? 	
	<ul style="list-style-type: none"> If research based, has a clearly identified focus been developed for the presentation/proposal? 	
	<ul style="list-style-type: none"> Is there current evidence-based research that supports the identified issue/topic? 	
	<ul style="list-style-type: none"> Will there be any data collection? Is there supporting documentation related to ethics review? 	
Developing the Abstract	CONFERENCE	
	<ul style="list-style-type: none"> Does the topic have a stimulating title for the presentation? 	
	<ul style="list-style-type: none"> Has the significance of the presentation been identified? 	
	<ul style="list-style-type: none"> Has the purpose been clearly stated? 	
	<ul style="list-style-type: none"> Has an outline of what is planned to be presented included? 	
	<ul style="list-style-type: none"> Has a summary of relevant outcomes been demonstrated in the relationship to the conference theme/ sub-theme? 	
	PROPOSAL	
	<ul style="list-style-type: none"> Has the proposal outlined a long-term vision to enhance nursing practice and/or improve patient care within the organization? 	
	<ul style="list-style-type: none"> Does the proposal indicate how the long-term vision fits within the organization's long-term strategic goals? 	
Editing	<ul style="list-style-type: none"> Has a self review of the abstract submission been completed? Has a peer review of the abstract been completed? (use the "Call for Abstract" information as a guide) 	
	CONFERENCE	
	<ul style="list-style-type: none"> Has a person knowledgeable in abstract writing reviewed the final abstract? 	
	<ul style="list-style-type: none"> Checked the formatting (refer to "Call for Abstracts")? 	
	PROPOSAL	
	<ul style="list-style-type: none"> Has the proposal met the organization and submission requirements? 	
	<ul style="list-style-type: none"> Has the organizational sponsor reviewed the proposal? 	

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Submission Process	<ul style="list-style-type: none"> • Has approval been received from the immediate supervisor to proceed with the conference submission? 	
	<ul style="list-style-type: none"> • Has the submission criteria been reviewed? 	
	<ul style="list-style-type: none"> • Have the correct documentation/electronic formatting been met? 	
	<ul style="list-style-type: none"> • Are all required signatures/ letters of intent been included? 	
	<ul style="list-style-type: none"> • Has the correct method suggested in the "Call for Abstracts" been met? 	
	NEXT STEPS WHEN ACCEPTANCE FOR CONFERENCE RECEIVED	
Confirmation	<ul style="list-style-type: none"> • Has Information been provided/approval received from supervisor, if time is required to attend conference?(attendance, financial cost-poster, printing, other) been obtained? 	
	<ul style="list-style-type: none"> • Have the submission requirements been reviewed? 	
	<ul style="list-style-type: none"> • Are all forms signed and completed as required? 	
	<ul style="list-style-type: none"> • Has a copy of the fax/email submission confirmation been printed? 	