Welcome to your abstract submission guide for the NOVA 42nd Annual Conference! The following tools are available for your information and reference throughout the submission process. Remember, you are always welcome to email Natascha Williams, NOVA Meeting Manager at nwilliams@vanurse.org if you have any questions. We look forward to seeing what great presentation ideas you have in store for this year’s conference!

**ANNUAL CONFERENCE ABSTRACT EVALUATION CRITERIA**

Abstracts in **RESEARCH** should address the following:

- Problem Statement
  - What was the problem that led you to conduct this study?

- Theoretical framework
  - What theories or concepts were applied to create a frame of reference?

- Methods and Design
  - What methods were used to collect and analyze the data?

- Results
  - What do the data indicate?

- Implications for nursing practice
  - How does this research translate into practice?

- Implications for future research

Abstracts in **ADMINISTRATION**, **EDUCATION** or **PRACTICE** should address the following:

- Purpose
  - Clinical topics: What is your purpose in addressing the topic/current trend to this audience?
  - Practice change: What problem/issue led to this intervention/practice/project?

- Summary of evidence / Summary of evidence guiding the practice change
  - Clinical topics: What is the background and evidence related to the topic?
  - Practice change: What evidence led to the proposed change in administration, education, or practice?

- Description of practice or protocol
  - Clinical topics: What are the current practices related to the topic?
  - Practice change: Include strategies for implementation and identify stakeholders
➢ Validation of Evidence / Method of Evaluation
  • Clinical topics: How is the evidence validated by the literature or current practice?
  • Practice change: How did you measure outcomes or effectiveness?

➢ Relevance to Nursing / Results
  • Clinical topics: How does the topic and its current practices relate to nursing?
  • Practice change: What were the outcomes of your intervention/practice project?

➢ Future implications

**ABSTRACT GUIDELINES**

When submitting the abstract, please include:

➢ **Primary Presenter Details**: name, credentials, VA facility, title, telephone number, and email
➢ **Co-author(s) Details**: name, credentials, company, title, and email
➢ **Abstract Title**: not to exceed 10 words (no abbreviations or acronyms)
➢ **Objectives**: 1-3 measurable learning objectives using action verbs (describe, explain, discuss, etc.)
➢ **Presenter Biography**: narrative should include present position, employment, highest level of education, honors, and publications. Biography should be no more than 300 words.
➢ **Abstract**: limit to 500 words (full abstract to be published in your poster)
➢ **Abstract Format**: Research or Administration, Education or Practice

**PRESENTERS & AUTHORS**

It is common for multiple authors to be included in abstract submissions. Each author listed on the submission, regardless of whether they will be presenting or not, must provide:

- Abstract (including title and objectives)
- Biographical information including credentials and educational background
- **Conflict of Interest Form** *(will be sent to you upon receipt of the submitted abstract)*
- **Disclosure statement** *(will be sent to you upon receipt of the submitted abstract)*
- References (3-5 reference citations required)
- Any other files you would like to submit

**PRIMARY PRESENTER**

This is the presenter whose contact information is entered first and to whom email communications/notifications about the abstract will be sent. If the abstract is accepted for podium presentation, this presenter must register for and attend the NOVA Annual Conference. For the purposes of abstract submission, there can only be ONE primary presenter.
➢ **Registration:** A conference registration is required to present at the conference. The primary presenter will receive the Early Bird Registration price which can be given even after the Early Bird Registration deadline. Primary presenters should register by the Early Bird Deadline of September 1st.

➢ **Listing:** If an abstract is accepted for presentation, the primary presenter's name will be included and listed first wherever the abstract is listed (registration brochure, website, abstract presenter listing, program book, etc.). All members will be listed in the mobile app as well.

### PRESENTING AUTHOR

This is anyone who will attend the conference to co-present. Presenting authors must also register for the conference by the Early Bird Deadline of September 1st.

➢ **Registration:** A conference registration is required to present at the conference. The primary presenter will receive the Early Bird Registration price which can be given even after the Early Bird Registration deadline. Primary presenters should register by the Early Bird Deadline of September 1st.

➢ **Listing:** For podium presentations, presenting authors will be listed in conference materials (registration brochure, website, abstract, conference program book, etc.) as presenters for that session.

### LEARNING OUTCOMES

#### LEARNING OUTCOMES INFORMATION & EXAMPLE TERMINOLOGY

Every abstract submission must include one learning outcome which is appropriate for the target audience (Student Nurse/LVN/LPN/RN/APRN). An educational learning outcome/objective is a statement in specific and measurable terms that describes what the learner will know or be able to do as a result of engaging in a learning activity. Each outcome should begin with an action verb (see list below) and complete the sentence "Upon completion of this presentation, participants will be able to...". (Example: Describe three features of NOVA membership.)

An Effective Learning Outcome is:

- Consistent with the goals of the presentation
- Clearly stated
- Clearly measurable
- Realistic and doable
- Appropriate for the level of the learner
- Worthy (Important information)

We recommend that you use Bloom's Taxonomy action verbs for your outcome. [Click here](#) to download Bloom’s Taxonomy handout which lists the different categories and possible verbs.
NOTIFICATION & CONFIRMATION

Regardless of acceptance status, an email notification will be sent to you on **Monday, March 21, 2022**.

If your abstract proposal has been accepted, **you must confirm your presentation via the online Presenter Agreement (link in notification email)** by **Thursday, March 31st**. If you do not respond by this date, the acceptance of your abstract proposal may be withdrawn.

**Note:** As all communication, including official notifications, will be sent via email, please ensure that NOVA emails are not sent to your junk mailbox. If you do not receive an email by the notification date and time indicated, contact Erica Lazarow at elazarow@vanurse.org directly regarding your abstract status. **You will be required to confirm acceptance by 4/11/22.**

Upon official acceptance you will then be sent the criteria on submitting your Poster Submission to the committee. The Poster Submission portal will close on May 9th, 2022.

The committee will inform attendees who have been selected to do a 10-minute Podium Presentation. You must be registered to attend the conference to do a Podium Presentation. Details will be explained in the acceptance packet.

~READY TO SUBMIT~

Ready to submit your abstract. Please click the Submission Portal button to be redirected to the abstract portal.

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**Deadline Dates**

Call for Abstracts: February 8, 2022

Deadline for Abstract Submission: March 21, 2022

Letters Confirming Abstracts Received: Upon receipt of abstract

Abstract Approval Notification Letter: March 28, 2022

Poster Notification Letter: April 6, 2022

Poster Submission Deadline: May 9, 2022