Quality improvement scientific symposium abstract submission guidelines

The Health Quality & Safety Commission is hosting a scientific symposium for experienced health care practitioners. The theme: connect, share, learn and inspire focuses on the science of health and health care improvement, by highlighting research and methodology.

There are two categories open for abstract submissions: 'sprouts' and 'seeds'. Within each category you can choose to deliver your abstract as a rapid fire presentation and/or display a story board.

Submission categories

'Sprouts'

Your initiative is a 'sprout' if it is underway or complete with results. Include 'how-to' tips and lessons you can share with symposium participants. Your initiative does not have to be considered a success – failures provide valuable learning opportunities too!

'Seeds'

'Seeds' are ideas which have just been planted. They are promising ideas and ways for improving care, which are too young to have results. The symposium is your opportunity to seek input, inspire collaboration and motivate action at an early stage.

Submitting an abstract

Step 1: Choose your improvement initiative

You can submit abstracts on any topic related to providing better patient care. Your initiatives can be an idea or a work in progress, and it does not have to be considered a success – failures provide valuable learning opportunities, too!

Step 2: Select your submission category

Abstracts for the quality symposium are divided into 'sprouts' and 'seeds':
- 'Sprouts' are initiatives that are underway or complete.
- 'Seeds' are ideas that have just been planted.

Please refer to the selection criteria within this document for further information on how submissions will be scored.

Step 3: Choose one or both presentation styles
Please select your presentation style – rapid fire presentation and/or story board display, during the submission process.

Rapid fire presentations

Share your work and engage with participants during a 15-minute presentation including five minutes of Q&A. You can use slides or other media during your oral presentation.

Further details about the presentation format are provided in the guidelines below.

'Sprout' presenters are asked to cover five key points during their presentation.

The presentation should meet the following objectives: showcase successes and challenges of initiatives that improve the quality of care; present emerging ideas, strategies or reflections that will be useful to others facing similar challenges or opportunities; share the underpinning theory, science and methods driving your work and motivate participants to learn and take action.

Step 4: Submit your abstract(s)

Create a user profile in the abstract system before you make a submission. Visit https://www.eiseverywhere.com/eselectv2/frontend/index/185500 to get started.

You can submit as many abstracts as you like. Don't forget to view the abstract selection criteria first. Abstracts must be: written in English, no more than 500 words and submitted by 9 August 2016.

The receipt of your abstract(s) will be confirmed by email.

All abstracts will be reviewed by the Commission's steering group. Presenting authors will be notified by 9 September 2016 regarding the status of their abstract.

If your storyboard display is accepted you will be required to print your own poster and bring it with you to the event. The Commission will provide velcro dots to display your poster.

Presenters are required to register for the conference by 11 October 2016 and must meet their own travel and accommodation costs.

Five points for 'sprout' presentations

Will you be delivering a rapid fire presentation about a 'sprout' – an initiative which is underway or complete? Here are five points we'd like you to cover during your 10 minute presentation to get you started:

1. What was the aim/context of your initiative?
2. What assumptions did you make and how did they pan out?
3. What are you most proud of/what is the single biggest change that has taken place?
4. What was the single most significant lesson learned?
5. What are you still struggling with/need help with? We'll provide post-it notes so that participants can leave you tips and feedback on their way out.

During your five-minute Q&A we encourage you to ask the participants a question that they can discuss with others sitting near them. That's it! We think this will be a great way to encourage audience engagement and help you to narrow down your content.

Selection criteria

'Sprouts'

Abstracts will be anonymised and scored by the conference steering committee. Each abstract will be assigned a score out of 50 based on the following criteria.

Context (10): The context in which the work was undertaken (what unit/department/community) is clearly defined and the aim(s) of the work is outlined.

Problem/Issue (5): The problem or issue is clearly stated, including a description of how it was identified.

Intervention (10): The activities undertaken to respond to the problem or issue are described, including how changes were tested and implemented and who was involved.

Measurement (10): The measurement strategy is described, including any results.

Challenges & lessons learned (10): Any challenges faced and how they were addressed is shared, along with lessons learned.

Relevance (5): The proposed presentation has broad appeal in terms of educational merit and is likely to be of significant interest to symposium participants.

Please proofread your abstract for spelling and grammatical errors and avoid the use of jargon or acronyms that may not be commonly recognised.

'Seeds'

Abstracts will be anonymised and scored by the Commission. Each abstract will be assigned a score out of 50 based on the following criteria.

Context (10): The context in which the work was undertaken or the idea came to be is clearly stated (what unit/department/community) and the problem it seeks to address is identified.

Story (15): The innovative work practice, new way of engaging people or novel idea to improve care is clearly stated, along with any assumptions made and challenges or lessons learned.

Potential or actual impact (15): The extent to which what is being described may potentially impact, or has already impacted, quality of care or experience of care for patients and/or care providers.

Relevance (10): The proposed presentation has broad appeal in terms of educational merit and is likely to be of significant interest to symposium participants. Please proofread your abstract for spelling and grammatical errors and avoid the use of jargon or acronyms that may not be commonly recognised.

Presentation criteria

Rapid fire presentations

Size	Maximum 500 words
Presentation	Presentation: 10 minutes, Q&A: 5 minutes
Title	Limited to 20 words in sentence case (i.e., capital letters are used for the first letter of the first word and proper nouns; all other words are lower case).
Author and co-authors' details	Include all authors – the submission system will allow you to indicate the presenting author.
Layout	Suggested abstract structure (content): - specific aims & objectives - methods - observations - results - discussion - conclusions.
Abbreviations	Use only standard abbreviations. Place special or unusual abbreviations in parentheses after the full word appears the first time. Express numbers as numerals.
Audio-visual equipment	The presentation room will be equipped for the presentation of PowerPoint slides and include a data projector, laptop, lectern and microphone. Multimedia clips should be embedded in your slides. Presenters will take their PowerPoint slides and associated media files to the conference on a memory stick, where an audio-visual technician will load your presentation. Slides will be run from a central presentation computer. If you have a complex presentation which includes multiple media files, we suggest you bring your own laptop as a backup in case of difficulties loading your presentation.

Story board presentations

Size	A0 (841mm x 1189mm) or A1 (594 x 841mm)
Final format	PDF
Title	Limited to 20 words in sentence case (i.e., capital letters are used for the first letter of the first word and proper nouns; all other words are lower case).
Author and co-authors' details	Include all authors – the submission system will allow you to indicate the presenting author.
Format	Posters (hardcopy) will be displayed in the main conference room. These should be A0 (841mm x 1189mm) or or A1 (594 x 841mm) size in portrait orientation and you will be required to print your own poster and bring it with you to the event. Delegates will have the opportunity to view the posters during the conference breaks and we recommend you are available during this time for any Q&As.
Abbreviations	Use only standard abbreviations. Place special or unusual abbreviations in parentheses after the full word appears the first time. Express numbers as numerals.