Call for Abstract Presentations
SUNA uroLogic Conference

Individuals interested in submitting abstract(s) for non-research session presentations addressing topics related to urological patient care are invited to submit abstracts for the Society of Urologic Nurses and Associates (SUNA) uroLogic Conference.

Submission guidelines: Please read and follow the submission guidelines carefully. Submissions that do not follow the guidelines will not be reviewed.

Please visit the SUNA Abstract Management System to register and submit your abstract for review at the following web address: https://www.conftool.org/urologic2024/

Abstract is limited to 300 words, excluding the title. The abstract should contain a title and current references/evidence (less than 3 years old) used to develop presentation.

Selection Process: Abstracts will be evaluated with a blind review that rates the abstract on the following criteria:
- Quality of the content
- Significance for theory or practice/EBP
- Originality and level of innovativeness
- Thematic relevance to SUNA members
- Quality of presentation
- Overall recommendation of reviewer

Each submission will be evaluated by the Program Planning Committee to determine the final selection for the conference program.

Submission deadline: Abstracts must be submitted via the Abstract Management System by 11:59 pm on **December 15, 2023,** for the 2024 uroLogic Conference.

Submission questions: Any abstract submission questions should be directed to the following:

SUNA National Office
Email: suna@ajj.com
Tel: 888-827-7862

Types of presentation

- **Pre-conference workshop (full-day):** Workshop presentation of 8 hours that comprehensively focuses on a core skill important to urology nursing.
- **Pre-conference workshop (half-day):** Workshop presentation of approximately 4 hours that comprehensively focuses on a core skill important to urology nursing.
- **Concurrent session/General session:** 60-minute formal presentation in a lecture-style format.

Level of presentation: Presentation level is important to the planning process to assure that all learning content levels are represented in the overall program. SUNA has adapted three (3) content levels:

- **Advanced beginner:** Primary focus is on the individual patient and family. Uses decision trees, algorithms, protocols, and evidence-based practice guidelines. Principles, based on experiences, begin to be formulated to guide actions.
- **Proficient:** More holistic understanding improves decision-making. Able to think critically based on experiences. Advocates for patient and family.
- **Expert:** Has intuitive grasp of clinical situation. Performance is fluid, flexible, and highly proficient. Incorporates evidence-based resources and nursing research into daily plan of care.

Authorship of abstracts: The primary author/investigator submits the abstracts with full consent of all co-authors/investigators. The primary author will be the contact person for all future correspondence. Although a nurse should be one of the authors/investigators, interprofessional abstracts are welcome (e.g., physician, pharmacist, social work, etc.). SUNA members and non-members are invited to submit abstracts. Encore presentations may be submitted for consideration. Abstracts selected for presentation must have a presenter who is able to present on any day of the conference.

Biographical data and disclosure form: Biographical data and disclosure of relevant financial relationships is requested for any abstract submission. The primary author, primary presenter (if other than primary author), and any additional authors who are anticipated to be in attendance as presenters are requested to complete this form and provide with the abstract submission. **All biographical data and disclosure forms should be included with the abstract submission.**

Expertise: Briefly describe your knowledge and subject matter expertise related to the content for the submitted abstract. Please focus on your professional credentials, clinical background, and teaching experience on this subject. Identify your level of expertise relative to presenting to an audience outside of your facility or institution (1st presentation, have presented 1-5 presentations, have presented more than 5 presentations).

ANCC Standards for Integrity and Independence in Accredited Continuing Education
The American Nurses Credentialing Center's Commission on Accreditation (ANCC-COA) adopted the *Standards for Integrity and Independence in Accredited Continuing Education** *and* acknowledges that many healthcare professionals have financial relationships with ineligible companies. **ANCC defines ineligible organizations** as those whose primary business is producing, marketing, selling, re-selling or distributing healthcare products used by or on patients. These relationships must not be allowed to influence accredited continuing education.
*[Standards for Integrity and Independence in Accredited Continuing Education | ACCME](#))

Before the planning for the education begins, the accredited provider must collect information from all individuals associated with the planning and implementation of an educational activity, including, but not limited to, the planning committee, faculty, presenters, authors, content experts and content reviewers, to provide information about **all** their financial relationships with ineligible companies within the prior **24** months. This disclosure must include: the name of the ineligible company, the nature of the financial relationship.
Examples of financial relationships include employees, researcher, consultant, advisor, speaker, independent contractor, royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Owners or employees of ineligible companies must be excluded from controlling content or participating as planners or faculty in accredited education, *unless*:

- The content is not related to the business line or product.
- The content is limited to basic science research, and they do not make care recommendations.
- They are participating as technicians to teach safe and proper use of medical devices and do not recommend whether or when a device is used.

Abstract submission, review, and acceptance
Submission: Abstracts must be submitted via the abstract management system by the requested deadline.

Abstract submission fields
- **Submitting author name:** Submitting author must be the primary presenter or a contributing author.
- **Submission type/conference track:** Determined by abstract submission type.
- **Information on authors**
- *Authors:* Please list one author per line.
  Organizations: Please list every organization only once.
- **Contribution details**

- o *Title of contribution:* Use key words which describe the specific topic and content of the abstract.
- o *Abstract (limited to 300 words):* Summarize content into a brief, well-organized and engaging paragraph. Abstract text should contain evidence-based guidelines, best available evidence, and/or nursing research to add meaningful and supportive data. The Program Planning Committee needs to clearly understand and visualize a 360-degree view of the proposed session. Strive to use the majority of the allotted character limitations. Please note that any learning outcomes, objectives, and references included in the abstract paragraph will contribute to total character limit.
- o *Content outline structure*
  a. *Evidence-based practice:* 1) Purpose, 2) Description, 3) Evaluation/Outcome
  b. *Research:* 1) Purpose, 2) Background/Significance, 3) Method(s), 4) Result(s), 5) Conclusions/Implications
- o *Topic:* Please select the topic(s) from the list that best suits your submission. This is to assist with the review process and the creation of the conference program itself.
- o *Student contribution:* Please check off if the abstract is was solely written by students and/or doctoral candidates.
- o *References:* List the evidence-based references used for developing the abstract content.

- **Biographical data and disclosure upload:** Completed biographical data and disclosure form MUST BE UPLOADED HERE for main author and any intended presenter(s) if abstract is selected for presentation. The system accepts multiple file uploads, but only the most recently uploaded file will be reflected on the user end to confirm that the upload has been successful. A copy of the actual abstract or supplemental material should <u>not</u> be loaded as an attachment to the abstract.

Review and selection process: Needs assessments are created annually by the Program Planning Committee. A needs assessment is completed by a systematic process of gathering data to help identify a professional practice gap in knowledge, skill, or nursing practice and drives the abstract selection process. A blind review of the abstracts is completed by the Program Planning Committee and designated reviewers. Abstracts are evaluated for the completion of requested information and adherence to all instructions. If an abstract does not meet stated criteria, it will not be reviewed.

Acceptance: Notice of the review outcome will be sent early 2024. An abstract which is not selected for presentation may have contained unclear concepts, content not supported by evidence, and/or simply may not have met the Program Planning Committee's needs assessment. If not selected for oral presentation, primary abstract submitters will be considered for poster presentation.

Presentation of abstract at conference: Accepted abstract presenters (concurrent/general sessions) will receive a flat $500 to cover honoraria and expenses for 60-minute presentations. For sessions that are 75 minutes, the flat fee will be $550. (Please note: For sessions with multiple speakers, reimbursement may vary.) Approved preconference workshop speakers will receive the flat $500 plus $1,600 for an 8-hour preconference workshop or $800 for a 4-hour preconference workshop to be divided amongst the speakers in that session based on the amount of time they speak.