



**Please read this document carefully – the information in this document will help guide you through the abstract submission process for Dynamics 2019.**

## **GENERAL INFORMATION FOR ABSTRACT SUBMISSION**

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The CACCN Conference Education and Evaluation Committee and the Dynamics 2019 Local Operations Committee are interested in receiving abstract submissions that reflect up-to-date clinical care, contemporary issues, and evolving trends in Critical Care practice.

Abstract submissions should reflect current evidence-based or best available evidence and/or information on the topic or subject proposed and should be of interest to critical care providers and high-acuity health care professionals.

This document will assist you to create a succinct, focused, and effective abstract. The required components for each abstract are listed below. While the abstract submission period is open, you will be able to return at any time to update your submission.

## **IMPORTANT DATES**

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<b>Date</b>	<b>Particulars</b>
<b>January 5, 2019 @ 2359 hrs EST</b>	<b>Abstract Submission Deadline</b>
<b>March 1, 2019</b>	<b>Abstract Acceptance Notification Primary author via email</b>
<b>March 15, 2019</b>	<b>Presenter acceptance to CACCN Via email</b>

## CONTENT and PRESENTATION DEVELOPMENT

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Should you require assistance with your abstract submission or presentation, if accepted, please do not hesitate to contact CACCN National Office at [cacn@cacn.ca](mailto:cacn@cacn.ca).

All presenters, regardless of experience or expertise, are invited to reach out to the committee with questions, concerns and feedback, as you work on your final presentation. The committee can connect you with content and subject matter experts and skilled, experienced presenters, who can assist you to obtain the best impact for your topic and your session.

We look forward to receiving your abstract for Dynamics 2019.

## IMPORTANT INFORMATION AND REQUIRED COMPONENTS

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Submitted abstracts will be **blind peer-reviewed** for relevance, quality and fit with CACCN's mission/vision and conference educational objectives.



### NOTE

Ensure **ALL IDENTIFYING INFORMATION** (including names of authors, organizations, affiliations, and other information that could identify where the abstract is from) **is removed** from the abstract title, purpose/goals, learning outcomes, session / poster description, and references.

***Abstracts containing any identifying information will be removed from the blinded review process and not considered for presentation.***

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## LANGUAGE

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Abstracts may be submitted in English or French. You must clearly identify at the time of submission which language your presentation will be offered.

## AUTHOR / PRESENTER INFORMATION

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The following information is required for **ALL** authors/presenters at the time of submission

- First, Last Name
- Credentials
- Full Address
- Telephone / Cell Phone Number
- Email
- Biography (**maximum 200 words**)

## ABSTRACT TITLE (Maximum: 50 words)

- Provide a clear, concise and creative title for your presentation.
- The title should draw in the audience you think would most benefit from your talk.
- Note: titles are subject to revision by the CACCN Conference Education and Evaluation Committee (CEEC)

## KEY WORDS (Maximum: 5 keywords)

- Keywords are key ideas and words that define what your content is about.
- i.e.: Title: Proportional-Assist Ventilation (PAV)—another tool in the weaning toolbox;  
Keywords: Ventilation, PAV, Tools, Weaning

## PRESENTATION TYPE

There are currently **three (3) types of ORAL presentations and one (1) type of POSTER presentation**. The CACCN Conference Education and Evaluation Committee (CEEC) and the Dynamics 2019 Local Operations Committee, reserves the right to make the final decision for determination of session type. Types / length of presentations are subject to change.

ORAL	Total Time Allotted*	Description
<b>Fast and Focused</b>	<b>45 minutes</b>	Designed to speak to a well-defined, singular topic
<b>Concurrent</b>	<b>60 or 75 minutes</b>	Designed to deliver a more in-depth presentation about a topic or topics.
<b>Mastery</b>	<b>120 minutes</b>	Designed to provide a more in-depth, detailed exploration of topic areas and may involve lecture, workshop, and hands-on activities. Sessions should allow for question/answer periods from the audience.

\* includes 10 minutes for Questions

POSTER	Description
<b>Printed</b>	<p>These presentations are mounted on a poster board. Final presentations may be up to a maximum size of 3' 9" wide by 7' 7" long.</p> <p>Poster presenters must be available during the Gala Poster/Exhibit Reception, breaks and lunches to respond to inquiries/questions about their poster.</p>

## EDUCATIONAL STREAM

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Select the educational stream that best fits your presentation:

- Clinical Practice
- Education
- Leadership
- Research
- Other

If “**Other**” is selected: please provide the proposed Educational stream - Maximum **10 characters**; **approx. 3 words**

## LEARNING LEVEL

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You need to identify the level of learning that your presentation is geared towards. There are four levels for consideration at Dynamics 2019:

- **Novice:** Content is focused towards delegates with limited exposure to the topic area(s). These sessions should address fundamental principles and basic concepts.
- **Intermediate:** Content is directed at delegates with a solid understanding of the topic area(s). These sessions should build on the fundamental knowledge and skills and introduced more advanced concepts in the subject area.
- **Proficient:** Content is aimed towards delegates with consolidated theoretical and practical knowledge and skills in the topic area(s). These sessions should address advanced concepts and complex application of knowledge in the subject area.
- **All:** Content is applicable to all Critical Care Nurses/high acuity health care professionals.

***NOTE:*** The learning level assigned for each session is to help delegates choose presentations that can best facilitate achieving their individual learning objectives. However, delegates may choose to attend any session at any level.

## AGE-SPECIFIC POPULATION

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Please select the population of focus for your session.

- Neonatal
- Paediatric
- Adult
- All Ages

## PURPOSE / GOALS (Maximum: 100 words)

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Describe the **most important information** that you will convey in a clear and concise two (2) to three (3) sentence statement. The purpose statement provides an overall summary of your key message(s)

and will be published in the Dynamics of Critical Care Conference electronic brochure to assist delegates with session selections.

**NOTE**

**Do not use** bullet points or numbering and **do not include** references in your Session Description



**Sample:** This purpose of this session is to introduce nurses to proportional-assist ventilation (PAV) as an advanced mode of ventilation used in the prevention of patient-ventilator desynchrony and liberation of patients from prolonged mechanical ventilation

## **PRE-REQUISITES (Maximum: 50 words)**

Please list all pre-requisite knowledge and/or skills required for the delegates. This will allow delegates to select sessions most applicable to their individual learning goals and needs. For example, it is beneficial to have a basic understanding of the pulmonary artery (Swan-Ganz) catheter before attending a session on “Advanced Hemodynamics.”

Pre-requisite knowledge or skill is helpful; however, it is **NOT** a mandatory requirement for attendance to the session. Delegates may choose to attend (at their discretion) any session, any level of session, or any session regardless of the level or identified pre-requisites.

## **LEARNING OUTCOMES (Maximum: 25 words per outcome)**

Provide a **minimum** of **two (2)** and a **maximum** of **five (5)** learning objectives for your session/poster. What do you want your audience to leave your session knowing or learning?

The learning objectives should start with an action verb such as, identify, explain, demonstrate, apply, outline, analyze, etc. Avoid using non-action verbs/phrases such as recognize, understand, be able to and become familiar with.



**Sample:** By the end of this session, the Critical Care Nurse will be able to:

1. Describe the features of the toxidrome related to CCBs/BBs
2. Describe the mechanism of action of insulin in general, and as well as how it relates to HIET therapy
3. Identify how to safely utilize HIET in a clinical context with respect to bedside management and safety

## SESSION DESCRIPTION (Maximum: 250 words)

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**This is the most important part of the abstract for the review process.**

From your abstract, the CACCN Conference Education and Evaluation Committee and the Dynamics 2019 Local Operations Committee ***must be able to fully envision*** what you are presenting and how you intend to convey this information to the audience (i.e. theoretical review, case study, audience polling, etc.). The Session description along with the Learning Objectives will be published in the Canadian Journal of Critical Care Nursing Summer 2019 Edition.

**Please review the following carefully:**

- Include a brief paragraph describing your proposed session, including identification of the main topic(s) or issues(s) that you will address.
- Session descriptions should be creative, engaging, and identify all the essential components of your proposed session.

### NOTE

**Do not use** bullet points or numbering and **do not include** references in your Session Description



#### ABSTRACT SUBMISSION HELPFUL HINT

We strongly recommend a thorough review of your abstract for readability, spelling and grammar (have a colleague or friend review for you prior to submission). Keep an electronic **and** hard (paper) copy of your abstract.

## MASTERY SESSIONS – ADDITIONAL INFORMATION

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If your presentation submission is for a **Mastery Session (120 minutes)**, provide the following information in a **word document uploaded** to the system:

- Participant Engagement Strategies
- Facilitator to Learner Ratio/Suggested Audience Size
- Participant Preparation
- Audio Visual Needs
- Venue Requirements (group size, room set up)
- Sponsor Participation

## REFERENCES

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Include a **maximum** of **three (3)** references cited in the **American Psychological Association (APA) 6<sup>th</sup> edition format**.

- References must be provided in a **word document uploaded to the system**
- Submissions with improperly formatted references will not be accepted.
- It is strongly suggested that, should your abstract be accepted for presentation, presenters have a full and complete list of their up-to-date references for delegates attending their session.

References are evidence of rigour in developing a current evidence-based/informed presentation and will provide resources in your topic areas for delegates.

### NOTE

On a rare occasion, however, you may not have any references to support your proposed session.

*If you are unable to provide references, or, no existing literature exists on your topic(s), you must clearly identify this information at the time of abstract submission. Information must be uploaded in a word document in the Reference section of the submission process.*



### American Psychological Association (APA) 6<sup>th</sup> edition – Resources:

- [CACCN APA Guidelines](#)
- Online Resources:
  - [APA: Citation Machine](#)
  - [Son of Citation APA Generator](#)
  - [Owl Perdue APA](#)

## IMPORTANT INFORMATION

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All authors will be required to accept the Author Abstract Agreement and Acceptance information – review the information carefully.

## ABSTRACT SELECTION PROCESS

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Abstracts for consideration at Dynamics 2019 should be of interest to Critical Care providers and high-acuity health care professionals. All submitted abstracts will be peer-reviewed for relevance, quality and fit with CACCN's Mission/Vision and Conference Educational Objectives. Decisions of the Conference Education and Evaluation Committee / Dynamics 2019 Local Operations Committee will be final.

## **QUESTIONS?**

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Contact CACCN National Office at [cacn@cacn.ca](mailto:cacn@cacn.ca).