

## Dynamics Abstract Work Sheet

Action	Outputs	Considerations	Your Notes
Deciding to present	Commit to join Dynamics faculty	<p>What do I want to personally achieve?</p> <p>How much time/resources can I commit to?</p> <p>Is this an opportunity to disseminate important and relevant information?</p> <p>Do I require any resources or support (mentoring, employer support, information, funding) to achieve my objective?</p> <p>Do I need to engage any partners, co-authors, colleagues? ..... if so are they onboard and aligned with this commitment?</p>	( record your personal goal)
Choosing your content/focus	Topic selection	<p>What am I passionate about in critical care nursing?</p> <p>What can I share that will inspire, enhance knowledge, prepare and support my colleagues and peers in their pursuit of practice excellence?</p> <p>Is the topic newsworthy? Current? Relevant to the conference and the attending delegates?</p>	(write a brief topic description here)

Select your mode of presentation	Poster Oral	What is best suited to the information I want to share?  What are my main messages?  What am I comfortable with?  What skill/scope do I want to exercise?	(list your main messages)
Oral presentations session	Presentation language	Select English or French for submission language	
	Session type  Fast and focused Concurrent Concurrent extended Mastery	How much time will you need to get your information across?  What presentation/teaching approaches are best suited to your topic area and main messages  Consider how much detail you will provided	(list your ideal approaches and activities; simulation, case study, didactic, groups work, panel...)
	Select learning level	Who is your audience?  What is your depth of knowledge on the topic?  What depth of information will you cover	( list potential learning level)
	Select specialty	Consider the main messages and determine which delegates would be interested?  Are your main messages specific to certain population of patients, nursing roles or environments of care?  Are the principles in your content applicable across different critical care contexts?	(list who you think would be interested and benefit from attending your presentation)

Oral and Poster presentations Session description	Develop your objectives	What will be the take away messages for the audience  Make sure your objectives are SMART  Can be written pre session description or post however must be compatible and flow with the purpose and content	(list session objectives)
	Develop outline	Write down an outline of the content you wish to cover	(point form your content list here)
	Introduction	Succinct – what knowledge are will you focus on and why?  No more that two sentences	(write your introduction points here)
	Refine your purpose	What exactly will I talk about?  How will the main ideas come together?	(distil your purpose to a single sentence here)
	Key content	What is the approach or frame for your topic  What is the main focus of the information (assist in selecting poster stream)  Check this aligned with objectives and purpose	(record points of main content)
	Refine title	Make sure it is clear and connected to your content  Avoid word play or cute titles/ensure title reflects to content.	(draft your title here)

	Describe relevance	Describe the impact of this information for audience  Highlight if this a novel perspective or new information	(one sentence summary of relevance)
	Review	Review all for internal constancy and ensure messaging is clear	
	References	Check references are current or sentinel  Are the articles the best available to ground your content?  APA 6th style	(record your 3 APA 6 <sup>th</sup> edition references here)
Save your work in a word document		Save a label various versions	
Pause		Leave it for a few days and return with fresh eyes	
Edit and refine	Internal constancy	Read through with a critical eye to content	
	Review Readability	Review abstract guidelines  Adhere to character counts  Remove all identifying content for blind peer review  Mind grammar/spelling and avoid passive voice, over use or paraphrasing of other's work  Avoid spending all your characters on prolonged introduction/background  Avoid bringing up new content in the conclusion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

		Have a friend review	<input type="checkbox"/>
Submit		Transfer word document to portal Provide all necessary author information Follow portal instructions	Note when you will be back about abstract acceptance.
Congratulate yourself – you have submitted!			