Guidelines for Submission and Abstracts/Proposals

We invite you to submit your work to the 2020 ACH Healthcare Communication Research Forum (Forum), June 27-28, 2020 in Austin, TX. These guidelines will help you with the submission process for each category: scientific abstracts, workshops, and narrative medicine.

We welcome submissions related to communication and relationships in healthcare, including all health-related disciplines and health professions (nurses, physicians, pharmacists, social workers, therapists, counselors, community health workers, patients, social scientists, etc.). Presentations will be organized around the topic areas. When submitting your abstract or proposal, you will be asked to identify a key term from the list below corresponding to a primary theme and secondary theme (if relevant) to facilitate organization of presentations.

Research in Communication in Healthcare
- Basic Research
- Applied Research
- Research Methods & Methodology
- Mixed Methods Research
- Linguistics & Sociolinguistics
- Health Economics

Clinical Reasoning & Communication Skills
- Teaching Clinical Communication Skills
- Assessing Clinical Communication Skills
- Gathering Information/Clinical Reasoning
- Giving Information

Clinical Practice
- Knowledge Translation & Implementation Science (moving from research & evidence-based practices to routine health care system practice)
- Team & Inter-professional/Interdisciplinary Communication

Health Policy & Advocacy
- Evidence-based Policy Development
- Health Policy
- Economics of Communication Interventions
- Advocacy & Engagement
- Quality & Safety

Engagement & Patient, Caregiver & Social Network Perspectives
- Patient/Caregiver/Social Network Perspectives
- Patient/Caregiver/Social Network Participation & Empowerment
- Experiences of Health & Illness

Health Equity, Social Justice & Health Disparities
- Health Equity & Social Justice
- Health Disparities
- Language Discordant Care & Interpreters
- Cross-cultural Communication
- Communication with/and Underserved Populations

Shared Decision-Making, Decision Support & Decision Aids
- Shared Decision Making
- Decision Support
- Decision Aids

Health Literacy & Numeracy
- Health Literacy
- Health Numeracy

Specific Topics in Communication in Healthcare
- Ethics & Ethical Issues
- Professionalism
- Health Behavior Change
- Psychophysiology
- Health & Medical Humanities
- Narrative Medicine
- Empathy & Emotion
- Risk Communication
- Simulation

Communication Technology
- E-learning
- Serious Gaming
- Electronic Medical Records
- Social Media & Internet
All submissions must adhere to the following:

- Text may be no longer than 500 words
- The abstract/proposal should be written in English
- A maximum of one table or figure
- Single line spacing should be used throughout the document
- Do not use all uppercase (CAPITAL) letters in the text or title, or when entering author names
- All submissions must be entered electronically using the following website: https://submissions2.mirasmart.com/ACH2020

Abstract submissions will be scored by at least 2 peer reviewers. Scores and comments are submitted to the Scientific Committee, who will select final presentations for the program. Notification of acceptance will be sent in early April 2020.

Specific guidelines for different presentation types - scientific abstracts, workshops, and narrative medicine - are provided below. Please review the description of each presentation type to determine the type that is the best match for your submission.

**SCIENTIFIC ABSTRACTS**

Scientific abstracts describe research or teaching projects, innovations in policy or practice related to communication or relationships in healthcare. Teaching abstracts may describe novel curricula, teaching or evaluation strategies, or instructional materials. Research abstracts can describe findings of completed projects, preliminary findings, or research in progress. Please note that while it is acceptable to submit abstracts that do not yet have results available, a lack of results limits the ability of reviewers to fully assess the impact/significance of the work, and such submissions are likely to receive lower scores.

Scientific abstracts should be structured using headings according to the type of project:

<table>
<thead>
<tr>
<th>Research</th>
<th>Teaching</th>
<th>Policy/Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction/objectives</td>
<td>Introduction with institutional context and educational objectives</td>
<td>Introduction/context</td>
</tr>
<tr>
<td>Methods</td>
<td>Instructional and/or assessment methods</td>
<td>Description of policy or practice innovation</td>
</tr>
<tr>
<td>Results</td>
<td>Program evaluation results</td>
<td>Evaluation/impact</td>
</tr>
<tr>
<td>Discussion/implications</td>
<td>Discussion/implications</td>
<td>Discussion/implication</td>
</tr>
</tbody>
</table>

Scientific abstracts will be presented as either oral presentation or poster. You will be asked to specify your preference for your abstract as oral, poster or either. The review committee will make the final choice of presentation format for accepted abstracts.

Scientific abstract submissions will be evaluated according to:

- Originality;
- Quality and completeness of methodological approach;
- Quality of text, tables and figures;
• Scientific abstracts describe research or teaching projects, innovations in policy or practice related to communication or relationships in healthcare.

**Oral Presentation:** Accepted oral presentations will be grouped into 75-90-minute sessions based on topics/themes. Unless you are notified otherwise, oral presentations will be 15 minutes, divided into a 10-minute presentation with 5 minutes for questions and comments. A moderator will facilitate each session. Laptops and LCD projectors will be available to support PowerPoint presentations.

**Poster Presentation**: The poster session is designed for focused interaction between presenters and other attendees. All posters will be presented during the poster reception on the evening of Saturday, June 27th at 6pm CST. While you are encouraged to view other posters during the session, we request that at least one author staff your poster for most of the session, so that you can interact with ENRICH and Forum attendees visiting your poster.

**Awards:** 2020 Forum will feature awards for oral abstracts and posters. The top 5-10 oral abstract and poster award candidates will be selected based on reviewer scores through the submission process. The oral abstract award and poster award candidates will be notified in advance of the conference that they have been selected as finalists. Judges will determine the winners during the conference. The awardees will be announced at the closing session on Sunday, June 28th at 8am CST.

**NARRATIVE MEDICINE**
(oral interpretation)

For this category, we request a 500-word narrative to be read or performed in these sessions. These can be stories of one’s own experiences or reflections, imaginings of others’ experiences or perspectives, or dramatic representations of dialogues or experiences related to patient-provider communication and relationships. Please reference the narrative-based pieces similar to the “A Piece of My Mind” section in JAMA as an example.

Accepted narrative medicine presentations will be grouped into 75-90-minute sessions based on topics/themes. Unless you are notified otherwise, narrative medicine presentations will be 15 minutes, divided into a 10-minute presentation with 5 minutes for questions and comments.

Narrative medicine submissions will be evaluated according to:
• Creativity;
• Novelty;
• Impact;
• Relevance to the audience.
WORKSHOPS

Workshops are interactive, experiential educational sessions that actively engage participants in a topic related to either healthcare communication or relationships in healthcare. Workshops may focus on research methods, teaching strategies, skill building, or professional or personal development (e.g., mentoring, mindfulness). Workshop submissions are limited to one document with a maximum of 500 words and should be structured as follows:

- Title
- Background/purpose of the workshop
- Learning objectives
- Teaching methods (to include a description of workshop activities and time allocation for each activity) - specify how they will be interactive
- Teaching materials - a list and brief description (e.g., worksheets, writing prompts, facilitation guides, film clips, slides, annotated bibliography, etc.)
- Evaluation Description (i.e., how you will reflect on what participants gained)

Workshops will run for 90 minutes. They must be interactive with active participation, meaning workshop participants should be expected to actively contribute and have the opportunity to practice ideas or skills within the workshop. Didactic portions of the workshop should be limited. Workshops should promote experiential learning through application, practice, feedback and peer interaction. Proposals should articulate group activities, materials used (including handouts, worksheets or other materials) to engage participants and enable them to apply the skills acquired in the workshop in their own institutions. Workshop proposals should also include descriptions of plans to incorporate evaluation of outcomes for participants, such as verbal or written reflection, completion of worksheets or plans to apply new skills.

Workshops will be evaluated according to:

- Relevance and importance to research and/or teaching in the area of healthcare communication (personal or professional development workshops should make a link to how workshop participation may help individuals carry out their teaching/research roles in healthcare communication);
- Clarity of learning objectives and writing;
- Emphasis on activities to promote active participant engagement;
- Sequence of timeline and feasibility;
- Teaching materials;
- Plan for reflection on what participants will gain.

A flipchart with markers, a computer and a projector will be available for workshop presentations.

* ACH Forum will co-locate once again with the ACH ENRICH Healthcare Communication Course in 2020. ACH ENRICH participants are welcome to submit a poster presentation for consideration. Due to the unique demands of the ENRICH Course schedule, ENRICH participants may only elect to present posters.