Guidelines for Submission of Abstracts/Proposals

We invite you to submit your work to the 2018 ACH ENRICH & Research Forum. The following guidelines will help you through the submission process for scientific abstracts and other proposals, including workshops and interest groups.

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, etc.). Presentations will be organized around the following topic areas. When you submit your abstract or proposal, you will be asked to identify a corresponding primary theme and secondary theme, from the list below, to facilitate organization of presentations.

- Teaching and evaluating clinical communication skills
- Risk communication and medical decision-making
  - Patient education and health behavior change
  - Underserved populations and health disparities
  - Shared decision-making and patient/family engagement
  - Diversity and cross-cultural communication
  - Patient-Centered Medical Home
  - Linguistics and sociolinguistics
  - Community-based research
  - Communication in quality and safety
  - Ethics and professionalism
  - Implementation science and knowledge translation in health communication
  - Humanities and Narrative Medicine
  - Team and inter-professional communication
  - Research methodology
  - Other communication-related topics
  - Technology and social media
  - Health literacy and numeracy

All submissions must adhere to the following:

- Text may be no longer than 500 words
- The abstract/proposal should be written in English
- If a table or figure is used, limit it to only 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
- To ensure that your submission is reviewed objectively using a blind review process, please make sure that no author names are included in the title, file name or within the body of the uploaded document.
- All submissions must be entered electronically using the following website: <insert abstract system website>
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. Scoring will be based on originality, appropriateness and quality of the approach, quality and clarity of text, tables, and figures, and importance of the work in advancing healthcare communication. Notification of acceptance will be sent in mid-March 2018.

Specific guidelines for different presentation types – scientific abstracts, workshops, and interest groups – are provided below. Please review the description of each type of presentation to best determine the type you select for consideration when submitting.

**Scientific Abstracts**
Scientific abstracts describe research or teaching projects, or 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 are limited to one document with a maximum of 500 words and should be structured using headings according to the type of project as follows:

<table>
<thead>
<tr>
<th>Research</th>
<th>Innovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Introduction/objectives</td>
<td>• Introduction/context</td>
</tr>
<tr>
<td>• Methods</td>
<td>• Description of policy or practice innovation</td>
</tr>
<tr>
<td>• Results</td>
<td>• Evaluation/impact</td>
</tr>
<tr>
<td>• Discussion/implications</td>
<td>• Discussion/implications</td>
</tr>
</tbody>
</table>

Teaching

- Introduction with institutional context and educational objectives
- Instructional and/or assessment methods
- Program evaluation results
- Discussion/implications

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

**Oral Presentation**: Accepted oral presentations will be grouped into 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**: Poster sessions are designed for focused interaction between presenters and other delegates. All posters will be presented during the poster reception on the evening of Friday, June 1st. 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/Forum attendees visiting your poster.

**Awards**: The 2018 Forum will feature an oral abstract and poster award. The oral abstract and poster award candidates will be determined based on the reviewer scores. 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 be onsite to determine the winners and the awardees will be announced at the closing session.
Narrative Medicine (oral interpretation)
This is a new category for 2018! 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. We have in mind narrative-based pieces similar to the “A Piece of My Mind” section in JAMA.

Workshops
Workshops are theme-based, interactive, experiential educational sessions actively engaging participants in a topic related to communication and/or relationships in health care. Workshops may focus on research methods, teaching strategies, or other skill building. 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)
- 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, and 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: originality, appropriateness and quality of the approach, quality and clarity of text, tables, and figures, and importance of the work in advancing healthcare communication.

Laptops and LCD projectors will be available to support PowerPoint presentations.

Interest Groups
Interest groups are gatherings of individuals with similar interests and needs for sharing ideas and/or resources or to initiate or continue collaborative work (established groups are welcome). Interest groups provide opportunities for open discussion and creativity in a more informal and less structured setting. Interest group proposals should include descriptions of:

- Topic for discussion
- Purpose of the interest group
- Brief outline of session
- Potential outcomes
- Whether this is a new or established group

Interest groups will run for 60 minutes on Saturday, June 2nd from 11:55am-12:55pm EST.
Interest group proposals will be evaluated according to: importance of topic; likelihood that the group will generate discussion and elicit contributions from different perspectives; likelihood that new projects, collections of ideas, collaborations or gathering of resources will result.
Please note: Audio/visual will NOT be provided for interest groups and should not be used. The intent of these groups is to elicit discussions in an informal environment.