State of the Science in Hospice and Palliative Care
Abstract Submission Planning Guide

These guidelines are only to be used to organize your abstract content. All information below must be submitted via the electronic submission form online. Hard copy proposals will not be accepted.

In the online submission form, you will also need to complete the following:

- Biographical information for all presenters/co-authors.
- Conflict of interest disclosure form (if a conflict is disclosed, an email will be sent to the submitter asking them to complete an attestation form).
- Abstract submission fee attestation.
- Diversity, Equity, and Inclusion statement review attestation.

Prepare your abstract information below before entering it into the abstract submission system:

Submission Title

- The full title of abstract is limited to 100 characters.
- Enter the title in the "Title" field only and do not reenter into the abstract body.
- Characters/symbols/quotations/italics/bold, etc. are not advisable due to abstract platform limitations in reading character type symbols and formatting restrictions.
- Titles should be concise and descriptive showcasing the importance of your work.
- When entering the abstract title, use mixed case (avoid all caps or all lowercase) and do not place a period at the end of the title.

Example of correct title formatting:

✓ **Correct**: This is a Properly Formatted Abstract Title

✗ Incorrect: THIS IS AN IMPROPERLY FORMATTED ABSTRACT TITLE

✗ Incorrect: This is an "improperly formatted" abstract title.

Keep in mind, abstracts are to:

- Address how the content will improve or impact the state of palliative and hospice care science.
- Incorporate inclusive language and consider diverse populations and disciplines where applicable.

Select the type of Presentation for which you would like your abstract to be considered from the list below:

1. **Oral Presentation**: Concurrent Session Oral: A 15-minute presentation of an original research study.
   a. Each concurrent oral session consists of 3 oral presentations and a moderator/discussant. The planning committee will evaluate the top 3 selected concurrent submissions for opening plenary presentations.

If your abstract is accepted as oral presentation, all presenting faculty must register for the State of the Science Hospice and Palliative Care and are expected to present live in-person in Phoenix, AZ during the scheduled presentation time (TBD) assigned by the planning committee following acceptance notification.

2. **Poster Presentation**: select from a or b below:
   a. RAPiD Poster: A visual presentation of an original research study that includes a brief 1-minute oral summary with 1 PowerPoint slide followed by informal poster viewing and concluding with audience discussion moderated by a 3-member panel.
   b. General Poster Session: Visual presentation of research featured as part of moderated poster viewing.

Accepted posters are planned to be presented in person in Phoenix in physical format. As a condition of acceptance at least one author per submitted poster abstract is required to participate in-person and be registered to attend the 2024 State of the Science in Hospice and Palliative care.

3. **Either Oral or Poster Presentation**: The 2024 State of the Science program planning committee will determine best-fit of the accepted abstract to be presented as an oral or poster presentation.

Enter Abstract Primary and Contributing Author(s) Information

- The max number of abstracts allowed per primary submitter is **two (2)**.
- Primary (first) author's full first and last name, credentials, and current institutional affiliation, city and state are required for submission.
  NOTE: Names and credentials will be published as submitted. The primary author will serve as the designated corresponding author for abstract submission outcomes, management, communications, and coordination.
- Enter authors designated as State of the Science Presenters on the submission task where prompted.
- Enter contributing authors' full first and last names, credentials, and current institutional affiliations, cities and states (required for submission).
  o Contributing authors are to be entered at time of submission in addition to the primary author information above.
  o Consult with your co-authors on how they would like their names, credentials, and emails to appear prior to submission of the abstract. It is the responsibility of the primary author to enter in the contributing author names, credentials and email addresses at time of submission.

NOTE: Names and credentials will be published as submitted.

Disclosures

Disclosures: relevant financial relationship(s) with ineligible companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients are to be disclosed at time of abstract submission for the primary and contributing authors.

- The primary author will be asked to complete this information on the submission form were prompted under "invite author name". This information will be used to send an email link to the email listed for the corresponding contributing author(s) to complete individual relevant disclosures via the abstract collection portal.

- Applicable disclosure mitigation will be completed at time of abstract selection prior to selection for acceptance.

Note: Per Standards for Integrity and Independence in Accredited Continuing Education: Information Package © 2020 by the ACCME® **you are not required** to disclose financial relationships as a stockholder of publicly traded companies, or holders of shares through a pension or mutual fund.

Enter Key Message

A Key Message statement, limited to 50 words, is designed to synopsize the content, and highlight its significance. This key message, referenced during the selection process, is used to describe your session, and will be included in the State of the Science Schedule session description and the published abstract in JSPM as applicable. The 50-word key message is in addition to the 300-word count limit for the abstract body.

Reports of Original Research

A report of results from original research. Examples may include (but are not limited to):

- primary and secondary analyses of data from clinical trials
- population-based science, or
- qualitative research.

Enter a concise, structured abstract of not more than 300 words for submission and consideration for acceptance.

The abstract structure sub-headings (abstract structure) are to include:

- Importance: 1-2 sentences explaining the importance of the study question and/or research gap.
- Objective(s): State the precise objective or study question addressed. If an a priori hypothesis was tested, it should be stated.
- Scientific Methods Utilized: Describe the information sources used, including search strategies and years searched.
- Results: Summary demographic information and the number of study participants should be reported in the first sentence. The main outcomes of the study should be reported and quantified, including final included/analyzed sample. When possible, present numerical results (e.g., absolute numbers and/or rates) with appropriate indicators of uncertainty, such as confidence intervals. Avoid solely reporting the results of statistical hypothesis testing, such as P values, which fail to convey important quantitative information. P values should never be presented alone without the data that are being compared. Measures of relative risk also may be reported (e.g., relative risk, hazard ratios) and should include confidence intervals.
- Conclusion(s): Provide only conclusions of the study that are directly supported by the results. Give equal emphasis to positive and negative findings of equal scientific merit.
- Impact: Provide a statement of relevance concerning the impact of the results on what is known in the field. The impact statement may also indicate what future work is required to further advance that area of science.

Select Category to the most applicable NCP Domain

NCP Domain 1: Structure and Processes of Care
NCP Domain 2: Physical Aspects of Care
NCP Domain 3: Psychological and Psychiatric Aspects of Care
NCP Domain 4: Social Aspects of Care
NCP Domain 5: Spiritual, Religious, and Existential Aspects of Care

NCP Domain 6: Cultural Aspects of Care
NCP Domain 7: Care of the Patient Nearing the End of Life
NCP Domain 8: Ethical and Legal Aspects of Care

Enter Desired Learner Outcomes (Objectives)

Outcomes are evaluated to determine the impact of educational activities on patient care and the continuing professional development of the learner. Start by asking the question "what would I want the learner's outcome be as a result of participating in this session?". For more information on writing cognitive learning behavioral objectives/outcomes, access Bloom's taxonomy of cognitive learning objectives via the following link: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4511057/

Enter 2 desired outcomes/objectives the attendee should achieve after participating in this session:

1. Outcome 1
2. Outcome 2

Select 2 Key Words

Abstracts are to reflect two of the listed Keywords or phrases that best describe your primary content. Key words are used in indexing and assist in the abstract review selection process. 2 drop-down menus will be provided for you to select your 2 key words from the list below:

- Advanced care planning, shared decision making
- Communication and prognostication
- Integrative medicine
- Interdisciplinary Teamwork / Professionalism
- Cultural diversity
- Under served, under resourced populations
- Educational, training and supervision
- Family caregivers
- Hospice
- Innovative technologies

- Leadership, program development and evaluation
- Models of palliative / hospice care delivery
- Pain and symptom control
- Palliative care in chronic, non-malignant illness
- Palliative care in oncology
- Pediatrics
- Psychosocial support
- Qualitative and mixed methods research
- Economic evaluations

Publishing of Abstract

All accepted 2024 State of the Science of Hospice and Palliative Care abstracts that have not been published in another peer-reviewed journal, will be published in the Journal of Pain and Symptom Management (JPSM) with an estimated publishing release in May – June 2024.

Note that abstracts will be published as written; no additional copyediting will be done. Please ensure your work is copy-edited at the time of submission for potential Journal publication.

Please review the **Author Information Pack** Page 5 Guide for Authors provided by the Journal of Pain and Symptom Management (JPSM) to learn more about your abstract publication.

Was your abstract previously published in a Peer Reviewed Journal? If your abstract has been submitted to, or published in, a peer-reviewed journal and is accepted for presentation at the State of the Science symposium, it will not be published in JPSM to avoid copyright infringement.

Yes   No

Diversity, Equity and Inclusion Acknowledgement

Submitted abstracts are to address the impact of the proposed topic or research on underrepresented and underserved populations to better equip hospice and palliative care professionals with knowledge and skills to deliver high quality, culturally sensitive person-centered care. You are asked to address issues of cultural humility and sensitivity in your abstract, case examples, and, where applicable, describe how issues of cultural diversity and inclusion are considered in the specific aims or session narrative of your proposed content. For additional information on use of inclusive language, reporting sex- and gender-based analysis, and race and racial disparities visit https://www.elsevier.com/journals/journal-of-pain-and-symptom- management/0885-3924/guide-for-authors.

Abstract accepted titles may undergo a secondary DEI title review by the AAHPM DEI committee. Minor adjustments may be made to submitted abstract titles to reflect AAHPM's commitment to an inclusive and welcoming learning environment that embraces diverse perspectives, cultures, and maximizes positive impact through evidence-based programming. You will be notified of any title updates and the revised title will be reflected in accepted content.

Intended Symposium Outcomes

You will be asked to confirm that your abstract submission supports the State of the Science Desired Outcome as stated below.

Within an inclusive community of interprofessional palliative and hospice care scientists, participants will:

- Synthesize cutting-edge research focused on care for people with serious illness that impacts practice, policy, and social justice.
- Engage with a diverse research community to foster networking, collaboration, and mentor-mentee relationships.
- Refine knowledge and skills in research methods and scientific professional development across the career trajectory.