

# Abstract Submission Guidelines

**Sigma Region One 2022 International Conference**

**Healthcare in a New Paradigm: Advocating and Caring for Self and Others Portland, Oregon**

**February 18-19, 2022**

# Abstracts are due by 11:59 p.m. Pacific Time on October 1st, 2021. Submit Abstracts via email to: [SigmaPortland2022@gmail.com](mailto:SigmaPortland2022@gmail.com).

As you prepare to submit an abstract for this event, please keep the following items in mind. Please read through each section carefully prior to submitting an abstract. If you have further questions, contact [SigmaPortland2022@gmail.com](mailto:SigmaPortland2022@gmail.com).

## General Information:

* Note: Peer reviewers will be using a rubric to review your abstract submission. See the conference rubric for more information.
* Completed work or projects may be submitted for either oral or poster presentation. If the work or project is not yet complete at the time of abstract submission, the abstract may only be submitted as a poster presentation.
* If successfully reviewed, final abstract acceptance will be conditional upon registration by the primary presenting author.
* Presenters assume all costs related to travel, accommodations, and other expenses related to their presentation.
* The primary presenting author should be listed first in the order of authors. All communications will be directed to the primary presenting author only.
* In addition to the abstract, a profile for each author (contact and biographical information) and conflict of interest form will be required after an abstract has been approved for presentation.
* Please remember to mention in your presentation any and all members of your team or anyone whom you may wish to give credit to for the work you are submitting.
* There is a student category for posters. Please indicate which (if any) of the authors are current students.

## Submission Process:

* The abstract, references and accompanying information shall be emailed to [SigmaPortland2022@gmail.com](mailto:SigmaPortland2022@gmail.com). See “Submission Guidelines” below for details.
* Abstracts and references should only be submitted in English.
* Abstracts should be between 300-500 words. The title, presenter information, and references should not be included in the body of the abstract. In-text citations, however, are appropriate. These citations will be included in the overall word count. Full references are required in a separate attachment.
* The use of a word processing program is recommended for composing the abstract. Please check spelling, word count, and conformation to the guidelines prior to submission.
* Abstract title, content, and presentation focus should be original (not previously
* published or presented). We recognize that a study, project, or work may yield multiple findings and subsequently several original publications or presentations. To be eligible to present, submissions must contain an original title, abstract text, and subsequent presentation content (i.e., different view, perspective, or focus).

## Submission Due Date:

Submit all abstracts no later than 11:59 p.m. Pacific Time on October 1st, 2021.

## Presentation options include the following:

***Oral Presentations***: Oral presentations are allotted 20 minutes: 15 minutes for the presentation, with 5 minutes for audience questions. Presentations on similar or related topics may be paired together in one longer session by the program committee from individual abstracts accepted for presentation. Abstracts submitted for an oral presentation must be regarding work that has been completed at the time of abstract submission.

***Poster Presentations***: A poster presentation is content with an academic or professional focus that is presented on a large placard or poster. A poster presentation can be a visual display of a completed work or of work that is in-progress.

## Submission Guidelines:

* The abstract, references and accompanying information will be emailed to [SigmaPortland2022@gmail.com](mailto:SigmaPortland2022@gmail.com) for submission.
* An individual or team may submit more than one abstract for separate projects; however, if successfully reviewed, only one oral and one poster submission will be accepted for presentation in a given category. Work cannot be submitted for both an oral and a poster presentation (although you may indicate your preference in the submission email for an oral presentation, a poster presentation or either).
* Abstract submissions that are incomplete after the submission deadline will not be eligible for presentation.
* Email confirmation of completed abstract submissions will be sent to the primary presenting author only upon receipt of the complete submission approximately 1 month after the submission deadline.
* “Intent to present” confirmation information, author biographies and other information will be required once an abstract has been accepted. Failure to return the required information will disqualify the abstract from presentation.
* PowerPoint presentation or poster PDF must be uploaded by February 1st, 2022 to a link provided after the abstract has been accepted for presentation. No audiovisual (A/V) capability will be available for any oral presentation that is not uploaded by the deadline.

## Contents for Submission:

For submission, the abstract, references and accompanying information shall be emailed to [SigmaPortland2022@gmail.com](mailto:SigmaPortland2022@gmail.com). A complete oral or poster presentation submission email includes the following:

* **Title** (Maximum of 15 words)

## Name(s) and email address(es) of presenting author(s)

* + Please also indicate if any of the listed presenters are current students and which institution(s) they attend
* **Project Status:** “Completed Work/Project” or “Ongoing Work/Project”
* **Preferred presentation format/category** (the format in which the author prefers to present)
  + Poster (this is the only option if presentation is for an ongoing project)
  + Oral presentation
  + Either poster or oral presentation
* **Keywords**: Three (3) keywords or phrases that relate to the topic, practice setting, and/or target audience are required. Keywords will assist with grouping accepted submissions into sessions.
* **Abstract Text**: The abstract should be a minimum of 300 words and not more than 500 words. Authors should review the information submitted very carefully for spelling, punctuation, and grammatical errors. Please remove all references to the title and author information on the abstract document itself. *The abstract should be attached to the submission email as a Word document or pdf file.*
* **Bibliographic References**: The abstract submission shall include more than six scholarly references (e.g., science journal articles, books). References should be recent and appropriate for the abstract (references should be no older than 5-7 years, unless they are a seminal work). A consistent format style should be utilized (i.e. APA format). References should be attached to the email as a *separate* Word document or pdf file from the abstract.

**Submit Abstracts via email to:** [**SigmaPortland2022@gmail.com**](mailto:SigmaPortland2022@gmail.com) **with the contents and attachments listed above. Abstracts are due by 11:59 p.m. Pacific Time on October 1st, 2021.**