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**Call for Abstracts/Posters**

**29th Annual NIDCAP Trainers Meeting October 20-23, 2018**

**Porto, Portugal**

**Abstract Submission Guidelines Form**

Abstract submission for presentation at the NIDCAP Trainers meeting being held in Porto October 2018 will be reviewed by a team of NIDCAP experts according to the criteria in the rubric below. This year all submissions will undergo **open review (identifiers not removed)** and will be scored according to the criteria identified below. All selected oral abstracts will be published in the Developmental Observer; this requires a consent form from the submitting author and co-author details. The abstract submitter is responsible for ensuring that all co-authors have agreed to be listed on the abstract; the abstract submitter will be the person presenting the topic, unless otherwise communicated. The deadline for submission is **July 1, 2018**. You will be notified of the receipt of your abstract; if you do not receive notification of receipt within 48 hours of submission, please contact Linda Lacina or Kaye Spence by email. The selection process will be completed by July 31, 2018 and you will be notified of the status of your submission by August 5, 2018. If you have any questions, email Linda or Kaye.

*Section A: Please indicate the category where your abstract best fits.*

🞏 Research 🞏 Evidenced Based Practice 🞏 Quality Improvement 🞏 Education program

*Section B: Please indicate below if you are:*

🞏 NFI Member 🞏 First time presenter 🞏 English not first language - first language \_\_\_\_\_\_\_\_\_\_\_

*Section C: This year we have included the assessors’ guide along with the Call for Abstracts. This is to assist authors in their preparation of their abstracts for review. All abstracts are open peer reviewed on the following criteria:*

**Overall content** – Provide enough detail for assessors to score. Each assessor should be able to read the abstract and have a clear understanding of the content

**Relevance to NIDCAP work** – The reviewers will be looking for how your work impacts and improves the NIDCAP work

**Topic –** Consideration will be given to the originality and creativeness of new work or new concepts, especially along the lines where there has been limited research or work done previously

**Abstract** – Length no more than 600 words, double spaced, one A4/letter page, written with the following headings: Aims, Methods, Results/Findings, Conclusion

**Aims/Purpose** – Include 1-3 aims for your study/project/presentation. This enables the reviewers to know the purpose of your presentation and work

**Methods** – Clearly describe the methods used for your study/project to enable the assessors to understand how you did your work in terms of the study or plan for your project and reached your conclusion

**Results/Findings** – Clearly state the findings and/or results of your work; this maybe an outline of the key findings with more detail in your presentation

**Conclusion** – List your conclusion of your work and its importance/relevance to NIDCAP work

**Abstract Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Score** | **4** | **3** | **2** | **1** |
| **Overall content** | New & exciting information | Interesting | average | Possible interest |
| **Relevance to NIDCAP work** | Highly relevant | Relevant | Some peripheral relevance | Relevance not clear |
| **Topic** | Innovative, original topic or well-done study of area with limited prior research | New concepts or perspective on an established topic OR well articulated replication of topic | Adequate, not well outlined or replication study | Commonly known information |
| **Abstract** | Well written, clear, concise | Well written, some clarification required | Adequate | Unclear meaning |
| **Aims** | Well described & relevant | Clear | Good | Unclear or missing |
| **Method** | Well described, appropriate for topic | Well described, some lack of detail | Not well described; needs clarification | Unclear or inappropriate |
| **Results/Findings** | New exciting findings presented | New findings, or well presented expected findings | Findings adequate but not thoroughly articulated | Findings ‘to be discussed’ or not clearly related to study |
| **Conclusion** | Well described & meaningful  | Useful | Some use | Unclear |

*Section D: There are two types of presentations (indicate your preference, however at discretion of programmers*):

* Oral presentation at Podium – 10 mins plus 5 min questions (slides 12-15 max)
* Poster – AO poster size 36x48 inches (92x122cm) with time during the meeting for delegates to ask questions at your poster. Poster to be printed by the author.
* Either podium (oral) or poster

*Section E: Author details:*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Checklist for submission:*

* Section A – category selected
* Section B – presenter details selected
* Section C – Abstract written according to criteria with sub-headings
* Section D – Preferred type of presentation selected
* Section E – Author corresponding details completed
* Abstract word limit adhered to
* Consent form completed and submitted (page 4)
* Abstract and consent form (one consent, not multiple consents) emailed to both:
	+ Linda.Lacina@cchmc.org and kayeNFI@gmail.com

Abstracts that are missing any of the above will not be considered for review. Abstracts that do not follow the format and word limit may not be reviewed. Also please note that there will be a HARD deadline. You are encouraged to submit early so if there is an issue or accidental omission of one of the required elements, you will have time to make the correction.

**Administrator use only:**

Date received:

Allocated abstract number:

Date abstract sent for review:

Date review received:

Combined score:

Accept: 🞏 Yes 🞏 No 🞏 Assistance required

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From 2015, selected abstracts for all future NIDCAP Trainers Meetings will be published in the *Developmental Observer* (DO). All *Developmental Observers* (2007--present) will be archived at the IUScholarWorks, Indiana University (IU). IUScholarWorks is supported by the IU Libraries and the IU Digital Library Program, a collaborative effort of the IU Libraries and University Information Technology Services.

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledged and Agreed:

NIDCAP FEDERATION INTERNATIONAL, INC.

Authorized NFI Representative (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NFI Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1Note: if multiple authors, one author who is presenting the abstract suffices for this Agreement. Co-authors will be contacted by editor if abstract accepted for publication.

Co-author Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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