



**UC 2019**

**Abstract Submission**



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## Contents

Overview.....	3
Theme .....	3
Submission.....	3
Abstract Preparation Guidelines.....	3
Abstract Acknowledgement.....	4
Selection Criteria.....	5
Poster Format.....	5
Size .....	5
Orientation.....	5
Mounting .....	5
Poster Presentation .....	5
Rapid Fire Session.....	5
Awards.....	5



# Abstract Submission

## Overview

This document serves as a guideline for all poster submissions for the 2019 DI Users Conference. Any questions about this document or the submission process should be directed to [conference@dicorp.com](mailto:conference@dicorp.com).

Abstracts which do not conform to these guidelines could be excluded from consideration.

## Theme

Abstracts should describe work that reflects the theme of this year's conference, "*Using Your Trauma Registry to Drive Performance Improvement & Injury Prevention Programs*".

## Submission

All abstracts must be submitted online to <http://conference.dicorp.com/abstract-submission/> as a Word Document.

Ensure all information requested in the online submission form is properly completed.

Submission must be no later than close of business on Friday 02August2019.

If the abstract has been previously published or otherwise presented, please provide the details in the submission form. The work does not have to be a first-time presented to be submitted for consideration, but acknowledgement of previous presentation is required.

All contributed poster presenters must register and pay to attend the conference. Registration for the conference cannot occur later than 03September2019.

## Abstract Preparation Guidelines

Abstracts must meet the following criteria to be considered for acceptance.

- Prepared in Microsoft Word™
- Must be typed in English
- Body must not exceed 300 words
- The abstract should be
  - Arranged in logical order
  - Informative



- The abstract should contain the following information:
  - Title
    - Times New Roman
    - 12-point font
    - Bold
    - Upper case
    - Concise
    - Clearly state the nature of the study
    - 15 words or less
  - Author
    - Must NOT appear on the abstract
    - This promotes non-biased judging
    - Must be entered in the submission form
  - Facility
    - Must NOT appear on the abstract
    - This promotes non-biased judging
    - Must be entered in the submission form
  - Body
    - Times New Roman
    - 12-point font
    - Single line spacing
    - Proper case
    - Must contain 300 words or less
    - Should contain the following components
      - Introduction
      - Background/Objective
      - Methods
      - Results
      - Conclusions
- Must contain proper use of spelling and grammar
- Must not contain
  - Tables
  - Pictures
  - Diagrams
- Can contain formatted references, but is not required to contain references

## **Abstract Acknowledgement**

An auto-generated email acknowledging receipt of the abstract will be sent to the email entered on the submission form. If this email is not received, please contact [conference@dicorp.com](mailto:conference@dicorp.com) with the abstract title, contact name, hospital or organization name and a submission was made but an acknowledgement receipt was not received.



## Selection Criteria

Abstracts will be selected according to the following criteria:

- Structure and clarity
- Potential significance
- Sound use of trauma data to identify a potential opportunity

## Poster Format

All posters should meet the following standards

### Size

48 inches high x 36 inches wide (other poster sizes are acceptable but please notify Annette O'Dell at [aodell@dicorp.com](mailto:aodell@dicorp.com) of the variance).

### Orientation

Portrait

### Mounting

Velcro compatible

## Poster Presentation

Posters will be displayed, but unmanned, during the day on Wednesday, 25September2019. All presenters are required to be at their posters on the same day, in the afternoon prior to the conference social event. Further details will be provided once abstracts are accepted.

## Rapid Fire Session

Presenters will be invited to present during one of the conference rapid fire sessions. Each presenter will be provided a 15-minute time frame to present their process, what led to the study, and their findings. This time will also provide conference attendees with the opportunity to ask questions relevant to the presentation.

## Awards

The poster selected as the top presentation will be awarded one \$100 Visa gift card along with a certificate of accomplishment. The winner will be announced during the opening session on Thursday morning, 26September2019.