

## 2023 Guidelines for Abstract Submission

Your abstract submission must contain the following sections: Abstract Title, Submission Type, Submission Category, Site Information and Abstract. Guidelines for each of these sections can be found below.

### **Abstract Title**

An abstract must have a short, specific title, containing no abbreviations. **Limit 20 words.**

**Submission Type:** Select the **one** submission type that best describes your submission

**Research:** Research is hypothesis-oriented from the beginning. It starts with a research question and a hypothesis predicting the outcome that would be expected if any of the factors known to be contributing to the problem are changed. The results of the hypothesis testing are then analyzed to produce a conclusion, either proving or disproving the hypothesis. The desired outcome of the research process is to create new knowledge and perhaps new research questions.

**Quality Improvement:** Quality improvement is problem-focused from the beginning. It starts with defining a problem, associated performance gap(s) and developing a detailed understanding of the current conditions affecting the problem. From this understanding, root cause analysis can be used to identify a primary cause (or combination of impacting factors) of the problem. Once a potential root cause is identified, interventions are selected and tested. The tested interventions are then studied to determine if a positive or negative effect was made on the performance gap. If a positive effect was achieved, the associated changes that were tested can be implemented, becoming the new standard. The desired outcome of the quality improvement process is to both create and apply new knowledge to a problem, to eliminate or reduce performance gaps and realize sustained quality improvement.

**Submission Category:** Select the **one** category that best describes your submission

**Trainee:** Project was led by or had significant participation from Resident(s) and/or Fellow(s). Trainee abstracts will be reviewed separately from Non-Trainee abstracts and will be eligible to receive recognition as an outstanding Trainee Abstract/Poster/Project.

**Non-Trainee:** Project was not led by and did not have significant participation from Resident(s) and/or Fellow(s). Non-Trainee abstracts will be reviewed separately from Trainee abstracts and will be eligible to receive recognition as an outstanding Abstract/Poster/Project.

**Site Information:** Select the one site that best represents the active participation and original location/scope of your project or study. Do not select “enterprise” or other sites because your results have been or will be diffused to other areas. Choices are: Arizona, Florida, Health System, Rochester, Enterprise or External.

### **General Abstract Guidelines:**

- The title is limited to 20 words.
- The abstract is limited to 500 words, not including title and author information.
- Abstracts must be written in English.
- Abstracts should be formatted to include the 6 abstract headers:
  - Research headers include: Introduction, Methods, Analysis, Results, Conclusions, Discussion, Relevance
  - Quality Improvement headers include: Define, Measure, Analyze, Improve, Control, Relevance
- Write out all words upon first reference, followed by abbreviations in parenthesis.
- Include references as appropriate.
- Editing will not be done prior to publication, so please proofread your abstract carefully.
- **The deadline for submitting abstracts is March 17, 2023.**

**Research Abstract Guidelines:** Research abstracts should minimally contain (and will be evaluated based on) the following information:

- **Introduction:** A clear explanation of the current knowledge on the research topic and the gap in the knowledge base addressed through this research. A specific, relevant, and testable research question or hypothesis is defined.
- **Methods:** Study design, study population and intended study outcomes are clearly described and appropriate to the research topic.
- **Analysis:** Clearly describes and uses appropriate statistical validation.
- **Results, Conclusions and Discussion:** Study results are clearly and succinctly described. Conclusions and discussion are fully supported by the results.
- **Relevance:** Study is aligned with the 2023 Quality Conference Theme: Health Care Reimagined.

**Quality Improvement Abstract Guidelines:** Quality Improvement abstracts should minimally contain, and will be evaluated based on, the following information:

- **Define:** Problem and background are clearly described, and an aim statement is defined that includes a gap in quality, numeric target for improvement and project completion date.
- **Measure:** Numeric baseline and sample size are provided for the improvement measure.
- **Analyze:** Potential causes contributing to the gap in quality are defined.
- **Improve:** Intervention(s) tested are summarized and the result of the post-intervention numeric improvement measure and sample size are provided.
- **Control:** Lessons learned are described.
- **Relevance:** Project is aligned with the 2023 Quality Conference Theme: Health Care Reimagined.

**Additional Notes:**

- In the Abstract submission system, only the submitting author has a discrete field to enter a name. This will be the person on the team who submits the abstract and receives all correspondence and confirmations. Additional authors can optionally be entered in the body of the abstract, under an additional heading; however, that is not required, and it will use up some of the limited (500) words. All authors can and should be listed in the header of the poster.
- Projects must be complete through the Improve phase, by the time of poster creation.
- The poster must include numeric results.
- Poster presentations will be accessible to both Mayo Clinic and external, non-Mayo Clinic conference attendees. Please ensure that poster content is appropriate for public viewing and does not include copyright-protected material used without permission, graphic images, patient identifiers, proprietary or business sensitive data/information. When possible, use percentages to represent improvement/results, rather than real numbers that would give a sense of actual proprietary data.