



www.NCHDV.org

Abstract Submission Guidelines

We invite you to submit an abstract for an oral or poster presentation at the National Conference on Health and Domestic Violence. We recommend you first read the text below to find out what type of information you will need to provide for your online submission. When you are ready to submit your abstract, please visit www.NCHDV.org, and click on “Call for Abstracts: Apply Now!” to begin the online submission process.

Submit:

- Innovative health research addressing domestic violence
- Clinical programs addressing domestic violence

Who should submit:

Physicians	Advocates for victims of domestic violence	Dentists
Physician assistants	Health policy leaders	Social workers
Nurses	Health professional students	
Nurse midwives	Mental and behavioral health providers	

Session Types:

- Innovative Program/Promising Practice Report:** Presentation of an Innovative Program/Promising Practice issue, concept, strategy or program. Single presenter preferred and no more than two. Twenty minute presentation, with 5 minute question/answer/discussion period (25 minutes total).
- Poster:** A visual presentation of the results of a research-based scientific study or an innovative program or promising practice strategy. Posters will be available for viewing during the entire Conference. Single presenter. Presenters will be asked to be available for informal discussion with participants during Poster Session presentation times at the Conference.
- Scientific Report:** Presentation of results of a research-based scientific study. Single presenter. Ten minute presentation, with 5 minute question/answer/discussion period (15 minutes total).
- Symposium:** An in-depth discussion of a single key issue, area or concept related to health and domestic violence. Symposia should utilize appropriate adult education techniques, with an emphasis on discussion and participant interaction. One lead presenter and up to three additional presenters are suggested. (80 minutes total).
- Workshop:** A skills-focused session designed to teach, enhance or strengthen specific practical skills of participants. Workshops should utilize adult leaning theory and incorporate participatory and up to date educational techniques such as problem-based or team-based learning, with an emphasis on those that are as interactive as possible. One lead presenter and up to three additional presenters are suggested. (80 minutes total).

Information Required for Submission (complete these fields online):

- Title** (limit 50 words)
- Short description** (limit 80 words)
- Theme and purpose** (for workshop or symposium only – limit 250 words)
- Two to three learning objectives** Describe, as measurable outcomes, what participants are expected to achieve as a result of attending your presentation. The objectives should complete the sentence: “At the end of this session, participants in attendance will:” (limit 50 words)
- Presenter(s) contact information** Provide the following information for each presenter: full name, degrees/credentials, position title, organization, mailing address, phone number, fax number, email address
- Short biography for each presenter** (limit 100 words)
- CV/Resume for each presenter** (1-6 pages)
- List of co-authors** (if applicable) List names of co-authors associated with your research or project who will not be serving as presenters
- Conflict of Interest declaration** Each presenter will receive an email prompting them to complete their own disclosure form. The abstract submission cannot be concluded until each disclosure form has been submitted

Abstract text (choose one Session Type and corresponding criteria):

We recommend you copy and paste your abstract and other lengthy information as Plain Text from a word processor such as Microsoft Word or Word Pad. Please note that formatting commands (italics, bold, tables, bullets, etc.) and symbols may not transfer.

- Innovative Program/Promising Practice Report** (limit 300 words)
Include information under each of the following specific category headings:
 - **Objectives:** Describe the objectives or purpose of presentation.
 - **Background:** Provide an overview of the issue, and the practice or policy needs addressed by the program.
 - **Program Description:** Describe the intervention or program.
 - **Results:** Describe the experience, results or outcomes of the program.
 - **Discussion and Recommendations:** Discuss the implications of the program or promising practice. What are the lessons learned and logical next steps for this program or practice, or for others that share similar characteristics?
 - **Presentation Methodology:** Describe anticipated presentation methods if the abstract is accepted.
- Poster** (limit 300 words)
Include information under each of the following specific category headings:
 - **Objectives:** Describe the objectives or purpose of presentation.
 - **Background:** Provide an overview of the issue, and the practice or policy needs addressed by the program.
 - **Program Description or Study Design:** Describe the intervention/program, or the research design, study setting and location, description of subjects or participants, and other relevant information.
 - **Results:** Describe the experience, results or outcomes of the program.
 - **Discussion and Recommendations:** Discuss the implications of the program or promising practice. What are the lessons learned and logical next steps for this program or practice, or for others that share similar characteristics?

□ **Scientific Report (limit 300 words)**

Note: Preference will be given to reports of research that have been completed by the abstract submission deadline.

Include information under each of the following specific category headings:

- **Objectives:** *Describe the research question(s) or study objectives.*
- **Background:** *Provide an overview of the issue, including a brief summary of related research and/or scholarship in the field, along with other relevant information.*
- **Methods/Design:** *Describe the study setting and location, research design, sample size, description of subjects or participants, inclusion/exclusion criteria, data collection methods, analysis plan, and other relevant information.*
- **Results:** *Describe key findings. Interim results may be included for studies that are in-progress at the time of submission. NOTE: Studies that are in-progress at the time of abstract submission must be complete on or before March 15, 2012. Submissions that indicate that results will be presented, yet provide little or no interim data, will not be accepted.*
- **Discussion and Recommendations:** *Discuss the strengths and limitations of the study, implications for further research, policy or practice, and recommendations. Include clinical or programmatic applications, and other relevant information.*
- **Presentation Methodology:** *Describe anticipated presentation methods if the abstract is accepted.*

□ **Symposium (limit 400 words)**

Include information under each of the following specific category headings:

- **Objectives:** *Describe the purpose and expected outcomes of the Symposium.*
- **Symposium Overview:** *Describe the issue(s) to be discussed, placing it/them in appropriate context considering the field in general and the Conference goal in particular. Include a summary, as appropriate, of relevant research and/or scholarship in the field.*
- **Activities and Timeline:** *Describe, in detail, what the conference participant will experience during the Symposium. What topics will be covered? How will participants engage with the material? Include a timeline of activities.*
- **Presentation Methodology:** *Describe anticipated presentation methods if the abstract is accepted.*

□ **Workshop (limit 400 words)**

Include information under each of the following specific category headings:

- **Objectives:** *Describe the purpose and expected outcomes of the Workshop.*
- **Workshop Overview:** *Describe the topics to be addressed, and the specific practice, policy or research skills that will be acquired or enhanced.*
- **Activities and Timeline:** *Describe the details and timeline for the Workshop. How will participants engage with the material?*
- **Presentation Methodology:** *Describe anticipated presentation methods if the abstract is accepted.*

Selection Criteria:

Abstracts that fail to adhere to the submission guidelines or relate to the conference goals will not be accepted for review.

Abstracts will be reviewed and scored based on:

1. Relevance to the goal of the conference
2. Organization and clarity
3. Description of objectives, content and teaching methodologies to the educational needs of participants
4. Special consideration will be given to abstracts that address diverse or marginalized populations using an intersectional¹ analysis that addresses unique experience.
5. Additional review criteria by session type include:
 - Innovative Program/Promising Practice Report: Content about innovative programs/promising practice issues, concepts, strategies or programs that present effective ways to improve the health care response to DV.
 - Scientific Report: Content that is scientifically-based, accurate, current, and objective.
 - Symposium: Session provides an in-depth exploration of a key issue, area or concept related to health and domestic violence.
 - Workshop: Ability to enhance or strengthen specific practice, research, or policy skills of participants. Workshops should utilize adult learning theory, incorporate up to date educational techniques (e.g. problem-based or team-based learning), and be interactive and participatory.

Submission Deadline and Important Details for Applicants:

- **The deadline to submit all proposals is Friday, June 24, 2011 at 5:00 pm Pacific Daylight Time (PDT)/6:00 pm Mountain Time/7:00 pm Central Time/8:00 pm Eastern Time.**
- Abstracts presented elsewhere may be submitted for consideration at this meeting, provided that full disclosure is made in the abstract submission materials. (Presenters are responsible for adhering to the submission exclusivity/primacy guidelines of outside entities.)
- Accepted Scientific Reports and Innovative Programs/Promising Practice Reports will be grouped according to topic or theme by the Conference staff. Typically, three to four abstracts will be grouped for presentation in a single 80-minute session. Each session will be assigned a moderator to ensure time limits are followed.
- Upon receipt of acceptance, you will be asked to confirm your participation by following the instructions on your acceptance letter from Futures Without Violence (*formerly Family Violence Prevention Fund*).
- For each abstract that is selected, one presenter will be eligible for discounted registration to the Conference. (Note: additional fees apply for the pre-conference institutes.) A very small number of additional stipends to partially defray travel or hotel expenses will be available to presenters (based on financial need). A separate scholarship application will be available on the conference website when registration opens.

- Notification of abstract acceptance and final assignment of poster and presentation will be made by September 30, 2011. Notification will be sent to the email provided in your submission.
- You *must* confirm your intention to participate in the conference by November 21, 2011.

Although online submission is preferred, those with limited internet access may submit proposals in hard copy format. Please contact Vedalyn DeGuzman for hard copy submission instructions:

Futures Without Violence
Attn: Vedalyn DeGuzman
100 Montgomery Street, The Presidio
San Francisco, CA 94129-1718
Phone: (415) 678-5500
Email: vdeguzman@futureswithoutviolence.org

Technical Support:

To access help submitting an abstract online, e-mail technical support: nchdv@confex.com. For urgently needed technical support, phone (401) 334-0220 between the hours of 8:30 am - 6:00 pm Monday through Friday, (Eastern Time).

For password assistance, go to: <http://nchdv.confex.com/nchdv/reminder.cgi>.