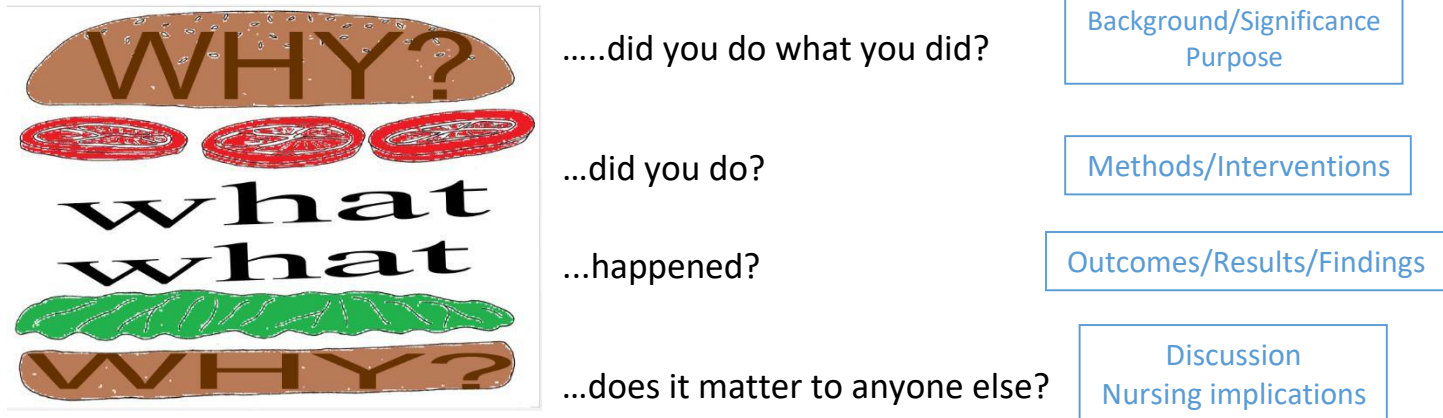


Best Practices for Abstract Writing and Developing Your Presentation

Presented by Pamela K Ginex EdD, RN, OCN®

2018 ONS CONGRESS HANDOUT

Abstract Components



Getting Started

1. Identify authors
 - Do you need approval from your organization to submit?
 - Are you the project leader or facilitator?
 - Will there be other coauthors?
 - Is the number of coauthors limited by abstract guidelines?
2. Familiarize yourself with the guidelines
 - Identify required sections and headers the abstract
 - What is the word count limit
 - What is the conference goal/objective
 - What are the scoring criteria?
3. Create an outline
 - Use the abstract sections to create an outline
 - Work with coauthors to decide what parts of the project belong in each section
4. Write your first (of many) drafts
 - Save each version separately to create a parking lot of ideas

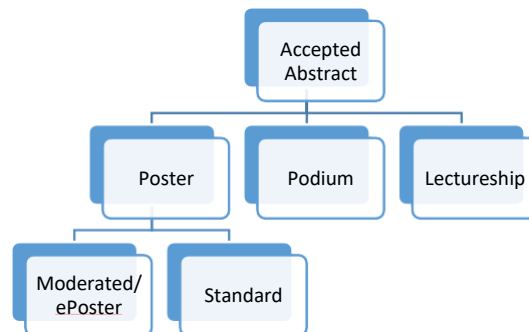
Writing Best Practices

- Use abbreviations only when necessary and after writing out fully
- Present findings with data and statistics; leave speculations and conclusions for the discussion section
- **Keep It Short and Simple**
 - Write to express, not impress
 - Subject before the verb
 - Leave them wanting, not wondering
- Strictly adhere to the conference guidelines for abstracts

Finalizing the Abstract

1. Select an informative and dynamic title
2. Read it out loud
3. Do a human check for spelling, grammar and punctuation
4. Share it with a friend
5. Score it yourself against the conference criteria

Presentation Types



- Abstract submission may or may not ask if you are submitting for a podium or poster. Type of presentation is more frequently determined by relevance of the subject to the conference goals and the scoring during the review process. Lectureship is generally a separate process.
- Posters may be a standard paper poster, a moderated poster or electronic poster. Moderated posters or eposters include a short, less than 5 minute, verbal presentations of the project in addition to the visual poster. Eposters are the projection of the poster on a computer or television monitor instead of printing it on paper to hang.
- Podium presentations are grouped together by subject and the sessions generally include 3-5 presenters with related topics. Each presenter generally has about 15 minutes to present their work verbally with accompanying slides.

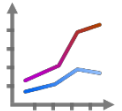
Presentation Basics

- ❓ Review formatting guidelines before starting
- ❓ Use institutional branding where applicable
- ❓ Be consistent with fonts, bullet style, justification, indentation and font size
- ❓ Content should reflect abstract sections
- ❓ Limit use of CAPITALS and *italics*



Representing Data in a Presentation

- ❓ Find the best visual representation for the information you are sharing
- ❓ Bar Graphs: show trend, similarity or different between different groups of information
- ❓ Line Graphs: Demonstrate change over time for a single group of data
- ❓ Pie Charts: Represent parts of a whole



Slide Presentations for Podium Sessions

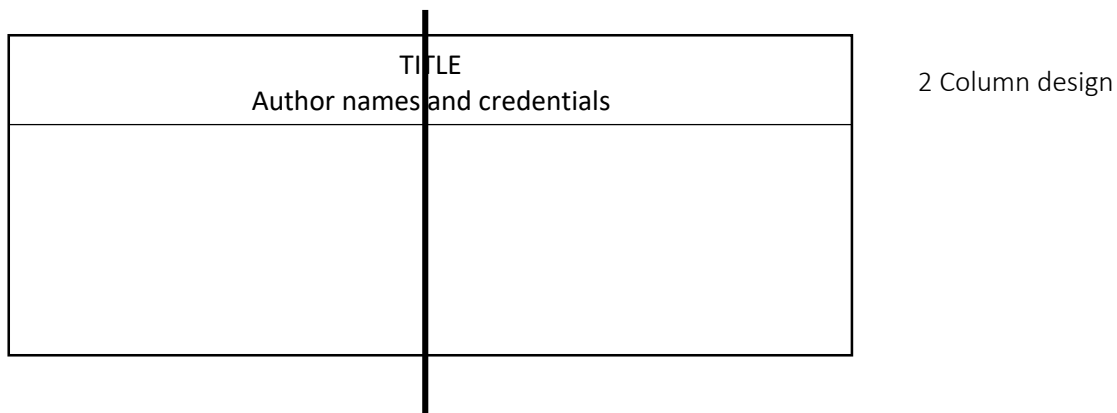
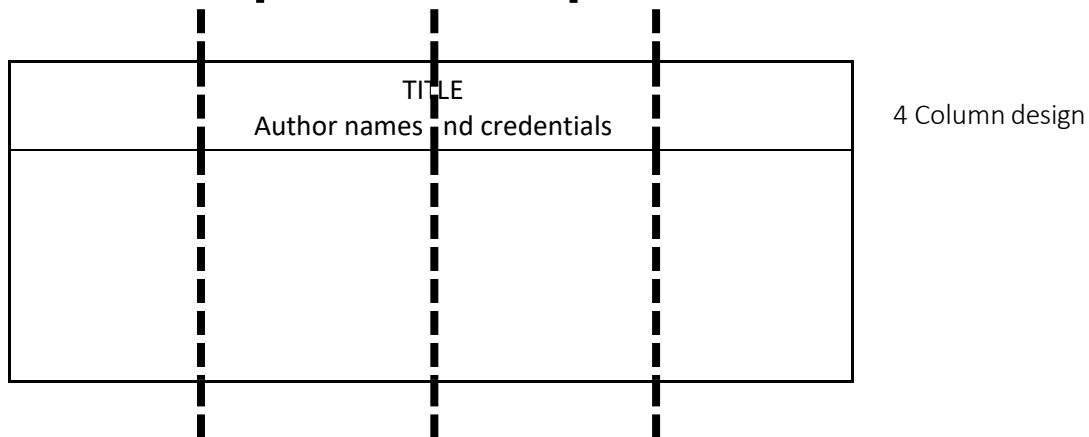
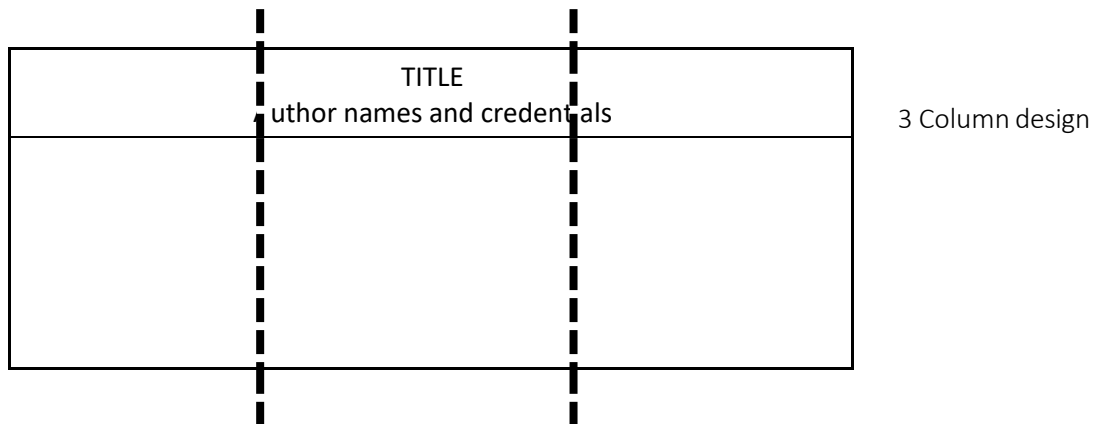
- ❓ Simpler text on the slide is better. Avoid full sentences on slides.
- ❓ Avoid abbreviations that are not general knowledge unless they are necessary. If using them clearly define what they stand for the first time they are used and be consistent throughout the presentation about the use.
 - In audiences of nurses common things like RN, NP, or BSN and MSN are reasonable to use as general knowledge but don't assume any abbreviations related to diagnoses, procedures, etc are common knowledge. Use the joint commission approved abbreviations if you are unsure
- Always use periods or never. Don't mix.
- ❓ Always want to adhere to formal titles for schools, titles, degrees, etc. Capitalize formal names such as degrees, titles and schools and make sure they are complete.
- ❓ You also want to aim for slides to have no more than 6 lines of text on it. More than that can crowd the slide and distract the audience from the content.
- Slides are meant to emphasize your verbal content. Don't read from them.
- ❓ Identify when graphics, pictures or images can replace text on a slide to engage the audience

Presentation Delivery

- ❓ Make eye contact
- ❓ Arrive early to assess the environment
- Don't read your content
- ❓ PRACTICE!

Poster Development

- It is essential to read the criteria in your acceptance email and on the conference website regarding size requirements for your poster.
- Identify if your institution has branded templates for conference posters before beginning
 - Ensure that any templates match the size requirements of the conference
 - IT Helpdesks, Graphics departments and public affairs can assist with this
- Expect multiple redesigns; save each version
- Minimize text; use bullets
- Enhance with graphs, pictures or Smart Art
- Avoid excess white space
- Various column formats can be chosen when designing your poster. See below for examples:



Completion of your presentation

Presenter Documents

- Disclosure forms
- Speaker release
- Bio Sketch

Supporting documents

- Bibliography
- Syllabus Slides (Podiums Only)
- Final presentation

Finishing Touches

- Dress to Impress
- Business Cards
- Hand Outs or Downloads

Fielding Audience Questions

- Let the question be asked before answering
- Rephrase the question
- Avoid over answering
- Be diplomatic with controversy
- Don't bluff

Abstract Writing Resources

- ONS Mentorship Program for Abstract Writers through ONSEducation
866-257-4ONS or absquestion@ons.org
- Local chapter members or colleagues with experience