



## NCDR.18 Poster Abstract Submission Instructions

### Introduction

One of the most exciting aspects of the NCDR® annual conference is the poster display, where fellow NCDR participants show how they use NCDR data to improve patient care. Last year we had over 85 posters and this year we are expecting even more, *so we are looking for your posters!* NCDR.18 provides an excellent opportunity for you to share your successes and learn from each other. Describe your experiences in the format of an abstract and submit them to us for consideration as a poster or oral presentation at the upcoming conference.

**NEW THIS YEAR!** We will select one abstract to be presented at a general session during the conference!

We welcome submissions that describe innovative educational experiences, data collection processes, quality initiatives or research activities that take place in your institution and improve the care or services you provide to your cardiovascular patients. Here is the process:

1. Read these NCDR.18 Poster Abstract Submission Instructions in detail before you begin.
2. If you are the lead (corresponding) and/or poster presenting author, complete an Online Disclosure.
3. Develop a short description of your poster idea (your “abstract”), following the format and guidelines included with these instructions (500-1,000 words).
4. **EARLIER DEADLINE THIS YEAR!**  
Submit your poster abstract idea online at <http://ncdr.gsubmit.net> by 11:59:59 pm **Tuesday, January 2, 2018**.
5. A committee will review all proposals that meet the poster abstract submission instructions. We’ll email you by **Monday, January 15, 2018** whether your abstract has been accepted or not.
6. If selected to develop a poster, you will need to email your poster in an electronic format, e.g., PowerPoint or PDF, to NCDR by **Monday, February 12**.
7. One abstract will be selected this year to be presented as part of a general session (“oral presentation”). The winning author will be notified by the end of January.
8. You will exhibit your poster at NCDR.18 during specific times and share your project with attendees. Your abstract will also be posted on the NCDR website.
9. Posters will be judged and the first, second and third place plus a People’s Choice winner will receive recognition during a special awards ceremony on March 9, 2018.

### How Do I Select a Topic for My Poster?

You may select any topic you wish, as long as it involves NCDR data. You may submit more than one idea and may include portions of prior abstracts and/or manuscripts submitted or presented elsewhere as long as you have obtained appropriate copyright permissions. Topics can include educational innovation, data collection processes, quality improvement initiatives or research projects related to:

- NCDR data collection
- Patient care improvement
- Clinical data analysis, use of NCDR or internal reports or the Registry Dashboard
- Tools, techniques, strategies or research

### What is the Selection Process?

A team selected by NCDR staff will independently evaluate the abstract ideas and assign each a score, using the following criteria:

- **Originality:** The extent to which the project makes an original and important contribution to cardiovascular care.
- **Significance:** The extent of the depth, focus, and level of interest to other NCDR participants about process innovation, quality improvement, education or research achieved with NCDR data, along with whether the conclusions are substantiated by relevant data. This includes feasibility of application to other settings.
- **Relevance:** The extent to which the topic addresses current opportunities in the NCDR program.
- **Presentation Quality:** Clarity of the project you are describing, including goals, processes implemented, expected and observed outcomes, and relevance to NCDR. The abstract should be presented in a clear, concise, and well-structured way, with proper use of language and a title that reflects the contents of the story.

Your abstract's final score is the mean of all submitted scores. Abstracts may be rejected by the reviewers for the following reasons:

- The content of the abstract is not relevant to NCDR participants.
- The abstract did not contain enough information to qualify for acceptance.
- The abstract scored low on the evaluation criteria.
- The abstract did not cite NCDR or one of the specific registries or cited the registry incorrectly (see Guidelines below)
- The abstract authors did not complete a disclosure.

### **How Do I Submit My Poster Idea?**

The process is fully automated and easy to follow. You will need to prepare and submit a summary or “abstract” of your project, using the instructions and guidelines that follow. If accepted, the abstract will be used to develop your poster presentation that will be on display during NCDR.18 or oral presentation, if selected. Each abstract must be submitted separately.

To submit your abstract, complete the online application found at <http://ncdr.gsubmit.net>. Please note that if you submit a Word document, it will be automatically converted to a pdf format, which may take several minutes. The software requires you to “approve” the converted format in order to complete the submission process.

### **How do I Complete an Online Disclosure?**

**IMPORTANT: A disclosure must be completed for the lead (corresponding) and/or poster presenting author. Otherwise your abstract will not be accepted.**

#### **1. Log into ACC.org.**

If you are not registered with ACC.org already, please go to [www.acc.org](http://www.acc.org) and click on “create an account” in the upper right-hand corner of the page to register. Registration is free. If you need assistance in registering, you may contact the ACC Resource Center by calling toll-free 800-253-4636, x5603, or 202-375-6000, x5603 during business hours, 9:00 am to 5:00 pm (ET), Monday-Friday, or email [resource@acc.org](mailto:resource@acc.org).

#### **2. Once you are logged into ACC.org, go to <http://disclosures.acc.org/Library>**

#### **3. Complete your disclosure. If you have no disclosures, enter “none”**

#### **4. Sign the following Agreements (screenshot depicted below):**

- 1) Education Attestation Agreement (click the button that says, “I agree for the next 12 months”)
- 2) Confidentiality, Disclosure, and Assignment Agreement (click the button that says, “I agree for the next 12 months”)
- 3) Annual Statement and On-Going Obligation Agreement (select the button that says “I agree and confirm”)

## ACC Agreements

 **Education Attestation Agreement**

YES I have read the Attestation Statement and agree to act in accordance if I participate in any ACC educational activity(ies) in the next 12 months. [Read Full Statement](#)

☒ I agree for the next 12 months

 **Confidentiality, Disclosure and Assignment Agreement**

YES I have read and agree to abide by the Confidentiality, Disclosure and Assignment Agreement. [Read Full Statement](#)

☒ I agree for the next 12 months

 **Embargo Agreement for Published Content and LBCTs**

YES I have read and agree to abide by the Policy Regarding Guideline Confidentiality and Author Responsibility and the Embargo Policy as it applies to clinical policy documents, late breaking clinical trials, general abstracts and peer reviewed publications. [Read Full Statement](#)

☒ I agree for the next 12 months

## Annual Statement and On-Going Obligation Agreement

YES | I have read and considered each item in this form ( **Personal Commercial Personal Non-Commercial Clinical Trial Enroller Institutional Financial Decision-Making Role Expert Witness Testimony & ACC Agreements** ) and completed it to the best of my knowledge. I understand that my involvement in College activities requires a signed disclosure statement annually with the College and I have an on-going obligation throughout the year to update or revise my disclosure statement as circumstances require. If I have a relationship or competing interest related to this activity, I agree to absent myself from participating in any College matter which is concerned with the products or interests of the relationship or competing interest, or adhere to requirements of the specific activity.

☒ I Agree & Confirm

You are now done.

## Instructions for Preparing Abstracts

To help you prepare your abstract, please review the guidelines below. The eJournal software requires you to complete key information and in some cases this must be repeated in the body of your abstract. Each abstract should include the following information:

1. **Title:** Include a title that describes the focus of your story. The title should clearly and succinctly identify the contents of the abstract. Be sure to capitalize the first letter of each word in the title, with the exception of prepositions and articles.
2. **Authors:** List the lead (corresponding) author first, followed by supporting authors listed alphabetically; include titles of each author. List each author and his/her institution on a separate line.
3. **Affiliations:** List the organization for each author, with its city and state. Please also identify any affiliation for which there is a conflict of interest.
4. **Format:** NEW THIS YEAR--The abstract must be presented in the following sequence, using the headings listed:
  - a. **Background:** In an initial paragraph, describe the background and purpose of this project. This should include:
    - What was your goal/aim--the problem you were trying to address, the expected change and the time to expected change?
    - What is the significance of your project and why would it be of interest to others?

**b. Methods:** Provide an overview of your project's strategy and design, explaining how your goal/aim was achieved. This should include:

- The interventions you performed and changes you made to achieve improvement
- How did you measure whether or not you were successful?
- A listing of the multi-disciplinary team that was involved in achieving improvement (specific roles, departments, type of expertise). Names are not required.

**c. Results:** The results that you obtained before and after your initiative (your measurements). Graphical representation of improvement may be difficult on the abstract submission software, though it would be desirable for a poster. You should discuss how you plan to sustain your improvement as well as any critical facilitators or barriers to change that you faced.

**d. Conclusions:** This should be a short summary of what you learned from your work, any lessons learned for those who want to replicate your project, and any next steps you have planned.

5. **Length and Font Size.** An abstract is a summarized "story" of your project. It should be relatively short, about 500 but no more than 1,000 words (excluding title, authors and affiliations). It should be typed in a minimum of 10-pt. font size.
6. **References:** Include any journals, literature, or other documents used to develop this project.
7. **NCDR Trademarks:**
  - a. The first time you refer to the NCDR, please use the following: National Cardiovascular Data Registry (NCDR®). After this, cite just NCDR.
  - b. When citing a registry within the NCDR, use the following designations on first use:
    - i. ACTION Registry®
    - ii. AFib Ablation Registry™
    - iii. CathPCI Registry®
    - iv. ICD Registry™
    - v. IMPACT Registry™
    - vi. LAAO Registry™
    - vii. PVI Registry™
    - viii. STS/ACC TVT Registry™

After the first use, you may cite the registry without the registered or trademark. However, you may not abbreviate the name.

## **Guidelines**

1. **Numbers:** Spell out numbers only at the beginning of a sentence. Use zeros before decimal points.
2. **Symbols:** You may use >, <, % symbols throughout the abstract.
3. **Tables and Graphs:** While tables and graphs are useful in posters, we don't recommend you use them in the abstracts as they are extremely difficult to align in the space available. If you do want to use them, boldface table headers. Graphs and tables MUST include the source of the data being presented. For example, cite an NCDR Outcomes Report as "CathPCI Registry® Outcomes Report 2016Q1," or whatever is appropriate for the type of data being cited. TITLES of tables and graphs MUST include the measure being analyzed. Be sure to think about what you are measuring and include that measure in the title. Label all axes. Do not include graphs without clearly labeling what is quantitated on the 'X' and 'Y' axes.
4. **Lab Values:** When citing lab values in your hospital, include units and range for normal. For example, if referring to a measure that is "less than 50," include units and, in parentheses, the normal range for that measure in your facility (e.g., creatinine clearance; cardiac enzymes).

5. **Abbreviations:** Use the complete term/phrase before including the acronym or abbreviation in parentheses. Example: Don't write D2B at first usage. Do write: Door-to-Balloon Time (D2B). Thereafter, use D2B.
6. **Define your terms.** For example, when using a word such as "target," define what the word "target" really means. If it means to measure your hospital's performance against a standard, then state that, and define the standard against which you are measuring your hospital's performance.
7. **General Tips:** Remember that the word 'data' is plural and the word 'datum' is singular. Avoid using slang.
8. **Style:** At the present time, NCDR does not have a preferred style manual. Please, refer to any good text such as *American Medical Association Manual of Style*. For grammar and usage, *The Elements of Style*, by William Strunk Jr. and E. B. White, is always a reliable source.
9. Remember to have others proofread your poster abstract/idea to look for any errors, typographical errors, misspellings, etc. before you submit it.

### **What if My Abstract is Selected for a Poster?**

Your poster will need to be emailed to us in an electronic format, e.g., as a PowerPoint or a pdf, **by Monday, February 12**. You may choose to not submit your poster to us prior to the conference. However, the poster then will not be part of the juried award process.

If your poster abstract is accepted for development as a poster, we will email you the Poster Instructions and will let you know the dates and times you will need to be available at the Annual Conference to discuss your poster with attendees. We will also provide more detail about materials to use and what will be provided for you.

The posters that are accepted for presentation at the conference will be juried using the same evaluation criteria described above, with a first, second and third place awarded to the top three posters. All posters will be considered by the People's Choice Ward, in which NCDR.18 attendees rate the posters and vote for one that they like best. The poster with the most votes will receive the People's Choice Award.

Note that all abstracts accepted for poster presentations will be posted on the NCDR Annual Conference website.

### **What if my Abstract is Selected for an Oral Presentation?**

We are excited to be expanding our abstract/poster event into one that also includes an oral presentation. This will provide even greater exposure to the important work of using NCDR data to improve the care and services our participating hospitals provide. The winning author will be one of several faculty participants in a general session entitled: "Moving Forward with Real World Change and QI." The objectives of the session are to enable attendees to:

1. Identify at least three examples of QI successes that involved NCDR data.
2. Describe at least one process on how to conduct quality improvement that involves NCDR data.
3. Discuss opportunities and barriers for quality improvement.

Each faculty participant will provide a 10 – 15 minute presentation followed by questions and answers. There will be at least one planning conference call with the faculty prior to the meeting.

### **Who Should I Contact if I Need Assistance?**

If you have any questions or need assistance, please email [ncdr@acc.org](mailto:ncdr@acc.org) or contact Laura Ritzenthaler of NCDR Training and Orientation at [lritzenthaler@acc.org](mailto:lritzenthaler@acc.org) or call her at (202) 375-6681.