# 2023 Quality Summit Call for Abstracts

# Abstract Submission Instructions

You will need to prepare and submit a summary or "abstract" of your project, using the instructions that follow. If accepted, the abstract will be used to develop your **ePoster** or **Live Session**.

1. To submit your abstract, access the online submission portal link located on the abstract information page starting April 24th.
2. Select "Join Now" to create your submission account using your email address and an access key. Make a note of the email you used and the access key. This information will allow you to revise your submitted abstract at any time until the deadline. If you have submitted an abstract for a past Quality Summit, you will still need to join as a new user.
3. Complete the Privacy Notice by checking the box and signing your name at the bottom of the page.
4. Select "Click here to begin a new abstract".
5. Enter your Abstract Title and select your Submission Category (Live Session submission, ePoster submission, Both Live Session and ePoster submission).
6. You will now complete your submission tasks.
   a. **Presenting Author:** The presenting author will be responsible for recording the optional 3-5 minute ePoster presentation or will be invited as the faculty for a Live Session if your abstract is approved. This author can be different from the submitting author.
   b. **Co-Author(s):** An individual who helped you work on the abstract or someone that you would like to recognize in creation of the submission may be included as a co-author. Co-authors will not be required to complete any additional tasks or information. If you do not wish to include any additional authors, you may click the 'Save Co-Author List' button at the top of the page.
   c. **Submission Type:** Here you will select the Quality Program that that your QI project addresses or utilizes. New this year, we have added the option to submit a Live Session abstract for the Leadership track.  If your abstract is not directly related to an NCDR or Accreditation Services product, please select "General Quality Improvement". General Quality Improvement abstracts not related to NCDR/Accreditation Services will be accepted for ePoster display only.
   d. **Abstract Details:** You will then complete each abstract section (Problem Statement, Background, etc.) in the designated field. We recommend that you copy and paste each section from a finalized Word document version so you will not be required to type and edit content within the Abstract Scorecard field. Helpful Abstract Guidelines can be found here.
   e. Be sure to **"Save Submission"** and then **"Submit"** to complete your abstract submission. Once completed, you can edit your abstract at any time until the deadline. After the July 10 submission deadline, abstracts are no longer accessible and therefore may not be revised or resubmitted. If accepted, your abstract will be published as submitted; it cannot be edited after the submission deadline. Proofread abstracts carefully to avoid errors before the submission deadline.

## What if my Abstract is Selected for a Live Session?

If your abstract is accepted as a Live Session, you will be invited to serve as Quality Summit faculty. A Quality Summit Educational Track lead will be in contact with you to help you develop your content into a 60-minute Live Session.

You will be sent access information for the Faculty Portal where you will complete a list of tasks including:

- Updating your Faculty Profile
- Signing a Media Release Form
- Completing a short Biography
- Uploading a Headshot
- Registering for the Quality Summit
- Uploading Presentation slides

Additional instructions will be sent to you with your acceptance.

## What if my Abstract is selected for an ePoster?

If your abstract is accepted for an ePoster, your poster will need to be submitted through the Abstract Scorecard in PDF format, **no later than 11:59 PM ET Thursday, September 7.**

**ePosters** will be displayed on touch screen monitors in the Summit Showcase Poster Hall and on the website and mobile app. ePoster authors are invited (although not required) to record a short 3–5-minute total, audio-only presentation with a summary of their ePoster that can accompany their ePoster visual. We strongly encourage authors to record an audio presentation to enhance the attendee experience.

If your abstract is accepted for development as an ePoster, we will email you additional ePoster instructions with details on recording your ePoster audio and completing your Author Profile.

## Top Six Abstracts

If your abstract is rated as one of the top six by our team of reviewers, you will be invited to attend the ACC Quality Summit in-person in Orlando to present your poster at a designated time in the Summit Showcase Poster Hall *(travel expenses will not be covered by ACC).* If you are selected, you will be contacted after the initial abstract decision date (August 7) with your invitation to present in Orlando.

## Who should I contact if I need assistance?

If you have any questions or need assistance, please email ncdr@acc.org or contact Madeline Tappe, Quality Summit Abstract and Poster Manager, at mtappe@acc.org or call at (202) 375-6160.