AOSW Guidelines for Submitting Conference Abstracts

1. All presentations must be scholarly in nature. Presentations can be focused on research, innovative practice initiatives, novel intervention methods and/or techniques which elevate and highlight oncology social work. All abstract submissions will be blind reviewed and scored by at least three reviewers. Reviewers will assign a score from 1-5 (1=poor, 5=outstanding) on each of the following areas:

   - The scientific (research) or intellectual quality of the abstract content (includes the evidence base and references/citations provided)
   - Relevance to AOSW members and oncology social workers
   - Consistency/alignment with meeting objectives
   - Overall quality, content, presenter experience, and potential contribution to learning of conference participants
   - Overall score for conference inclusion: (1) Do not accept, not suitable for presentation 2) Suitable for presentation if space allows with edits/mentorship 3) Conditional accept with edits/mentorship 4) accept as space allows 5) essential for inclusion in conference program

Based on the number of abstracts received, the Conference Committee will determine a minimum score for further review at the unblinded level.

2. AOSW reserves the right to re-classify the presentation type (paper symposium, learning institute, paper, poster) as part of the acceptance of the abstract.
3. The abstract summary will be printed in the Journal of Psychosocial Oncology and made available to conference attendees via the conference app. The abstract summary may be used in other AOSW promotional material. AOSW reserves the right to edit this summary.

4. Submitters understand their abstract could be scheduled for any day of the official conference dates and agree to be available to present their submission, if selected, on the date assigned. We cannot accept requests for specific time/date for presentations.

5. If abstract is accepted, submitter and all authors and presenters agree to obtain any required copyright approvals for any images or audio that may be used during the presentation.

6. Presentations should be based on sound, scientific, evidence based practice. All research referred to, reported, or used in CE activity in support of skill development, clinical social work practice, patient care recommendations, quality improvement and program development should conform to the generally accepted standard of design, data collection and analysis.

7. The content of each presentation will be reviewed for commercial bias and compliance with all accreditation guidelines.

8. Presenters are required to pay the full meeting registration fee. Presenters are encouraged to apply for conference scholarships and awards.

9. There is no honorarium or reimbursement of expenses to those selected to present a concurrent or poster session.

10. Presenters are not permitted to reassign their session to another presenter or to change presentation content. Primary/secondary author is required to present a poster.

11. AOSW will correspond only with the lead author as main contact. It is the lead author’s responsibility to correspond with any additional author(s).
12. There is a limit of 2 abstract submissions per lead authors (You may be second author on other abstract submissions).

13. Abstract selection decisions will be made my mid November 2016. All notifications will be sent via email to the lead author ONLY.

14. To protect the integrity of the process, AOSW will not release abstract selection decisions to co-authors or third parties.