AOSW Guidelines for Submitting Conference Abstract

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:

    o   The scientific (research) or intellectual quality of the abstract content (includes the evidence base and references/citations provided)

    o   Relevance to AOSW members and oncology social workers

    o   Consistency/alignment with meeting objectives

    o   Overall quality, content, presenter experience, and potential contribution to learning of conference participants

    o   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, and 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 2018. 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.

The AOSW Conference Committee reserves the right to select/reassign/invite additional abstracts and/or speakers based on the needs for subject content.

Scholarly Reference Requirements

As a provider for social work continuing education by the Association for Social Work Boards (ASWB), we must insure that our speakers meet the following scholarly reference requirements:

1. Include all of the following in **APA Format**

    a. Author

    b. Title

    c. Place of publication

    d. Publisher

    e. Date of publication (or date retrieved from web)

    f. Page number(s) for use with articles from magazines, journals, periodicals, newspapers, encyclopedias, or in anthologies.

2. ACE standards require 50% of the reference list or 5 references (whichever is less) to be current (within 5 years of the course date).

2020 Conference Objectives:

1. Ethics:
Demonstrate knowledge and application of social work ethical standards in an ever-changing healthcare and technological landscape.

2. Research:
Identify opportunities to effectively integrate cutting-edge research into practice, policy and service delivery across the spectrum of cancer care.

3. Patient-Centered Care:
Demonstrate examples of fresh approaches that empower the oncology professional to provide high-quality patient and family-centered care.

4. Leadership:
Illustrate innovative models of leadership across the oncology care continuum in areas of mentorship, program development, change management, conflict management, administration, and executive leadership.

5. Access to Care:
Discuss innovations in psycho-social oncology that address disparities and access to care amongst vulnerable populations.

6. Advocacy & Health Policy:
Examine emerging visions for oncology care, nationally and globally, and explore partnership opportunities that allow
oncology social workers to advocate for and effect change in the delivery of cancer care.

7. The Future of Oncology Social Work:
Empower psycho-social oncology professionals to grow as we face a changing healthcare landscape, global
connectivity and the power of social media, and the rapid evolution of cancer treatment.