

# **ABSTRACT SUBMISSION DESCRIPTION**

## **CityMatch Leadership and MCH Epidemiology Conference**

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### **Deadline:**

Submissions must be electronically completed **through our online submission system no later than the date listed on our conference website** ([www.citymatch.org/conference](http://www.citymatch.org/conference), under “submissions”). Late submissions will NOT be considered, nor will submissions be returned.

### **Description:**

Abstracts may be presented as 20 to 25-minute Oral Presentations, combined with other abstracts into 90-minute sessions, or Poster Presentations. Oral Presentations will be grouped into two tracks: 1) Program & Policy, and 2) Scientific Research & Data. The Program & Policy Track is for abstracts that are focused on development, implementation, evaluation, or dissemination of MCH initiatives (program, partnership, collaboration, or policies). The Scientific Research & Data Track is for abstracts that focus on scientific research, analysis, and utilization of qualitative or quantitative data.

Contact info for the presenting author and co-authors must include:

1. Full names
2. Job titles
3. Degrees
4. Organization affiliation
5. A contact phone number
6. A brief bio-sketch will be required for authors participating in oral presentations.

### **Preferred Method of Delivery**

**Oral:** Oral sessions provide an opportunity for conference participants to hear the latest information from individual presenters on a variety of topics, usually grouped into themes. Oral session abstracts will be accepted individually and combined with other presentations into conference sessions, typically three or four per session.

**Poster:** Large bulletin boards are provided in a designated space at the conference venue. During a special session to highlight the posters, conference attendees have the opportunity to read posters as authors stand by to explain their projects.

### **Submitted abstracts will require the following:**

1. Presentation title (20 words or less)
2. The selection of a conference track. Please note there are different abstract components depending on which track you use

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- a. Scientific Research and Data
  - The abstract should include:
    - **Background:** Statement of the primary public health issue that your study addresses; what is known and unknown.
    - **Study Question:** State your study question(s).
    - **Methods:** Concisely describe the study design, data sources utilized, analysis methods, and any study limitations. Data sources and linkages must be specified.
    - **Results:** Describe the key findings from the data analysis and limitations.
    - **Conclusions:** Summarize the key study findings.
    - **Public Health Implications:** Statement of potential uses of this study for science, policy, programs, public or provider education.
  
- b. Program and Policy
  - The abstract should include:
    - **Issue:** The specific problem that the initiative was intended to address, including evidence that the initiative was needed.
    - **Setting:** Geographic location where the activities took place, and the intended audience or population expected to benefit from the activities.
    - **Project:** Description of the activities, including evidence that these activities would be likely to effectively address the problem, innovative aspects, your organization's role, logic model, and evaluation plan.
    - **Accomplishments/Results:** The major accomplishments, including evaluation results, i.e. evidence of the effectiveness of the initiative on knowledge, behaviors and/or outcomes in the target population.
    - **Barriers:** Summary of specific barriers encountered and how/whether they were overcome.
    - **Lessons Learned:** The take home message, what worked, what should be done differently, and the implications for public health. Please also describe how your abstract highlights equity, science, or leadership if applicable.
    - **Information for Replication** (optional), such as financial and other costs, key partnerships required, and potential resources to cover costs is optional.

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3. The selection of the following items. Please note you will be given a list to pick from during the submission process
  - a. Public health areas of focus
  - b. Data sources utilized, if applicable
  - c. A focus/target population, if applicable
  
4. Abstract text:
  - a. **May not exceed 500 words**
  - b. Define abbreviations and acronyms
  - c. Use numerals to indicate numbers except at the beginning of a sentence
  - d. **Do not** copy and paste bulleted lists from Microsoft Word
  - e. **Do not** use bold, italics, underlines, tabs, hard returns, or all capital letters, including author info, titles, and text
  - f. **Do not** include line graphs, tables, or other attachments
  - g. Describe your results instead of saying “results will be discussed”

If you have any questions, please feel free to contact us at [CitymatchConference@unmc.edu](mailto:CitymatchConference@unmc.edu).

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**Scientific Research/Data Abstract Acceptance Criteria**

<i>Overall Presentation/Quality</i>	<p>Reviewer's overall impression of the quality of the abstract?</p> <p>Reviewer's overall impression of clarity of abstract?</p> <p>Conclusions clear and supported by data?</p>
<i>Innovation</i>	<p>Approach creative/original?</p> <p>New or cutting edge information developed?</p> <p>Challenges existing paradigms or address critical barriers to advancing the field?</p> <p>Employs novel concepts, approaches, methodologies, tools, or technology?</p>
<i>Methodology/Approach</i>	<p>Study concept and design appropriate for the identified purpose of the study?</p> <p>Data appropriate for the study question?</p> <p>Clear how key variables were defined and measured?</p> <p>Clear what statistical methods were used for analysis; and are they appropriate?</p>
<i>Implications for Public Health Practice/Policy/Research</i>	<p>Increases knowledge and/or improves public health practice significantly?</p> <p>Addresses an important understudied public health issue/topic?</p> <p>Provides new information on a well-studied public health issue/topic?</p> <p>Findings are applicable to a wide audience?</p>

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**Program/Policy Abstract Acceptance Criteria**

<i>Abstract Content</i>	The author included the recommended elements (Issue, Setting, Project, Accomplishments/Results, Barriers, Lessons Learned).
<i>Abstract Quality</i>	The ideas were developed, the concepts communicated, and the findings presented clearly and in sufficient detail to understand what was done.
<i>Innovation</i>	The initiative introduces a new idea, method or approach to an MCH issue, uses resources in new ways, or uses old methods in a new setting.
<i>Grounded in Evidence</i>	Evidence was provided that the issue or problem was important. The initiative was evidence-based, or some evidence was presented that it was likely to be effective in addressing this problem.
<i>Evaluation</i>	The initiative's evaluation plan was described. The evaluation addressed knowledge, behaviors and/or outcomes of target populations (not just program activities).
<i>Effective</i>	The initiative appears or "promises" to be effective and replicable OR it produced lessons that can be valuable in creating more effective programs and policies.