



## How to Submit an Abstract for INACSL25

1. Go to the [INACSL Abstract Submission Platform](#).

Welcome to the INACSL25  
Call for Abstracts

**Welcome to the abstract submission platform for INACSL25 being held in Denver, CO, USA, June 19-22, 2025.**

The online abstract submission deadline is 11:59 pm (ET) on October 31, 2024. Information submitted for each abstract will be saved in the system until completed. You do not need to complete your submission at one time. However, failure to complete the required documentation by the due date will result in your abstract being rejected. Please note that no works in progress will be accepted.

An overview of requirements and tips is below to help you through the submission process. To learn more about how to write an abstract, [click here](#). There is a maximum of 250 words per abstracts.

2. Create a profile/join as a new user.

**\*Important:** If you submitted an abstract last year for INACSL24 in Raleigh, NC, please note you must still create a new profile in order to submit any abstracts this year.\*

### Log in to the Abstract ScoreCard

#### New Users

Click 'Join Now' to begin your first submission.

**Join Now**

#### Already a User?

**Email Address \***

  
**Access Key \***

[Show](#)

[Lost your access key?](#)

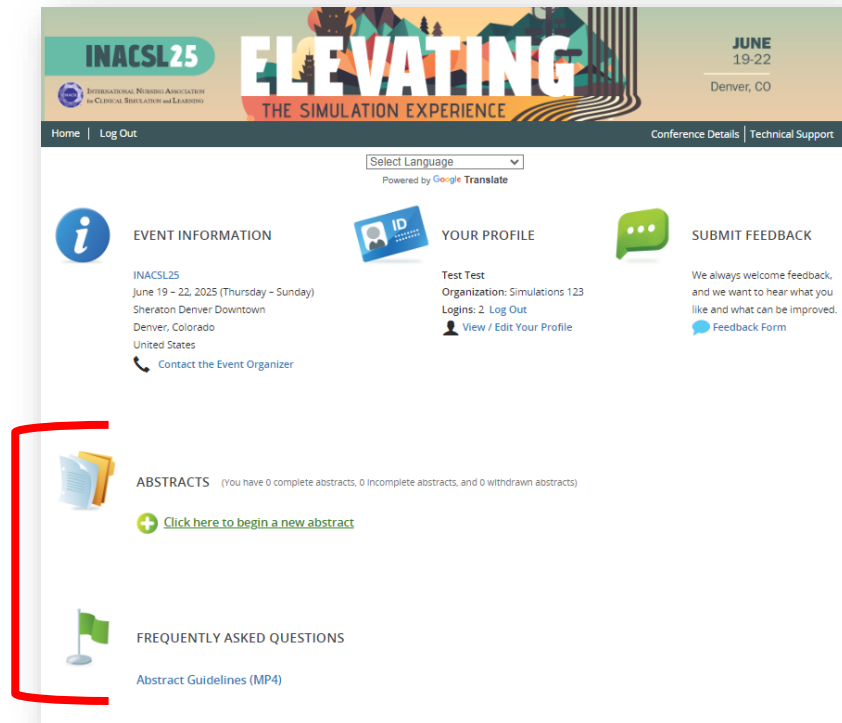
**Login**

Questions? Organizer: INACSL Education Team - [education@inacsl.org](mailto:education@inacsl.org) / (202) 367-2435

2. Complete your “Account Profile.” Provide the information requested and then press the “**Create Account**” button. You will be the contact person for all information that you submit using this account.

3. Review and Complete the Privacy Notice form:

4. This is the landing page of the submission platform where you will begin an abstract submission. You can view an “Abstract Guidelines” video under the Frequently Asked Questions section as well.



5. Click the green “+” to begin a new abstract submission. On this page, you will be prompted to provide an **Abstract Title**, your preferred **session format** and the **Participant Learning Level for the Presentation**. Then, click “**Submit.**”

6. You will be taken to the abstract's **Task List**. To complete/submit the abstract, you must complete all the tasks listed on this page. A green check mark next to a task indicates completion. **Please note:** you do not need to complete your abstract submission in one sitting; simply click "**Save Submission**" in the top right corner of the page and you can return to the task list any time.

Home / Abstract / Task List for 'Test'

**TASK LIST** Save Submission

Complete the tasks listed below. A **green check mark** indicates completion.  
Once all tasks are complete, click **Save Submission** to finalize your nomination.

**Test**  
Abstract ID: 1924904  
Session Format: **Lightning Session**  
Participant Learning Level for the Presentation: **Intermediate**  
Abstract Status: **Active**

New abstract was successfully added.

**1. Author Information**  
Click here to add authors to this submission.

**2. Disclosure**  
Click here to complete the disclosures

7. Begin with the first task – **Author Information**

Home / Abstract / Task List for 'Test'

**TASK LIST** Save Submission

Complete the tasks listed below. A **green check mark** indicates completion.  
Once all tasks are complete, click **Save Submission** to finalize your nomination.

**Test**  
Abstract ID: 1924904  
Session Format: **Lightning Session**  
Participant Learning Level for the Presentation: **Intermediate**  
Abstract Status: **Active**

New abstract was successfully added.

**1. Author Information**  
Click here to add authors to this submission.

**2. Disclosure**  
Click here to complete the disclosures

- You will automatically be added as the Lead Author for the presentation. If there will be other speaker(s) presenting this session with you, you will add them on this page. Up to six co-authors may be identified by the lead author.
- In order to complete the “Author Information” portion of the submission, you must add all co-authors by typing their **first name, last name, email**, and **role** under “Add New Author”

**Add New Author**

First Name \*    Last Name \*    Email \*    Role \*

           -- Select Role --

**Add Author**

- Next, you must complete all co-authors’ profiles. To complete an author's profile, click “**Edit [co-author’s name]’s Profile**”.

**2 Co-Author Name**

Profile completed ✓

Role: Co-Author

**Edit Co-Author's Profile**    Invite Co-Author    Remove Co-Author

- You will be prompted to provide their **Personal Details (Name and pronouns), Contact Details, Mailing Address** and **Professional Organization**. Then, click “**Continue**.”

**Role \***

Choose the role of this author:

Co-Author

**Continue**

12. A green check mark indicates a complete profile. Once all Co-Author profiles are complete, click **'Save Authors'** to complete the task.

**Author List**


You must add at least 1 author and no more than 10.  
You must have 1 lead author for this abstract.  
You can add a maximum of 6 co-authors for this abstract.

**1 Lead Author Name**  
Coordinator, Simulations 123  
**Profile completed** ✓  
Role: Lead Author  
[Edit Lead Author's Profile](#) [Remove Lead Author](#)


**2 Co-Author Name**  
**Profile completed** ✓  
Role: Co-Author  
[Edit Co-Author's Profile](#) [Invite Co-Author](#) [Remove Co-Author](#)

[Save Authors](#)

13. You will be taken back to the Abstract Task List. Note that now, the “Author Information” Task is listed as ‘Completed’

 **1. Author Information**  
Completed Tuesday, September 10, 2024, 12:46 PM  
[Click here to add authors to this submission.](#)

14. Click the next task – **Disclosure**

 **2. Disclosure**  
Last Updated Tuesday, September 10, 2024, 12:20 PM  
[Click here to complete the disclosures](#)

15. A Disclosure Declaration is needed for all Authors. Click **“Edit [Author/Co-Author’s name]’s Form”** to view the Disclosure Declaration. You are required to complete a Disclosure Declaration form for all financial relationships regardless of if they are relevant to your abstract(s) or not. Review and then complete the form:

**1. Disclosure Declaration**

In the past 24 months, have you (or an immediate family member) had a financial relationship with a commercial organization that produces, markets, re-sells or distributes health care goods or services consumed by, or used on, patients? If so, click the 'Add a financial relationship' link below.

I (or my spouse/partner) do not have any potential conflicts of interest to disclose.

I (or my spouse/partner) do have potential conflicts of interest to disclose.

---

**2. Financial Relationships**

[Add a Financial Relationship](#)

---

**3. Presentation Bias**

If you reported relationship(s) above with a commercial organization that produces health care products or services. Does the educational content (over which you have control) involve the products or services of the commercial organization? \*

-- Select one --

---

**4. Attestation**

I certify that the information I have provided is complete to the best of my knowledge and I accept responsibility for the accuracy of the information in response to the aforementioned questions.

---

By signing this box with my electronic signature, I attest that all information above is true and correct. \*

[Submit](#)

\* Financial Relationship are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities for which remuneration is received or expected. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner. The ACCME has not set a minimum dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship.

16. Once all disclosures are complete, click **“Save Disclosures”** in the top right corner:

Home / Abstract / Tasks / Author List Edit Disclosure Task for 'Test'

**AUTHOR LIST EDIT DISCLOSURE TASK FOR 'TEST'** [Save Disclosures](#)

Background information

You are required to complete a Disclosure Declaration form for all financial relationships regardless of if they are relevant to your abstract(s) or not.

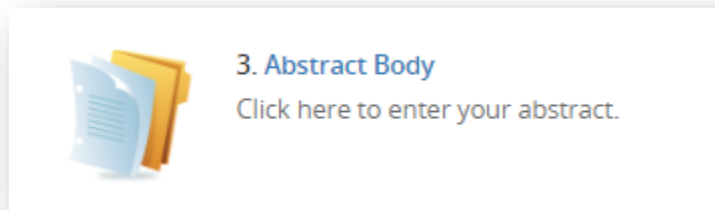
\* indicates a required field

**1 Lead Author Name**  
Coordinator, Simulations 123  
Form Completed ✓  
[Edit Lead Author's Form](#)

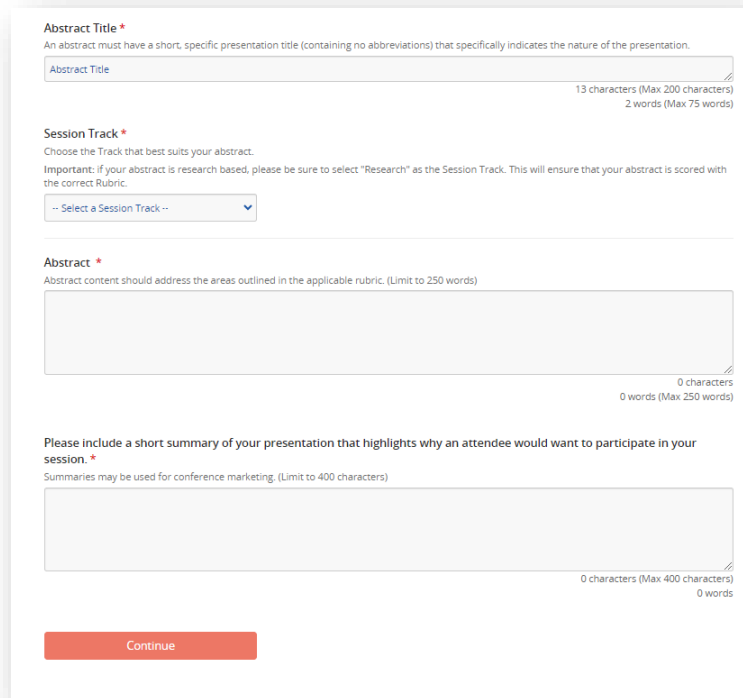
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**2 Co-Author Name**  
Form Completed ✓  
[Edit Co-Author's Form](#) [Invite Co-Author](#)

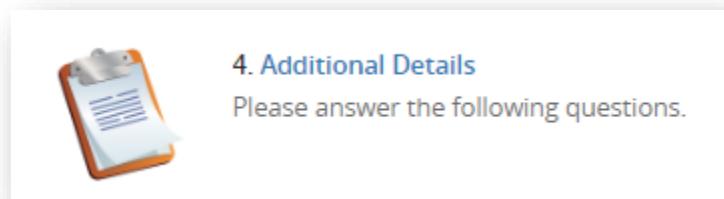
17. Now, complete the next task – **Abstract Body**



18. Enter your abstract information in the required fields. You will be prompted to confirm the **Abstract Title**, select the **Session Track**, enter the **Abstract information**, and provide a **short summary of your presentation that highlights why an attendee would want to participate in your session**. You can review the [rubrics used to review all abstracts here](#).


A screenshot of a web form for submitting an abstract. The form is white with a light grey border. It contains four main sections: 1. "Abstract Title \*" with a text input field and a character/word count of "13 characters (Max 200 characters) 2 words (Max 75 words)". 2. "Session Track \*" with a dropdown menu showing "-- Select a Session Track --" and a note: "Choose the Track that best suits your abstract. Important: if your abstract is research based, please be sure to select 'Research' as the Session Track. This will ensure that your abstract is scored with the correct Rubric." 3. "Abstract \*" with a large text area and a character/word count of "0 characters 0 words (Max 250 words)". 4. A final text area with a character/word count of "0 characters (Max 400 characters) 0 words" and a note: "Please include a short summary of your presentation that highlights why an attendee would want to participate in your session. \* Summaries may be used for conference marketing. (Limit to 400 characters)". At the bottom of the form is a red "Continue" button.

19. Once you have completed the Abstract Body task, you will now complete the next task – **Additional Details**





20. Complete the required questions on this page:



EDIT ADDITIONAL DETAILS TASK FOR 'ABSTRACT TITLE' Continue

Please answer the field(s) below to continue. \* indicates a required field

**1** To broaden the sharing of insights presented at the INACSL Conference, selected abstracts are shared via the Virginia Henderson Global Nursing e-Repository at the Honor Society of Nursing, Sigma Theta Tau International (STTI). More information is available at <https://www.nursingrepository.org/>. If selected, my abstract may be shared.


**2** I understand that by not adhering to deadlines I negatively impact many aspects of this Conference. Therefore, if my presentation is accepted and I fail to meet the deadlines provided, my presentation will be cancelled. \*

I understand that if I do not submit the required materials by the stated deadlines, my presentation will be cancelled.

**3** Are you submitting work on behalf of an INACSL Committee or SIG? \*

Continue

21. Complete the next task – **Learning Objectives**



**5. Learning Objectives**  
Provide 3 learning objectives that are clear, measurable, and achievable.

22. Using the fields provided, share at least 3 learning objectives that are clear, measurable, and achievable. For more information on how to effectively write objectives [click here](#).

**1** Answer the following questions for Learning Objective 1

**Learning Objective 1 \***  
Complete the sentence, 'Upon completion, participant will be able to...'. Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

Upon completion, participants will be able to ...

0 words (Max 30 words)

**2** Answer the following questions for Learning Objective 2

**Learning Objective 2 \***  
Complete the sentence, 'Upon completion, participant will be able to...'. Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

Upon completion, participants will be able to ...

0 words (Max 30 words)


**3** Answer the following questions for Learning Objective 3

**Learning Objective 3 \***  
Complete the sentence, 'Upon completion, participant will be able to...'. Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

Upon completion, participants will be able to ...


0 words (Max 30 words)

23. Complete the next task – the **Educational Planning Table**



**6. Educational Planning Table**  
Click here to upload your planning table.

24. You will be prompted to download the **ANCC Educational Planning Table (EPT) form template**. Fill the form out with the requested information. The Blank EPT has been prepopulated, please do not delete this text. There are several prompts for you to compete, as well. [Click here](#) to review examples of completed EPT forms.



EDIT EDUCATIONAL PLANNING TABLE TASK FOR 'ABSTRACT ...' Continue

[Click here](#) to download the ANCC Educational Planning Table form. Please fill out with the requested information. There are several prompts for you to compete, as well. Once complete, please use the upload slot below to add to your abstract submission. The Blank EPT has been prepopulated, please do not delete this text. [Click here](#) to review an example of a completed EPT form.

\* indicates a required field

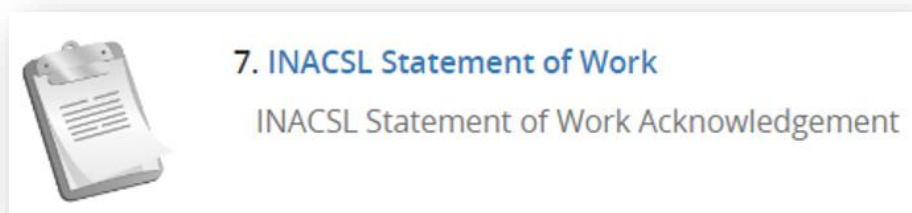
Upload Here \*

25. Once you complete the form, save it and upload the completed EPT in the upload section. Once uploaded, click **“Continue”**

Upload Here \*

Drop your file here to upload or click within to browse the files on your computer.

26. Now, complete the final task – **INACSL Statement of Work**



27. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Allowing one’s name to appear as an author without having contributed significantly to the study or adding the name of an individual who has not contributed or who has not agreed to the work in its current form is considered a breach of appropriate authorship. Check the boxes to acknowledge the statements in the form:

1 Authors make substantial contributions to conception and design, and/or acquisition of data, and/or analysis and interpretation of data. \*

I Acknowledge

2 Authors participate in drafting the scholarly work or revising it critically for important intellectual content. \*

I Acknowledge

3 Authors give final approval of the version to be submitted and any revised version. \*

I Acknowledge

4 Authors agree to be accountable for all aspects of the work. \*

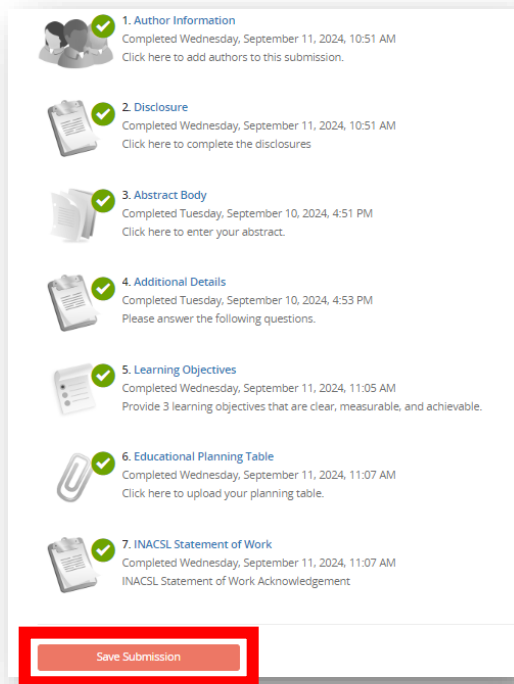
I Acknowledge

5 Authors understand that no works in progress will be accepted. \*

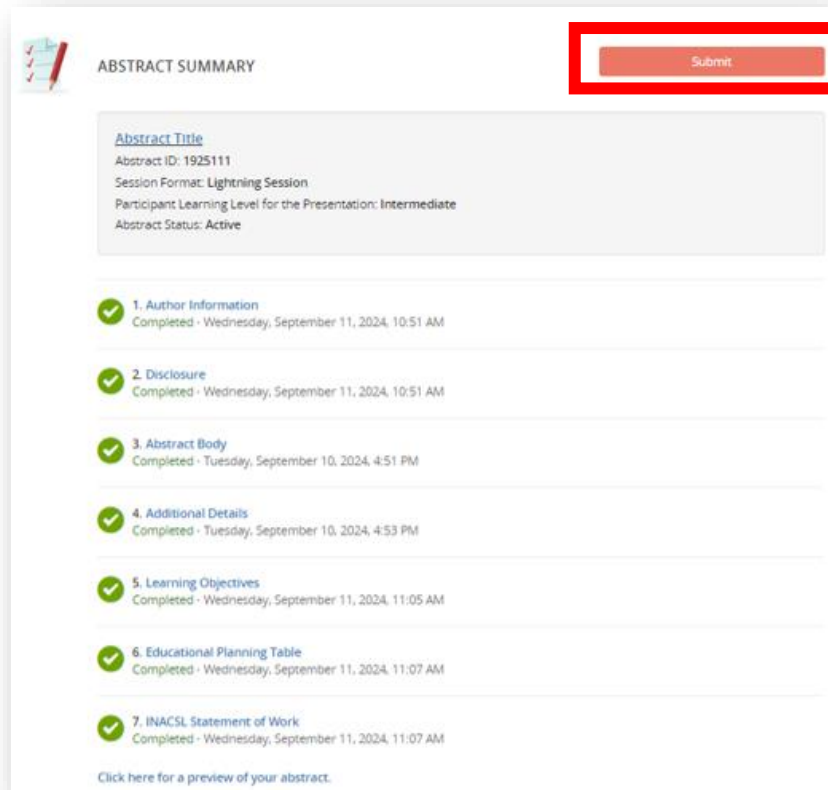
I Acknowledge

Continue

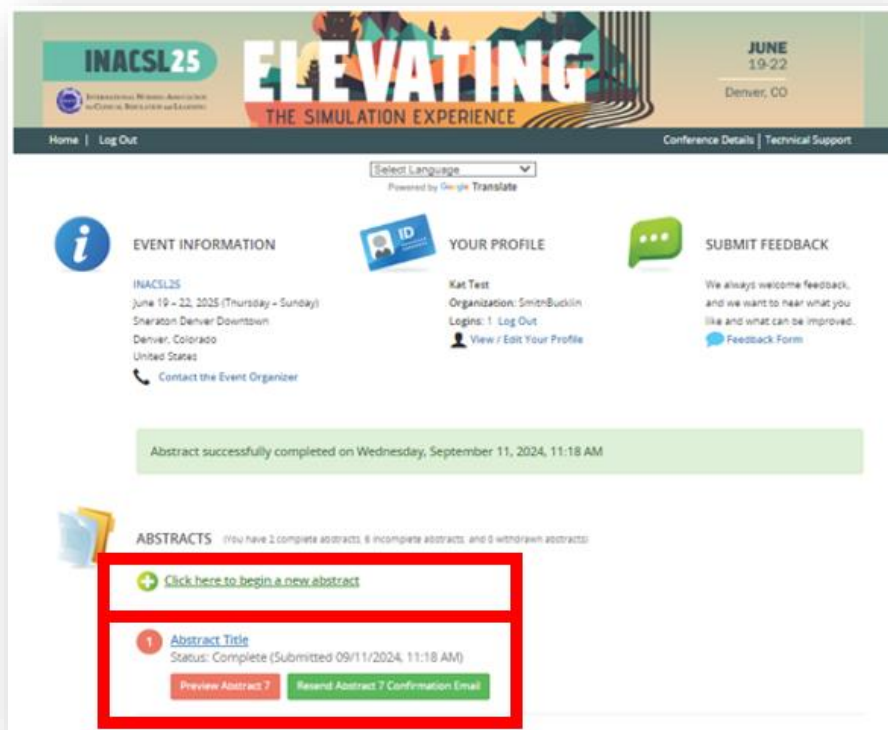
28. Once all tasks are completed, click “Save Submission”



29. You have completed all the required tasks for the abstract! Click the “**Submit**” button in the top right corner to submit your abstract.



30. Your abstract has been submitted! You can review your submission on the home page of the abstract submission platform—or you can begin a new abstract!



31. The online abstract submission deadline is **11:59 pm (ET) on October 31, 2024**. Failure to complete all required tasks within the abstract application by the due date will result in your abstract being rejected. Please note that no works in progress will be accepted.