



**ANNA**  
American Nephrology  
Nurses Association

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| Policy .....               | 8.03.10 |
| Revised Policy .....       | 11/05   |
| Revised Procedure .....    | 7/23    |
| BOD Reviewed and Approved. | 12/23   |
| DEI Reviewed .....         | 2023-24 |
| Substituted for .....      | 6/21    |
| Original Date.....         | 4/88    |

## POLICY & PROCEDURE

### PROVIDER - ABSTRACTS/PROPOSALS: INFORMATION FOR AUTHORS

#### POLICY

Abstracts and proposals will be solicited for presentation at the ANNA National Symposium.

#### PROCEDURE

1. Requests for abstracts and proposals will be published in the March/April issue of the *ANNA Update* and will be posted on the ANNA website. Proposals refer to verbal presentations. Abstracts refer to either verbal or poster presentations. Nephrology related proposals and abstracts are considered from colleagues with knowledge, expertise or research in the topic to be presented.
2. Requests for abstracts and proposals will specify:
  - a. Materials to be submitted.
  - b. Contact information for the Director of Education Services/Accredited Provider Program Director (APPD) in case assistance is needed.
  - c. Instructions for online submission of abstract or proposal via Smarter Select.
  - d. Date by which notification about acceptance of the abstract or proposal can be expected.
  - e. Request to contact the Director of Education Services/APPD if no verification of receipt of the abstract or proposal is received.
  - f. Requirement for copy to be camera-ready to allow publication of abstracts accepted for the National Symposium in the convention issue of the *Nephrology Nursing Journal*.
  - g. Deadline for submission, which is determined by the Conferences Committee Chairperson and Director of Education Services/APPD based on the date of the program.
3. The number of abstracts and/or proposals submitted by one (1) individual or a group of individuals is not limited.

4. All abstracts are reviewed by the Conferences Committee. Research abstracts are reviewed by the Research Committee. An abstract grading guide is used by all reviewers.
  - a. The Research Committee determines the ANNA Research Abstract Award winner from the top five (5) rated research abstracts.
  - b. The Conferences Committee and the Director of Education Services/APPD make the final decisions about which proposals and abstract submissions are chosen for presentation, giving priority to those that receive high scores in the review process.
5. Authors are notified of the decision made regarding their abstract/proposal submission.
6. To attend, accepted abstract presenters must register for the National Symposium and pay applicable registration fees. Presenters are responsible for all expenses incurred, including any handout materials. There is no membership requirement.
7. Proposal presenters are offered a small stipend and may receive complimentary registration.