



2023 Abstract Guidelines – Please read through these before submission

The following information is required for your submission in Oxford Abstracts:

- All authors and co-authors with credentials and institutions as they are to be listed in the program.
- [Financial Relationship Disclosure Form](#) completed by ALL authors before May 1.
- [Gap Analysis & Education Table Worksheet](#). **Only one per presentation, even if there are more authors. You must upload this completed worksheet when you submit your abstract, so it is best to complete it before submitting your abstract in Oxford Abstracts.**
- Poster title – represents the poster’s primary concept and content of the poster.
- Abstract description requirements (300 words or less; 11pt Arial Font):
 - Identification of the problem, issue, gap or project in the first paragraph.
 - A brief description of the manner with the study, problem, issue, gap or project was addressed.
 - A description of the findings, conclusions, or solutions.
 - An evaluation of the relevance of this study, innovations, or strategy to nursing leadership and how it might apply to other settings.
- If selected, at least one author's contact information will be provided for attendee communication.
- If selected, at least one author will register in full to attend the conference. All authors and any co-authors associated with the poster who attend the SWPONL Annual Conference for Nurse Leaders are responsible for registration fees and all other expenses incurred.

Helpful hints for preparing your poster:

- We recommend designing your poster in PowerPoint with the slide size being “widescreen.” Rectangle dimensions will look best on a computer screen and look best as a PDF print out.
- Check that the poster is readable when the PPT is put in “presenter mode”- have the poster take up the entire computer screen.
- If you cannot read the poster on your computer screen, the viewer can’t read it either.
- Another check – the poster text should be readable when you print the poster on a standard 8.5 X 11 sheet of paper with the poster taking up the whole page.

Deadlines:

- Abstract submissions due: **Monday, May 1, 2023.**
- Notification of accepted poster abstracts: **Monday, May 22, 2023.**
- Final poster for all accepted submissions must be sent in PowerPoint by: **Monday, July 10, 2023.**

Important:

- Posters will be shared on the conference app.
- No physical posters will be printed for presentation at the conference.
- Unless otherwise notified, accepted abstract titles and authors will be included with the agenda-at-a-glance.

[**Submit your Abstract Here in Oxford Abstracts**](#)