JACIE Quality Management - Guidelines for Writing an Abstract

Abstract:

These are the topics that will be considered for an abstract at EBMT 2020:
- Accreditation
- Quality management
- Regulatory issues
- Sharing best quality practices

You are free to choose any topic that could be interesting for other QM in Program Transplant and/or show any innovation or good example of QM system, related, for example, to training, competencies, validation, outcome analysis, etc.

The Title:

The subject of the abstract must be in the title. Try one catchy sentence, in which both the goal and the results of the subject are in a sentence. A good title is precise, simple and clear. Leave out any unnecessary words. Think about the audience and what they would find appealing.

What should be addressed/subtitles:
- Background
- Methods
- Outcomes
- Discussion
- Conclusion

The maximum number of words is 500. Try to write clearly. Sometimes it helps to write everything down, then edit what you actually want to present.
Once written down, place the text under the subtitles. Remember that 'less is more' often applies to an abstract.
Keep your abstract simple and business like, do not make it too complicated.

Support:

Make sure you have support for writing the abstract at the department where you work. Get help from others who have already written an abstract.
Ask for help from the colleagues who have had a role in the topic you are presenting.

Positions:

The first author of the abstract is the person who writes the abstract and is the most important role in the research that is the subject of the abstract.
The last author is often the person who is the highest in rank from the other contributors. This could for example be a researcher, department head or professor. Between the first author and the last author are the other people who have contributed.

Abstract selection:

Once you have sent in the abstract, please do not leave it until the last day, it will be assigned by EBMT to be read by a member of the JACIE Quality Management Committee. After marking, you will receive an email from EBMT with the result. If successful, you will be informed if the abstract is chosen to be an oral presentation or poster presentation.

Oral Presentation:

When you are making your oral presentation, please keep in mind to use the set-up of your abstract. Take the subtitles as a format. But know you can explain more about your topic. Tell us what you have done. If presenting an oral abstract and English is not your native language don't worry, a lot of the participants have the same background as you. If you are nervous when presenting, write down your presentation text and read from it. This is acceptable as we would really like to hear about your topic.

Making a Poster:

Your poster must be written in English. Put in the following subtitles:
- Title
- Authors
- Introduction
- Method
- Results
- Conclusion
- Literature references

Keep the text short and clear. If your colleagues want to know more they can find your abstract on the website and may write to you or ask questions in person at the abstract poster sessions. Put in images about the topic as it will make the poster more attractive and encourage the participants to look at your poster. If you can use an image instead of words do use this option.

Try to aim for a minimum poster size of A0, but follow the instructions given on acceptance. Take into account you will need to be able to transport the poster to and from conference. If you can have it printed on foldable 'fabric' this is easier. Fixings are supplied, but take along extra tape, Blu Tack © etc. just in case.

Conclusion:

It is great that you are considering sending an abstract. Your research or findings can help colleagues to take care of our patients to a higher quality standard. Good luck and we hope to see you at conference.

TIMELINE 2020 Quality Management Abstracts

Closing Date: 23:59 **December 15, 2019**
Notification letter sent to Physicians, Data Management, Quality Management and Statisticians' abstract authors on acceptance status: **January 31, 2020**
Oral Schedule sent to abstract authors: **February 18, 2020**
Poster Schedule sent to abstract authors: **February 20, 2020**