

1st International Nursing and Midwifery Conference
**Improving Health Care through the Development of Nursing and
Midwifery Professions**

Erbil – Kurdistan Region – Iraq

5 – 7 November 2023

GUIDELINES

Research Abstract and Quality Improvement Project Report Submission

1. DATES

The start date for the abstract and project reports submissions is **1 June 2023** at midnight AST time (GMT + 3) and the deadline is **1 August 2023** at midnight AST time (GMT + 3). The full text of both the research and projects presentations deadline is on **1 October 2023** AST time.

2. TYPES OF PRESENTATIONS

Four types of presentations in a specific format (see Point 4) may be submitted:

- a. Research Abstract – Oral presentation
- b. Research Abstract – Poster presentation
- c. Quality Improvement Project Report – Oral presentation
- d. Quality Improvement Project Report – Poster presentation

Research abstract should provide a summary of the research project in one of the focus areas of the conference. The quality improvement project reports should describe an initiative aimed at implementing change and improving quality in the specific area of nursing within the conference focus areas.

3. RESEARCH ABSTRACTS AND QUALITY IMPROVEMENT PROJECT REPORTS FOCUS AREAS

When submitting the abstract or the project report, you must identify to which of the conference focus areas your study or project belongs to:

1. Health and Nursing Legislation
2. Nursing Regulation
3. Health and Nursing Policy
4. Nursing Leadership and Governance
5. Nursing Education
6. Clinical Nursing Practice
7. Nursing Research

8. Midwifery regulation, education, clinical practice, and research

4. SPECIFIC CRITERIA FOR RESEARCH ABSTRACTS AND QUALITY IMPROVEMENT PROJECTS REPORTS

- a. The information in the submitted abstract or project report should be current and relevant.
- b. The research abstracts and project reports must not be presented elsewhere prior to the conference.
- c. The authors may present results of the completed studies or projects but well-conducted research studies and projects in progress will also be considered especially if they are long-term or nearing completion.
- d. The authors must fill in all the fields in the submission form clearly indicating the focus area. Each presentation can only belong to one of the focus areas.
- e. The research studies may have up to 5 authors and the quality improvement projects up to 7 authors, but only one of the authors can be the presenter and his/her name must be indicated clearly on the submission form. Each author can present a maximum of two presentations during the conference.
- f. The research abstracts should be submitted in English language. The quality improvement project reports should ideally be submitted in English but if assistance is needed in translating from Kurdish/Arabic to English, the authors can reach out to the conference organizers at nursingconference.kurdistan@gmail.com before submitting their project report.
- g. The research abstracts and the project reports should contain the following parts:
 - Introduction
 - Objectives
 - Methodology/Methods
 - Results
 - Conclusions
 - Keywords (maximum 5)
 - References (maximum 5)
- h. The word limit for the abstracts and project reports is 400 words (excluding references and keywords).
- i. The research abstracts and the project reports should be formatted with point 12 Times New Roman font.
- j. References must date from the last ten years and be formatted using the Harvard System.
- k. All the submissions must be submitted through the conference website.

5. ABSTRACT AND PROJECT REPORTS REVIEW and ACCEPTANCE

- a. The abstracts and the project reports will be assessed by the conference's scientific and project reports committees which will also confirm the type of presentation (oral/poster). Confirmation of acceptance or rejection will be sent to the abstract or report presenter within 15 days of submission.
- b. Once the abstract or project report is accepted, the authors should prepare their final version of the oral or the poster presentation and send it to the conference email not later than **1 October 2023**. Oral presentations should be submitted in PowerPoint format no later than **15 October 2023**. The presentations will be automatically available at the scheduled time in the auditorium.

6. PRESENTATIONS

- a. Presenters of the accepted abstracts and project reports must fully register for the conference before **31 August 2023** (Early Bird Registration). If the presenter will not register, the abstract or project report will be removed from the conference programme. If necessary, the presenters of the presentations may be changed by the submitter until **15 October 2023** with the approval of the conference committees.
- b. The oral presentations presenters should be at the venue at the date of presentation at least one hour before the scheduled presentation time when their presence will be confirmed by the organizers.
- c. The time for the oral presentations is limited to **10 minutes**. There will be a **15-minute** session for questions and a short discussion after groups of three presentations. The time limits will be strictly adhered to and enforced to give all the speakers enough time to present, to provide time for discussion, and adhere to the conference programme.
- d. The poster presentations will take place on **Day 2** of the conference to provide an opportunity for presenters to present their work, have a discussion with the participants and network. The posters will be on display for the duration of the conference.

7. POSTER PRESENTATIONS GUIDANCE

- a. Every poster will receive a poster number and the specific location at the conference venue to display it. The poster number must be displayed in the upper right corner of the printed poster.
- b. It is recommended to print the poster on the roll-up poster/banner stand with dimensions up to 84cm x200cm.
- c. The posters must be placed in the designated location at the venue from 8.00 – 8.30am on Day 1 of the conference and removed between 16.00 and 18.00 on the Day 3. The posters that will not be removed will be discarded by the organizers.
- d. The presenters should stand by the posters during the Poster Session that will run for 1 hour after lunch on the Day 2 to can discuss the poster with the participants and answer their questions.
- e. The poster should contain 500 to 1000 words (including title, figures and tables) and should not be overloaded with text.

- f. The use of abbreviations should be avoided or minimized especially in title, introduction and conclusion.
- g. The poster should be readable from a distance of 1,5-2m and the following text recommendations should be followed:
 - The text font should not be smaller than 5mm for capital letters
 - The title font should not be smaller than 3cm
 - The authors' names and affiliations should not be smaller than 2cm for capital letters
- a. The poster should contain the following parts describing the research or quality improvement project:
 - Poster number
 - Title
 - Names of the authors and their affiliations
 - Introduction
 - The main aim or objectives
 - Methods
 - Tables and graphs if appropriate
 - Results
 - Conclusion
 - References (up to 5 references using the Harvard referencing system)
 - Contact details of the presenter (email) if desired
- i. Hand-outs of the abstract or the project report can be given to the participants to further communicate the results of the research or project
- j. It is recommended to prepare a short (1-2mins) oral description of the presented poster to highlight the main findings. It is useful for the readers to see the conclusion at the top part of the poster not at the lower part.

8. CERTIFICATION

- a. The certificates will be issued according to the information provided in the submission form. The conference organizers will perform corrections to the certificates only if different from the submission form. The certificates will be issued electronically upon the receipt of the conference evaluation survey. Each presenter and author will be certified accordingly. The oral presentations that are not presented at the correct time will not be certified.

9. PUBLICATION

- a. The accepted research studies and the project reports authors can submit their work for publication in the Erbil Journal of Nursing & Midwifery and the Conference proceedings document.

10. AWARDS

- a. The top three submissions among both research abstracts and projects reports will receive recognition along with a prize.

Any Questions?

Contact us at:

nursingconference.kurdistan@gmail.com

We reserve the right to update this guidance.