

2020 UNOS Transplant Management Forum

Call for Abstracts

Deadlines and Submission Guidelines

The UNOS Transplant Management Forum Planning Committee invites individuals to share their research and non- research projects by submitting an abstract for consideration.

- Each abstract will be considered for presentation and/or poster and for one of the \$1,000 Transplant Management Forum Abstract sponsored awards, to be announced at the Annual UNOS Transplant Management Forum.

2020 Deadlines:

- **Abstracts received between May 14 and no later than August 16** will be considered for full plenary, concurrent, mini-oral or poster presentation
- **Abstracts received no later than December 20** will be considered for poster presentation only
- **NOTE: ALL abstracts submitted in the appropriate format prior to the last deadline will be considered for an award and poster presentation**
- Abstracts will not be accepted past 12:00a.m., Eastern Time of the stated deadlines

Submission Process:

Award Categories

1. **Finance:** Financial workflows, reimbursement strategies, budgeting, cost containment, or fiscal responsibility
2. **QAPI and Safety:** Quality initiatives, improvements in patient safety, center or OPO culture of safety, adoption of new quality methodologies, or other benchmarking/metrics
3. **Clinical, Operations & Innovations:** Staffing/personnel, managing workload and services, logistical projects/improvements, new clinical programs, Information Technology projects
4. **Strategy/Marketing:** Outreach, marketing, physician or customer relationships, work to extend referral base, branding, or efforts at increasing organ donation awareness
5. **Regulatory:** Regulations, including how they were met, including training/education requirements

Format

- Abstracts will be considered for one of the designated award categories listed above.
- Abstracts must be submitted in Microsoft Word, 11-point type.
- Your abstract must contain a cover page with the following:
 - Award category being requested (one category only)
 - Title of the abstract
 - Contact Person / Complete mailing address
 - Email address
 - Work and/or home phone numbers
- Along with the cover page, submit no more than **2 typed pages of content** inclusive of charts, graphs, etc. that clearly demonstrate:
 - a. **Problem/situation:** Briefly state the problem/situation to be investigated or described
 - b. **Methods/Practices/Interventions:** Describe the methods/practices/interventions used to approach the problem/situation
 - c. **Findings/Solutions/Conclusions:** Present data that correlates the problem/situation with the findings/solutions/conclusions
 - d. **Implications/Relevance:** State the implications/relevance of the findings/solutions to the award category selected

- The title of the presentation is to appear in CAPITAL LETTERS at the top of the page.
- The complete name of the contact person submitting the abstract with credentials, transplant program name, city, and state will appear under the title in lower case letters.
- ★ **Abstracts will be blinded for peer review. Abstracts that include reference to the following will not be reviewed.**
 - a. For purposes of anonymity:
 - **Do not identify places** (cities or states) in the title, body of the abstract, tables, graphics, etc.
 - **Do not identify authors, companies or organizations** (e.g., centers-either by name, acronym or UNOS center code) in the title, body of the abstract, tables, graphics, etc.
- Use standard abbreviations, like kg, g, mg, ml, %, etc. Place special or unusual abbreviations in parentheses after the full word the first time it appears. Use numerals to indicate numbers, except to begin a sentence. For therapeutic options/drugs, use only generic names.
- Allow two lines after the body of the abstract before identifying the authors. The first and last names of all authors are to be included at the end of the abstract. Degrees held by each author should be noted.
- Underline primary author's name.

Criteria for Evaluation of Abstracts – Each abstract must:

1. Describe the objectives of the research, program, or other activity clearly and their consistency with the principles and methods of organ donation/transplantation
2. Describe how the research was performed using rigorous scientific methods, and/or appropriate program planning and evaluation methods were employed
3. Describe the results/outcomes and the relevance to the professional practice of other meeting participants
4. Demonstrate how the proposed presentation will contribute to achieving the overall conference goals
5. Ensure the topic is relevant to the conference focus areas

General Information

- Abstracts are to be submitted electronically (in Microsoft Word) to TMFabstracts@unos.org
- **Email address is mandatory. Receipt of abstract will be confirmed via email.**
- You may submit an abstract presented elsewhere or published in abstract form up to one year prior to the UNOS Transplant Management Forum., as long as you include a citation of original publication or presentation.
- Poster format for an accepted abstract is to be **46"x 46" maximum** for presentation at the forum.
- Accepted abstracts will have a representative of the study group present at the designated presentation time to discuss the poster with forum attendees.
- Award winners will be announced at the Annual Transplant Management Forum.
- **The UNOS Transplant Management Forum Planning Committee reserves the right to recommend that abstracts of a commercial nature be included in the paid sponsor/exhibitor activities of the forum.**

Abstract Scoring

During a blind review abstracts will be rated using the following criteria:

- Is the topic important to the category selected?
- Is the problem or situation clearly described?
- Are the methods/practices/interventions described and are they appropriate?
- Are the outcomes reported and are they appropriate to the methods?
- Are the implications and relevance of the findings/solutions stated?
- Would the implications/relevance be useful at other transplant programs?
- The abstract also will be evaluated for completion of requested information and adherence to ALL instructions.

Publication

It is highly recommended that authors submit a full manuscript to the journal *Progress in Transplantation* for publication.

For more information regarding submission, author guidelines, and a sample abstract, please visit the UNOS website at:

<https://unos.org/about/tmf/>