Australian College of Nursing

THE NATIONAL NURSING FORUM

CANBERRA
23-25 JULY 2025

Courage, Compassion, Connection – Empowering Nurses for the Future

HYBRID EVENT

ABSTRACT SUBMISSION GUIDELINES

GENERAL INFORMATION

BACKGROUND

As the national voice of the nursing profession, the Australian College of Nursing (ACN) is inviting Australian and International nurses, from all work settings, to submit an abstract for our signature event, The National Nursing Forum (NNF).

Presenting an abstract at Australia's peak annual nursing conference provides an invaluable opportunity to build your national profile and showcase your work.

ACN welcomes the chance to nurture and promote new talent and encourages first time presenters.

This is your opportunity to present on a national scale.

THEME

In 2025 we will be exploring the theme of '**Courage, Compassion, Connection – Empowering Nurses for the future**' in our keynote plenary sessions and throughout the forum.

INVITATION TO SUBMIT AN ABSTRACT

We invite undergraduates through to retired nurses to share their learnings, insights, and stories and to submit an abstract for consideration as an oral presentation or poster in one of the four streams below:

1. **Workforce – building diversity and inclusion**
   Focusing on how policy and innovation are impacting workforce models to reflect the diversity of the workforce and meet the cultural needs of communities.

2. **Digital Health**
   Exploring the impact of digital technology on health care delivery and adapting to a changing environment

3. **Planetary Health**
   Investigating the nursing profession's role in minimising our impact on the planet.

4. **Clinical Innovation**
   Highlighting clinical innovation across all healthcare settings.

KEY DATES

3 DECEMBER 2024
Abstract submissions open

Submit your abstract via the online portal here.

7 FEBRUARY 2025
Abstract submissions close 11:59PM AEDT

14 MARCH 2025
Abstract Review Committee recommendations due

4 APRIL 2025
Authors notified of submission outcome

11 APRIL 2025
Presenters to confirm acceptance

30 APRIL 2025
Presenter registrations due

ABSTRACT SUBMISSION GUIDELINES

Abstracts must be submitted online by **Friday 7 February 2025**. No extensions or other means of submission will be considered.

1. All details must be completed to allow the automated system to process your submission.

2. The person submitting the abstract is the person who will receive all correspondence in relation to the abstract and is responsible for passing on information to co-authors and/or co-presenters and other parties.

3. You must indicate which Forum stream the abstract relates to.

4. You must include the requested information for any co-authors and/or co-presenters as their name will be included in the program if the submission is successful.

5. You must indicate which type of presentation is being proposed; oral or poster.

6. Authors must read and agree to the Terms and Conditions for your submission to be accepted for consideration.

7. If you are dependant on your employer paying for your attendance at the NNF 2025, please ensure you seek authorisation prior to submitting your abstract.

8. The abstract must be submitted as a text document only (graphs, tables, images etc will not be accepted).

9. The abstract must be structured to include a title, main institution/organisation which the research/paper can be attributed to and author/co-authors names.

10. Research based papers should be structured to include an introduction/purpose, methods, results and conclusions.

11. All other papers should be structured to include an introduction, main body and conclusion.

12. The abstract must be a maximum of **300** words in length, excluding the title, authors/co-authors and institution.

13. The main body of the abstract should **NOT** contain any author names or information.

14. The abstract must relate to the selected stream.

15. The content of the abstract must clearly reflect/link to the given title of the abstract.

16. The abstract title must be a maximum of **10** words in length.

17. The review process follows a weighted criteria and those submissions that do not adhere to **all guidelines**, will be penalised.

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EVALUATION CRITERIA AND WEIGHTINGS

The scoring process requires a rating of 100 and follows the criteria below:

CRITERIA 1

Contribution to nursing leadership (Maximum score = 60)

- Overall, does the abstract contribute to the selected stream? (Workforce – building inclusion and diversity, Digital Health, Planetary Health, Clinical Innovation)

- Does the abstract contribute to the Forum theme ('Courage, Compassion, Connection – Empowering Nurses for the future')?

- Does the abstract address current issues of importance to the nursing profession?

- Does the abstract present new and innovative ideas or strategies for nurse leaders to use?

- Is there value to others in presenting this abstract as part of the NNF program?

CRITERIA 2

Overall quality (Maximum score = 30)

- Is the quality of the abstract of a professional standard?

- Does the abstract provide a brief (max 300 words) and specific outline that conveys the purpose of the presentation?

- Does the abstract demonstrate sufficient expertise and knowledge of the subject matter?

- Is the abstract evidence-based, and does it outline pertinent research or other methods adopted? Where appropriate.

CRITERIA 3

Abstract format (Maximum score = 10)

- Is the abstract structured to include a title, introductory sentence, description of pertinent research (if applicable), summary and conclusion, and a chronological flow?

- Does the abstract contain text only? Diagrams, illustrations, tables, references or graphics are inappropriate.

- Is the abstract grammatically, correct?

- Abstracts must not contain any author names, affiliations or information.

Reviewers are asked to score each question according to the weightings provided, with 100 being the highest score.

See table page 5 for marking criteria that will be utilised by the Abstract Review Team.

MARKING CRITERIA

CRITERIA 1 (Maximum weighing 60)

IMPACT	SCORE	DESCRIPTOR	ASSESSMENT
High	54 – 60	Exceptional	Exceptionally strong, criterion fully addressed
	48 – 54	Good	Very strong with weakness in one area of the criterion
Medium	40 – 47	Satisfactory	Some strengths but with moderate weaknesses in one or more areas of the criterion
	Below 40	Fair	Some strengths but with at least one major weakness
Low	Below 30	Unacceptable	Not for presentation

CRITERIA 2 (Maximum weighing 30)

IMPACT	SCORE	DESCRIPTOR	ASSESSMENT
High	27 – 30	Exceptional	Exceptionally strong, criterion fully addressed
	24 – 26	Good	Very strong with weakness in one area of the criterion
Medium	20 – 23	Satisfactory	Some strengths but with moderate weaknesses in one or more areas of the criterion
	Below 20	Fair	Some strengths but with at least one major weakness
Low	Below 15	Unacceptable	Not for presentation

CRITERIA 3 (Maximum weighing 10)

IMPACT	SCORE	DESCRIPTOR	ASSESSMENT
High	9 – 10	Exceptional	Exceptionally strong, criterion fully addressed
	7 – 8	Good	Very strong with weakness in one area of the criterion
Medium	5 – 6	Satisfactory	Some strengths but with moderate weaknesses in one or more areas of the criterion
	Below 5	Fair	Some strengths but with at least one major weakness
Low	Below 4	Unacceptable	Not for presentation

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SUCCESSFUL ABSTRACTS

Successful abstracts will be published in the NNF eProgram which will be available on the ACN website.

SUCCESSFUL ORAL PRESENTATIONS

- Successful oral presentations must be delivered in-person at the NNF Venue in Canberra; no virtual presentations will be permitted.

- Abstract presentations will be 20 minutes, including five minutes for questions and discussion.

- The room will be equipped with a data projector, screen and laptop computer.

- Only presentations in PowerPoint will be supported.

- ACN is committed to continuous quality improvement and encourages presenters to ensure their presentation reflects the content of the abstract as we wish to provide our delegates with an exceptional experience. If your abstract is successful, please make sure that your presentation remains true to the content in the submitted abstract.

SUCCESSFUL POSTERS

- Should be to an academic research poster standard.

- Posters will be displayed for the duration of the NNF on display boards.

- Dedicated poster presentation sessions will be held on Thursday 25 July 2025 where the author(s) must be present to share their work and ideas and answer any questions.

- Each stream will have a 'best poster' prize as well as a 'most popular prize' awarded.

- Posters will be judged by Forum delegates.

- Posters must be displayed at the NNF to be eligible for voting and the prize.

- The successful author/co-authors must bring their poster with them and contact a member of the events team on day one of the Forum.

SELECTION PROCESS AND ACCEPTANCE NOTIFICATION

- The Abstract Review Committee will undertake a peer-review process to judge the abstracts.

- Abstracts will be reviewed on their contribution to nursing leadership, relevance to the NNF streams, adherence to the above submission guidelines, overall quality and abstract content link to given abstract title.

- Abstracts submitted for oral presentation may be offered a poster presentation at the discretion of the Abstract Review Committee.

- It is anticipated that the submitting author will be notified of their abstract submission outcome via email no later than Friday 4 April 2025.

TERMS AND CONDITIONS

In order to submit an abstract for NNF 2025, the abstract submitter/main author must agree to the following terms and conditions that will apply if the abstract is accepted for presentation.

- I agree should my abstract be accepted that my presentation will be delivered in person at the NNF venue in Canberra.

- I agree that I and any co-presenters will register for the NNF and pay the registration fee by Wednesday 30 April 2025, noting that we must also meet our own travel and accommodation costs.

- If my paper is selected as a poster, I agree that I or a co-author/co-presenter must be a registrant at the Forum for the abstract to appear in the program and to be displayed at the Forum.

- I give permission for my abstract to be published in the NNF program, and on the ACN website, social handles, and the internet.

- I give permission for my provided biography and any co-presenters' biographies to be condensed at the discretion of the organising committee and to be provided to the session facilitator for introductory purposes.

- I give permission for a photographer to be present during my presentation and agree to these photos being used on the ACN website, in publications and on social media for promotional purposes.

- I understand that the allocation of the presentation day and time of successful oral abstracts is at the discretion of the organising committee.

- I agree that my oral presentation will be live streamed and will be made available to registered delegates of the NNF.

- ACN may engage a videographer to film presentations throughout the NNF. If I do not want my presentation to be filmed, I will advise ACN via **acn@aceo.net.au**.

FURTHER INFORMATION

For enquiries please contact Australian Conference & Event Organisers at **acn@aceo.net.au** or on **0432 651 588**.