

SESAM Abstract Submission Guidelines

All abstracts must be submitted online using the electronic abstract form on the SESAM Milan 2020 website. Abstracts sent by post or email will not be accepted. To begin your submission, please log in with your SESAM credentials and select the green 'Submit Abstract' button on the left-hand side of the page.

SESAM 2020 TOPICS

1. Assessment Using Simulation
2. Centre Administration and Program Evaluation
3. Curriculum Development
4. Debriefing
5. Faculty Development
6. Interprofessional/Team Education
7. New Technologies and Innovation
8. Patient Safety/Quality Improvement
9. Physiologic Modelling and Simulation
10. Technical Operations

FORMAT

Accepted formats are scientific abstracts, divided into **Descriptive Works** and **Research Studies**, and **Workshops**.

In all formats, please indicate the clinical speciality related to your work (e.g. obstetrics, mental health, surgery, etc), under Clinical Speciality Keyword. If not applicable, please, indicate "N.A".

Descriptive Works - Abstracts describing pedagogical methodologies, educational programs or didactic strategies, applied to any of the conference topics. These abstracts are organised in three sections.

- Introduction: Context and identification of educational needs
- Description: Description of methods used/program/strategy
- Discussion: Discussion of the interest, impact/outcome and novelty of the methods used/program/strategy

Research Studies - Abstracts describing experimental or observational studies in any of the conference topics. This includes conceptual and empirical studies that contribute to the larger scientific context. Preference will be given to complete studies, including either quantitative or qualitative data. Work in progress may be submitted, as long as it includes preliminary data and results. These abstracts are organised in three sections:

- Introduction: Context and hypothesis/aims
- Methods: Description of the methods used/study design/data collection
- Results & Discussion: Presentation of the results, supporting the study hypothesis/aims. Discussion, based on actual findings (not speculation), of the impact and novelty of the research

In both of the above formats, one figure/table can be included. (The image must be either a JPG or GIF. It must be larger than 50x50px and between 45KB and 500KB in size. Tables are recommended to be submitted as Word files.)

References and/or acknowledgements may be included in the Reference area.

Workshops – Abstracts describing interactive workshops, where the participants should enjoy an active learning experience. Innovative strategies and interactivity with the participant is highly relevant. The abstract should clearly indicate the objective of the session and be organised as follows:

- Introduction & aims
- Learning objectives
- Session description (planned activities)
- Educational methods
- Expected impact
- Target audience
- Level (introductory/intermediate/advanced)
- Maximum number of participants
- Equipment required and specific room set-up.

Please note that equipment requests will be fulfilled, if possible. A confirmation will be sent, if the requested equipment is available. Facilitators/Moderators should make their own arrangements for their proposed activities (e.g. handouts).

GENERAL GUIDELINES

Failure to observe these guidelines may result in disqualification.

- Abstracts main text are limited to 400 words in total.
- Abstracts must be submitted in English, at the level of English academic writing. (If the submitting author's first language is not English, a colleague, who is fluent in written English, should review the abstract before submission for clarity, correct verb tense, etc.)
- Abstracts in Italian can also be submitted for SESAM Milan 2020. It should be stated in the abstract submission system by marking the related box.
- The correct format and topic (see above) must be selected to ensure correct scoring. The content of the abstract must be topic-related.
- All acronyms/abbreviations must be written in full when used for the first time (e.g. American Heart Association (AHA)).
- Acronyms/abbreviations may be used after defining them first.
- Trade names cannot be mentioned in the title. However, trade names in brackets will be accepted in the body of the text.
- Abstracts must meet international ethical standards. An ethical statement will be requested during the submission process.
- Descriptive Works and Research Studies abstracts can only be submitted for the SESAM Milan 2020 Annual Meeting if they have not been previously published or presented. This requirement will be confirmed during the submission process.
- It is the intent of SESAM to provide high-quality sessions focused on educational content that is free from commercial influence or bias. Thus, the submitting author of an abstract is requested to declare any potential conflicts of interest for all authors during the submission process.
- The submitting author must certify that all co-authors have agreed for the abstract to be submitted. This requirement will be confirmed during the submission process.
- Abstracts must not contain spelling, grammatical or scientific errors. The abstract may be reproduced in the conference proceedings exactly as submitted, and no proof reading will be undertaken. During submission, the submitting author is requested to declare the acceptance for publication.

AFTER SUBMISSION

- Each abstract will be reviewed by two independent and "blinded" reviewers.

- The reviewers will evaluate the scientific abstracts (Descriptive Works and Research Studies) according to the quality of the content, the quality of the writing, and the educational value. Specifically, they will assess if the abstract:
 - Has an informative title and is structured as recommended, with correct spelling/grammar and coherent writing in English/Italian
 - Has educational value
 - Provides context
 - Clearly-stated hypothesis, questions, or well-documented need
 - Concisely describes the methods used/program/didactics (Descriptive Works) or concisely describes the methods used/study design/data (Research Studies)
 - Discusses the interest and impact of the proposed study, and argues the novelty of the methods used/educational program (Descriptive Works) or presents results clearly supporting the hypothesis and discusses them based on the presented data (Research Studies)
 - Is an important contribution to theory, knowledge or innovation
 - Is relevant to meeting aims and for meeting delegates
- Depending on the evaluation of the abstract and on the relevance of the work, the scientific committee will define the type of presentation during the meeting (oral or brief communication). The authors will be notified in the acceptance email. It is the author's responsibility to ensure that emails from the SESAM administration team can reach them. Full presentation guidelines will be included in the acceptance email.
- The reviewers will also evaluate the Workshops according to the planned activities and their viability on the available timeline, dynamics and interactivity, relevance for the target audience, and novelty or innovative contribution. Depending on the evaluation, authors may be invited to improve/adjust the proposed workshop session.
- The submitting author will be notified of the decision on 24 February 2020, by email to the same email address provided in their online SESAM profile.
- If an abstract must be withdrawn, a written statement reflecting the reasons for this decision must be sent to sesam@worldspan.co.uk no later than 14 March 2020. NOTE: If abstract withdrawal notification is not received, as indicated above, the submitting author will not be eligible to submit an abstract the following year.
- If an author fails to present an accepted abstract, it will be removed from the conference proceedings, and the submitting author will not be eligible to submit an abstract the following year.
- For any questions or problems related to abstract submission, please do not hesitate to contact the SESAM Administration Team by email to sesam@worldspan.co.uk or by telephoning +44 (0)1745 828400