

## ICCH 2022 Oral and poster presentations – submission guidelines

In the submission form, you can select your work to be considered for (1) either a poster or an oral presentation, or (2) a poster presentation only. Oral and poster presentation abstracts relate to communication in health care and can consist of any of the following:

- **Research;** describing research projects
- **Teaching/Assessment;** describing novel curricula, teaching, evaluation or assessment strategies, or instructional materials related to teaching/assessment of health professional learners
- **Policy or practice;** describing policy initiatives, implementation strategies, guideline development, panel studies (e.g. Delphi) and practical testing of new directives

Please note that while it is acceptable to submit abstracts with preliminary rather than full results available, a lack of results limits the ability of reviewers to fully assess the impact/significance of the work, and such submissions are likely to receive lower scores. Both 'Teaching/Assessment' and 'Policy and practice' abstracts should present evaluation data if available to indicate the effectiveness of the intervention.

If your abstract gets accepted for an oral presentation, you will be asked to prepare a 9-minute presentation, followed by 4 minutes of discussion. If your abstract is accepted for a poster presentation, you will be asked to prepare a poster. A selection of poster presenters may be invited to provide a pitch of their work during the conference. Submitters of a selection of top-rated posters will be invited to do a poster pitch during the conference.

**Works in Progress:** It is possible to qualify for a 'Work in progress' (WIP) presentation. WIP are to enable students, trainees, and junior faculty to present about projects that are still in progress and that do not yet have final results. WIP presenters are asked to prepare a 7-minute presentation, which is followed by 8 minutes of discussion time, to obtain focused feedback. If you opt to qualify for a WIP presentation in the submission form, you will be asked to provide specific questions for feedback on your work.

### Fields for completion within the electronic form

The electronic form will contain 6 areas: title, author details, category, work status, topic(s), and body. The body will be a blank unstructured form.

- **Title:** A title of 100 characters (including spaces) or less
- **Author(s) details:** For all authors - title, first and last names, email address, department and institution. Indication of who will be presenting/author.
- **Category:** Research, Teaching/Assessment or Policy/practice.
- **Status:** Work in progress or regular presentation: Option to qualify for a Work in Progress presentation.
- **Topic(s):** You will be asked to select at least 1 and up to 3 from a list of submission topics, that best describe your work.
- **Body:** The body of the structured abstract should be limited to 300 words (submissions exceeding this word limit will not be processed) and include the following headings according to the type of project:

#### Research

- **Background:** Describe relevance and state primary objective, including main research questions, aims or hypotheses to be tested.

- Methods: Include design, participants, method of data collection and analysis.
- Findings: Include a summary of the main results/findings. Note that it is not acceptable to refer to 'results will be discussed'.
- Discussion: Discussion of the (possible) innovative contribution to, or implications for, communication in health care.

#### Teaching/Assessment

- Background: Introduction describing the relevance and institutional context and educational objectives.
- Methods: Developmental approach; Instructional, evaluation or assessment methods.
- Findings: Include a summary of the evaluation data to indicate the effectiveness of the intervention. Note that it is not acceptable to refer to 'data/evaluation will be discussed'.
- Discussion: Discussion of the (possible) innovative contribution to, or implications for, communication in health care.

#### Policy& Practice

- Background: Introduction describing the relevance and context, including clear problem statement and objective of the policy/practice innovation.
- Methods: Description of policy or practice innovation, implementation strategy, guideline development or panel study.
- Findings: Evaluation data to indicate the effectiveness of the innovation, if available.
- Discussion: Discussion of the (possible) innovative contribution to, or implications for, communication in health care.

#### **Review criteria**

Oral and Poster presentation submissions will be evaluated according to:

1. Relevance and importance for healthcare communication research
2. Innovative in healthcare communication research, teaching or policy/practice
3. Clarity of the objectives
4. Appropriateness, quality and clear description of methods
5. Clear description of the findings
6. Discussion of the meaning of the findings for communication in healthcare
7. Overall clarity of the abstract.

## ICCH 2022 Workshops – submission guidelines

Workshops are interactive educational sessions that actively engage participants in a topic related to communication in health care. To be accepted at this conference, workshops must be truly experiential. Didactic presentation during the workshop should be considerably limited compared to other types of conference presentations. Workshop participants should be enabled to actively and substantially contribute and have the opportunity to practice ideas or skills. We are keen to promote experiential learning through application, practice, feedback, and peer interaction through conference workshops.

Workshops may focus on research methods, teaching strategies, policy and practice issues, or other skill-building. Workshops must enable participants to apply the skills acquired and practiced in their institutional contexts. The audience at ICCH is composed of teachers, researchers, clinicians and policymakers in healthcare communication and submitted workshops should be geared to this audience. While workshops that have been given in the facilitators' teaching practice to learners, such as students or clinicians, can be submitted, the abstract and workshop session needs to explicitly include exploration of how teachers, researchers and/or policymakers could use workshop content and methods in teaching/research at their institution.

The available time is 90 minutes.

### Fields for completion within electronic form

#### *Title*

A title of 100 characters (including spaces) or less

#### *Presenter(s) details*

For all presenters - title, first and last names, email address and organisation

#### *Body*

The body of the structured abstract should be limited to 300 words (anything over this word limit will be automatically rejected) and include the following headings:

- Rationale: Why the topic is important and its relevance to communication in health care
- Learning objectives: What participants will know or be able to do as a result of this session
- Teaching methods: Description of the session format and the activities that will be used to actively involve the participants. Note: See guidelines below.
- Evaluation of outcomes for participants: How will you enable participants to reflect on what they have gained, such as using verbal or written reflection, completion of worksheets or plans to apply new skills?
- Preferred maximum number of participants.

*Guidelines for Teaching methods and timeline field:* 250 words (anything over this word limit will be automatically rejected)

- Description of the time allocation for each activity within the proposed 90-minute session. Didactic lecture portions, if included, should be brief (<10-15 minutes). Active involvement of participants does have to go beyond just activities such as a large group discussion or a slot for questions and answers only. Facilitators should engage workshop participants from the very beginning and throughout the workshop using interactive activities for small group discussion, reflection, practice and application, e.g., pair-share activities, role play.

## Creative Arts - Submission guidelines

Similar to Fringe theater festivals throughout the world that emphasize experimental and creative performances, the Creative Arts sessions at ICCH use inventive, playful, and artistic methods of healthcare communication. The creative arts are a particularly suitable subject for exploring health communication because it provides an opportunity to see something differently – a new and possibly provocative approach to the intersections between healthcare and communication.

There is no prescribed format, and presenters may use their presentation time in whatever way they wish as long as the emphasis focuses on creativity, performance, and audience engagement. We particularly encourage submissions with a relationship to patient-provider communication and clinical or therapeutic relationships.

Creative Arts submissions can be of two major types: visual or performance arts. Visual arts contributions will be displayed as posters during poster sessions. When submitting, please select the type of submission you feel best represents your work:

- Visual Arts
  - Photography, paintings, small 3-dimensional objects or other similar mediums
  - Note that for accepted visual arts items, security of the item on-site, shipping expenses, as well as display set-up materials will be the responsibility of the presenter
- Performance Arts
  - Personal reflections, stories of one's own or others' experiences of health or illness narratives, short theatrical performances, innovative interactive exercises, poetry, puppetry, music, dance or dramatic representations of dialogues or experiences

Presentation duration will be either 15 or 30 minutes. For either duration, the abstract should include justification and a clear rationale for how the time will be used.

### Fields for completion within electronic form

The abstract should be structured in the following way

- *Title*

A title of 100 characters (including spaces) or less
- *Author(s) details*

For all authors - title, first and last names, email address and organisation
- *Body*

The body of the structured abstract should be limited to 300 words (anything over this word limit will be automatically rejected) and include the following headings

  - Background: An introduction with description of the aim of the session
  - Methods: A description of the session with enough detail to assess:
  - Format - including (1) whether this is a visual arts or performance arts type of submission, (2) the duration and (3) a detailed timeline
  - Creative elements
  - appropriateness for using this in health professional education or with patients or providers
  - Evaluation: Data to indicate impact of the session on a previous occasion, if available

**Review criteria**

Visual arts submissions will be evaluated according to:

- creativity
- novelty
- impact

Performing Arts submissions will *additionally* be evaluated according to:

- participant engagement
- clearness of the timeline specifying activities within the session

## ICCH 2022 Symposia – submission guidelines

Symposia are designed to capture a coherent set of three to five presentations that centre on **one theme**. This enables an issue or a question of relevance to be addressed **in depth**. Symposia last for 90 minutes. Key features of a symposium are that it (1) places knowledge and experience about research, teaching, policy or practice in a broader context; and (2) allows ample time for interaction among the speakers and with the audience.

Format of symposium:

- Chairperson briefly introduces the focus.
- Three to five individual presentations.
- Discussion among the speakers, moderated by the chairperson.
- Participation from the audience, moderated by the chairperson.
- Concluding thoughts.

The person who initiates the proposal should consider inviting colleagues from different countries to provide an international perspective. A single abstract should be submitted for the symposium. Proposers should ensure that there is sufficient **time for discussion**, and adjust the length of the presentations accordingly. For example, presentations are likely to be shorter when there are five presentations in a symposium, compared to three.

### Fields for completion within electronic form

#### *Title*

A title of 100 characters (including spaces) or less

#### *Chair details*

Title, first and last names, email address and organisation

#### *Presenter(s) details*

For all speakers - title, first and last names, email address and organisation

#### *Body*

The body of the structured abstract should be limited to max. 600 words including individual speaker descriptions (anything over this word limit will be automatically rejected) and include:

- Rationale: Why is the topic important, what is its relevance for communication in healthcare, and what do you want to achieve?
- For each speaker: A brief abstract of each speaker's contribution, without identifying the chair or speakers by name.
- Qualification of speaker: Without identifying chair or speakers by name, supply the expertise/experience of the speakers regarding the symposium topic (for example, "speaker 1 has conducted several research projects on this topic" or "speaker 2 has taught and developed curriculum on this topic for over 10 years").
- A timetable showing how the 90 minutes will be allocated for each component, e.g., chair's introduction, presentation 1, presentation 2, presentation 3 etc., discussion among speakers, discussion with audience, concluding thoughts.

### Review criteria

Symposia will be evaluated according to:

- relevance and importance in advancing healthcare communication
- innovation in healthcare communication research, teaching/assessment or policy/practice

- the proposed presentations fit together in a logical manner to address the topic (for example, offering contrasting perspectives or range of experiences/findings)
- description of how interactivity will be fostered among speakers and with the audience
- symposia speakers have appropriate experience/expertise to address the topic
- impact/significance of the suggested focus as a whole.

## **Innovative Technology – submission guidelines**

We invite submissions of a variety of presentation formats using innovative technology to highlight some aspect of your work in communication in healthcare, whether it be in teaching, research, practice or policy. Students and early career participants are especially encouraged to submit for this category. Presenters will be given 9 minutes to present their content either using technology to present a communication topic, or highlighting a technology-based intervention, app or website as a means for communication in healthcare, followed by 4 minutes of discussion. We encourage presenters to address access and access barriers to the innovative technology in their presentation.

### **Fields for completion within electronic form**

#### *Title*

A title of 100 characters (including spaces) or less

#### *Presenter(s) details*

For the presenter or presenters - title, first and last names, email address and organisation

#### *Body*

The body of the abstract should be limited to 300 words (anything over this word limit will be automatically rejected) and include the following headings according to the type of project:

##### Research

- Background: State primary objective, including main research questions, aims or hypothesis
- Methods: Include design, participants, method of data collection and analysis
- Results: If available, include summary of results or description the main findings
- Implications of research for communication in health care

##### Teaching/Assessment

- Background: Introduction with institutional context and educational objectives
- Methods: Instructional, evaluation or assessment methods
- Findings – if available: summary of evaluation data to indicate effectiveness of the intervention.
- Possible contribution of training/assessment to communication in health care

##### Policy & Practice

- Background: Organisational context, state primary objective and/or educational objectives
- Methods: Description of policy or practice innovation, implementation strategy, guideline development or panel study
- Results – if available: Evaluation data to indicate the effectiveness of the innovation.
- Implications of policy or practice for communication in health care.

### **Review criteria**

Innovation Technology for Healthcare Communication presentation submissions will be evaluated according to:

- level of innovation in the use of technology within the field of healthcare communication
- takes no longer than 9 minutes to present

- relevance and potential of project to deliver new knowledge to field of healthcare communication research, teaching or policy
- amount and level of data available to assess if project has been or is likely to be successful

#### Research

- clarity of research questions, aims or hypotheses
- appropriateness of methods

#### Teaching/Assessment

- clarity of institutional context and educational objectives
- appropriateness of methods

#### Policy or practice

- clarity of institutional context and educational objectives
- appropriateness of methods

## Roundtable Discussions – Submission guidelines

Roundtable Discussions are gatherings of individuals with similar interests and needs for sharing ideas and/or resources or to initiate or continue collaborative work (new or established groups are welcome). Roundtable Discussions provide opportunities for open discussion and creativity in an informal, unstructured setting. Roundtable Discussion proposals should include descriptions of:

- Topic and purpose of discussion
- Brief outline of session – The outline should include types of questions/issues to be discussed and only if necessary, brief didactic presentation (no more than 10 minutes)
- Outcomes hoped for from the discussion
- Whether this is being organized by an already established group
- Whether it is being proposed as an in-person, online or hybrid discussion

Roundtable Discussions will run for 60 minutes total.

To help you present your proposal, please consider the following criteria closely:

### Fields for completion within electronic form

- *Title*

A title of max. 100 characters

- *Chair(s)*

Title, first and last names, email address and organisation

- *Body*

The body of the abstract should be limited to max. 300 words (anything over this word limit will be automatically rejected) and include the aspects mentioned in the review criteria.

### Review criteria

Proposals will be evaluated according to:

- The importance of topic; Try to describe why you think your proposed topic is important.
- The interactivity of session with likelihood that the group will generate discussion and elicit contributions from different perspectives; Describe how you are going to generate engagement among the participants using your selected format.
- The likelihood that new projects, collections of ideas, collaborations or gathering of resources will result.