SESAM Abstract Submission Guidelines

All abstracts must be submitted online using the electronic abstract form on the SESAM Valencia 2025 website. Abstracts sent by post or email will not be accepted. To begin your submission, please login with your SESAM credentials and click on the words 'Submit Abstract'.

SESAM 2025 TOPICS

1. Addressing emerging healthcare challenges
2. Culture, wellbeing, equity, diversity, inclusivity
3. Curriculum Development and Assessment
4. Debriefing
5. Extended Reality, AI and Virtual Simulation Modalities **– New to SESAM Valencia 2025**
6. Interprofessional/Team Education and Training
7. Patient Safety and Quality Improvement
8. Quality assurance, Faculty Development and Program Evaluation
9. Research Methodology
10. Simulation Management and Administration
11. Surgical and Psychomotor Skills Training
12. Technological Innovation and Technical Operations
13. Therapeutic uses of simulation
14. Veterinary simulation

FORMAT

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

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

Descriptive Works - Non-research abstracts describing simulation related innovations and initiatives corresponding to any of the conference topics.

These abstracts are organized in three sections.

- <u>Introduction:</u> Setting, background and identification of needs leading to the initiative

- <u>Description:</u> Description of initiative and approach/methods used

- <u>Discussion:</u> Discussion of the impact/outcome, and novelty of the initiative

Research Studies - Abstracts describing research studies relating to any of the conference topics that contribute to the larger scientific context. Preference will be given to complete studies providing quantitative or qualitative data. Work in progress may be submitted, as long as it includes preliminary data and results. These abstracts are organized in three sections:

- <u>Introduction:</u> Context and hypothesis/aim

- <u>Methods and results:</u> Description of the methods used/study design/data collection. Presentation of the results addressing the study hypothesis/aims

- <u>Discussion:</u> 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, with a focus on active learning. Innovative strategies are welcome and interactivity with the participants is essential. The abstract should clearly indicate the intended learning outcomes of the session and be organized as follows:

- Introduction & aims

- Intended learning outcomes

- Session description (planned activities including specific timeline)

- Educational methods

- Expected impact

- Target audience

- Level (introductory/intermediate/advanced)

- Maximum number of participants

- Equipment required and specific room set-up

<u>Please note</u> 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.
- If AI has been used in the development or translation of the abstract, it must be declared and described.
- 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.

- 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 Spanish can also be submitted for SESAM Valencia 2025. It should be stated in the abstract submission system by marking the relevant box.

- The correct format and topic (see above) must be selected to ensure appropriate 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)).

- 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. Authors are expected to agree to follow these principles during the submission process.

- Descriptive Works and Research Studies abstracts can only be submitted for the SESAM Valencia 2025 Annual Meeting if they have not been previously published or presented. This requirement will be confirmed 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 whether they will allow the abstract to be published.

AFTER SUBMISSION

- Each abstract will be reviewed anonymously and independently by at least two 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/Spanish
    - Provides educational value to the participants to the conference
    - Provides context
    - Clearly states hypothesis, questions, or well-documented need
    - Concisely describes the initiative and approach/methods used (Descriptive Works) or the methods used/study design/results/discussion (Research Studies)
    - Discusses the interest and impact of the proposed study, and argues the novelty or impact of the initiative (Descriptive Works) or presents results clearly addressing the hypothesis and discusses them based on the presented data (Research Studies)
    - Is an important contribution to theory, knowledge, or innovation
    - Is relevant to the 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 presentation, short communication or e-poster). The authors will be notified by email. It is the author's responsibility to provide an up-to-date email address and ensure that emails from the SESAM administration team can reach them (for instance, checking that they are allowed into their main inbox). Detailed presentation guidance 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. Authors may be invited to improve/adjust the proposed workshop abstract.

- The submitting author will be notified of the decision on 13th Jan 2025, 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 abstracts@sesamsociety.org no later than 27th Jan 2025. 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 abstracts@sesamsociety.org or by telephoning +44 (0)1745 828 400