Welcome and Agenda

1. Overall Guidance for IHI Forum proposal submission process
2. Types of Abstracts, Session Formats, and Content Areas
3. Tips, Tools & Pitfalls to Avoid
4. Your turn: Q&A
5. Wrap-Up
Overall Guidance
Welcome to the IHI Forum!

3,000+ attendees from over 50+ countries & 300+ expert presenters

160+ sessions in 10 tracks & 5+ keynotes – Didactic Sessions, Interactive Workshops, 1:1 Coaching, Pecha Kucha, Multi-Abstract Presentations, Couch Conversations


Networking Receptions – Affiliate Meetings, Topic & Job-Focused Receptions, Celebrations, & more!

Continuing Education Credits – For physicians, nurses, pharmacists, quality professionals, social workers, and CPPS recertification.
Key Information

Your one-stop-shop for all things Forum:

www.ihi.org/forum

Abstract submission deadline: April 30, 2024 at 11:59 PM EST

Poster submission deadline: November 1, 2024

Forum Submission Page & Proposal Guidelines

IHI Forum

Format: In-Person
When: Dec 08–11, 2024
Where: Orlando, FL, USA
Abstracts Types, Session Formats, Content Areas
# A Snapshot of Forum Session Options

<table>
<thead>
<tr>
<th>Type of Abstract</th>
<th>Session Format</th>
<th>Content Areas / Tracks</th>
</tr>
</thead>
<tbody>
<tr>
<td>They type of information you are sharing</td>
<td>The way you are hoping to present your session</td>
<td>The area of content (or methods in one case) that your session is most related to</td>
</tr>
<tr>
<td>Results</td>
<td>Half-Day Pre-Conference Session (3 hours)</td>
<td>Chief Quality Officer (NEW!)</td>
</tr>
<tr>
<td>Methods</td>
<td>General Session (60 minutes)</td>
<td>Digital Today, Digital Tomorrow (NEW!)</td>
</tr>
<tr>
<td>Case Study</td>
<td>Rise &amp; Shine (45 minutes)</td>
<td>Equity</td>
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<tr>
<td></td>
<td>Couch Conversations (30 minutes)</td>
<td>Improvement Science &amp; Methods</td>
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<tr>
<td></td>
<td>Abstract Driven (~12 minutes)</td>
<td>Leadership</td>
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<tr>
<td></td>
<td>Pecha Kucha (6 minutes, 40 seconds)</td>
<td>Let’s Talk About Money (NEW!)</td>
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<td>Patient and Workforce Safety</td>
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<td>Population Health</td>
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<td>Workforce Well-being</td>
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Types of Abstracts

**Results:** These sessions share what a team learned from an improvement initiative or how they used improvement methods and tools to achieve an outcome.

**Methods:** These sessions build knowledge on the use of a particular method or tool related to improvement science or related disciplines.

**Case Study:** These sessions share a case study from the field.

*All results and methods abstracts will undergo review from both the relevant content area/track and a scientific expert. Top-rated results and methods abstracts may appear in a special issue of *BMJ Open Quality.*
## Session Formats

<table>
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<tr>
<th>Type of Session</th>
<th>Description</th>
<th>Length of Time</th>
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<tbody>
<tr>
<td>Half-Day Pre-Conference Workshop</td>
<td>&quot;How to&quot; learning sessions that focus on tools, methods, or frameworks or data/results</td>
<td>3 Hours (including breaks)</td>
</tr>
<tr>
<td>General Session</td>
<td>Features a variety of didactic or interactive formats</td>
<td>60 Minutes</td>
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| Rise & Shine Session          | • Early morning sessions  
• Mostly didactic with some attendee interaction                                                                                                                                                     | 45 Minutes                                  |
| Couch Conversations           | • Presenter-led discussion with ≤30 people seated in a circle  
• No slides or formal presentation                                                                                                                                                                            | 30 Minutes                                  |
| Abstract-Driven Session       | • Didactic with some attendee interaction  
• ≈12-minute presentations (≈4 abstracts in 60-minute session)  
• Moderator facilitates discussion between attendees & presenters                                                                                                                                         | ≈12 Minutes                                 |
| Pecha Kucha                   | • Pecha Kucha sessions tell stories with images.  
• Presenters have 6 minutes and 40 seconds (20 slides/20 seconds per slide) to share their work.                                                                                                          | 6 Minutes and 40 Seconds                    |

Ensure that the "platform presentation" (whatever we name it, the session formerly known as parallel abstract sessions) also is an option. Maybe a note on interactive sessions?
Content Areas/Tracks

- Chief Quality Officer (New!)
- Digital Today, Digital Tomorrow (New!)
- Equity
- Improvement Science & Methods
- Leadership
- Let's Talk About Money (New!)
- Patients and Workforce Safety
- Population Health
- Workforce Well-Being

Note: When submitting your proposal, you can choose more than one content area/track.
Tips, Tools, and Pitfalls to Avoid
Tips

• Think from the perspective of a potential session participant. Be clear about why your work should matter to them. What would they find most useful? How can they apply your lessons learned to their work?

• Assemble a strong team to teach your session.

• Align your session to what matters most to IHI Forum attendees.

• Make your session dynamic and useful to improvement work.

• If you have results, share them.
More Tips

• Use time-series data in run or control charts when applicable. Avoid bar graphs or pie charts.

• For structured abstracts, keep Background brief. Focus on Methods and Results.

• Share what you have learned about scale, spread, and sustainability.

• If you do not yet have all your data, it will not count against you if you can demonstrate the importance of your work and make clear that your project or study is in progress. Include as much relevant information as possible.
Pitfalls to Avoid

• Follow the directions. Complete all fields. Reviewers will not consider incomplete proposals.

• When writing objectives, avoid using words like understand, learn, know, appreciate, and believe that are not measurable.

• Avoid endorsing or selling products or promoting services.

• Tools, content, and technology referenced should be non-proprietary and accessible to all.

• IHI will not accept late submissions.
Find Helpful Tools Here

Learning Objectives Builder
https://teachonline.asu.edu/objectives-builder/

Video: Five Tips to Improve YOUR Forum Session Title and Description
https://www.youtube.com/watch?v=_idfhzATw_8

More recommended tools
https://conferences.ihi.org/eSites/780461/Session%20Proposal%20Guidelines
Use the Proposal Drafting Tool

https://forms.ihi.org/hubfs/24%20Forum/2024%20Integrate d%20Forum%20Abstract%20Drafting%20Tool.docx
Questions?
Help us spread the word on social media!

Use this language to help tell people about the IHI Forum:

• Connect with like-minded improvers and health care professionals at this year’s #IHIForum, December 8-11, 2024! Learn more and register: ihi.org/Forum.

• Join me at this year’s #IHIForum, December 8-11, 2024, along with others dedicated to improving health care for all. Learn more and register: ihi.org/Forum
Tell us what you thought about our time together:
Thank You!

Reminder, ALL abstracts are due via the Forum portal on April 30 by 11:59 PM Eastern Standard Time.

This presentation and recording will be available on the Forum website by Monday, April 8.

Questions? Email presentations@ihi.org