

# Forum Proposal & Poster Questions

## General Questions

- **Are all presentation formats in person?**
  - Yes, all formats are in person and there will not be any virtual component of the conference.
- **Must you be associated with a health system to submit a proposal?**
  - As long as your proposal is aligned with the track you are submitting within and would be beneficial to those within the healthcare field, you do not need to be associated with a health system.
- **Is there an interest in proposals from small community health centers/ambulatory clinics or is it focused more on large hospital systems?**
  - Proposals from small community health centers/ambulatory clinics are welcomed and encouraged. We do not use the size of the health centers or health systems as a criteria to select proposals.
- **Do presenters need to come from different geographic areas?**
  - Presenters can come from the same geographic area and it won't affect your chances of acceptance. We do look for internationally based proposals however. If you have content and presenters that reflect various views from other countries that is certainly a plus.
- **Could an individual performance improvement study of a larger project be presented?**
  - Yes, you may submit an abstract for an individual performance improvement study of a larger project.
- **Should we not mention our specific software and just mention that we use these tools?**
  - Please avoid using the brand names of tools and software to avoid the appearance of a commercial endorsement.
- **Is there a maximum number of individuals who can be noted as authors on the proposal?**
  - In the submission form you can include up to 4 presenters. After acceptance you can include further authors (not presenters) on the submission. For posters we suggest including all author information on the poster.
- **Do we have access to a support person for answering questions as we work on the abstracts and posters?**
  - You can email [presentations@ihi.org](mailto:presentations@ihi.org) for any questions regarding session proposals or [posters@ihi.org](mailto:posters@ihi.org) for any questions regarding posters.

## Session Abstracts

- **What are some strategies for crafting an attention-grabbing session title?**
  - Put yourself in the shoes of a Forum participant. Craft a title that makes it easy to understand what will be addressed in your session. Use keywords that will be recognizable to people who would most benefit from hearing about your work.

Run a few possible titles by people willing to give candid feedback, e.g., colleagues or even friends unfamiliar with your work. Remember that longer is not necessarily better. Be brief yet descriptive.

- **I am unsure whether my proposal would better fit under results or methods.**
  - If you have results, we encourage you to use the Results format.
- **If we propose for a specific session format, and it is rejected for that format, does your team ever recommend a different session format on that same abstract?**
  - Yes, we always consider all abstracts for other formats in case we believe it fits a better structure or we fill up on a specific format.
- **Is there a way to indicate the ability to adapt our session to fit another session type?**
  - There is not, but if we want to accept your proposal but within another format, we will reach out and ask if you would be willing to accommodate that change.
- **As there will be a lot of competition for the General Sessions, would you suggest looking to a Rise & Shine for example, that may be slightly less sought after? Can you speak to the "road less travelled" or any tips along those lines.**
  - We would recommend still submitting for your top choice. If there are too many proposals submitted to one category and we are unable to fit you into that category, but we feel your proposal is strong enough we will still consider you for another category. A road less travelled would certainly be including an alternative format in your session. Most people will plan for a one-way PowerPoint presentation. If you are able to make your session a completely interactive alternative format which is one of the biggest items we're looking for this year, we would highly recommend doing so.
- **What type of information needs to be submitted for couch conversations?**
  - Couch conversations largely need to submit most of the same information as all other formats. However, as these sessions are fully conversational and do not involve audio visual or PowerPoints, data is not as integral to point out in your submission. Focus more on the structure of your session, how you will elicit conversation, and what attendees can walk away from your session being able to do.
- **What should be included in the attachment slides? Is it a maximum of 5 figures or 5 slides?**
  - Five graphics, or five individual charts. We recommend including run charts and/or tables that support your results, and/or Figures that may help illustrate your theory of change or methods. Please feel free to use Microsoft Word or PowerPoint.
- **Are the supplementary attachments only for graphics/charts and not additional text or descriptions of the presentation?**
  - Yes, the supplementary attachments or just for data, additional/supplemental graphics, and charts. Additional large swaths of text or descriptions will largely be ignored by the reviewers as they have a lot of submissions to look through. Include any textual information largely in the session description.
- **Can you explain nurse, physician, and pharmacist planners as outlined in the application?**

- A planner is someone who has had a significant contribution in the planning and content of the session. How we accredit sessions depends on the inclusion of planners with nursing, physician or pharmacist credentials and continuing education credits are very important to our attendees. The more credentialed planners you can include the better. Having an interprofessional session with multiple types of planners bodes even better for your chances at acceptance.
- **Where do we find proposals from the past for reference?**
  - When proposals are accepted to present, we take the information straight from their proposal, lightly edit it and make it available on the public agenda. If you are looking for some examples of excellent submissions, you can refer to the past conference agendas below.
    - [2023 Agenda](#)
    - [2022 Agenda](#)
    - [2021 Agenda](#)
- **What percentage of proposals get accepted?**
  - It heavily depends on the amount of submissions we get in a year and the amount of submissions we offer during the program. It could fall anywhere between 10-30% of the proposals that get accepted.
- **What is the link for the drafting tool?**
  - You can find the link below or in the submission portal further down on the submission guidelines page.
    - [Drafting Tool](#)

## **Posters**

- **Can you please clarify what the Poster presentation is about?**
  - Poster displays at the IHI Forum chronicle specific improvement projects. They are an integral part of the conference, providing an opportunity for organizations to share their improvement strategies and celebrate their successes with attendees. Posters should not advertise products or services. One of the differences between the posters and the abstracts is that the posters are not integrated into the main Forum agenda, and they follow a different format.
- **Are posters and session proposals due at the same time? Can we submit a poster if we are not accepted for a session?**
  - Session proposals are due April 30<sup>th</sup> and poster submissions are due November 1<sup>st</sup>. If you submit a session proposal, there is an option in the submission form to be considered for a poster if you are not accepted for a session. We will then notify you if you are accepted for a poster.
- **Do we have to submit a poster?**
  - There is no requirement to submit a poster. You are welcome to submit for what you are most interested in, whether that be a session or a poster.
- **Is there any advantage or disadvantage to how many team members should be in attendance to present their posters?**
  - There is no advantage or disadvantage to the number of team members onsite. We encourage having at least 1-2 team members present.