



Submission Guidelines

The Association for Professionals in Infection Control and Epidemiology (APIC) 2024 Annual Conference Committee invite you to submit abstracts in the areas of infection prevention and control, healthcare epidemiology, and related fields for presentation at the APIC 2024 Annual Conference & Exposition. Abstracts are peer-reviewed for quality of research, educational or scientific content, logical presentation, and impact on infection prevention, healthcare, epidemiology, and related fields. Accepted abstracts are scheduled as either poster or oral presentations based on quality of work and anticipated interest by attendees.

How to Submit

To submit an abstract, go to the **2024 APIC Call for Abstracts** submission site to complete the online form. You may begin the submission process and return to your saved proposal any time up until the submission deadline. Step-by-step instructions and help are available during the online submission process. Abstracts may be rejected if the online submission procedures are not followed.

The submitting author must provide a valid e-mail address, as APIC will rely exclusively on e-mail communications related to abstract submission, disposition, and presentation. It is the responsibility of the submitting author to contact APIC in the event of failure to receive e-mail communication and to relay all correspondence about the abstract(s) to all co-author(s). Please check your bulk/junk mail folders to ensure e-mails from APIC and/or Cadmium (the system used for submissions) are not being filtered out of your inbox.

Schedule

10/30/2023	Call for Abstracts submission site opens
12/10/2023	Submission deadline for abstracts (11:59 pm PST).
6/3-6/5/2024	Conference Dates – San Antonio, TX

All applications must be received no later than 11:59 p.m. PST Sunday, December 10, 2023. Incomplete applications will not be considered for review. Submitters are encouraged to allow several days before the submission deadline to resolve questions or problems with the online submission process.

Requirements

1. **All acronyms and/or abbreviations must be spelled out or defined at first use, even those considered common by the submitters** (e.g., Intensive Care Unit [ICU], Methicillin-resistant *Staphylococcus aureus* [MRSA], Central Line-Associated Bloodstream Infection [CLABSI], Surgical Site Infection [SSI], Centers for Disease Control and Prevention [CDC], etc.). Acronyms used in the title are acceptable if they are spelled out or defined upon first use in the proposal description. If an acronym is not spelled out, the proposal will be rejected.

2. The abstract will not be published or presented at any national or international conference (e.g., Infectious Disease Society of America [IDSA], Society for Healthcare Epidemiology of America [SHEA], etc.) prior to June 3, 2024. Do not list facility based, regional, or local chapter events. Abstracts that have been previously presented but include updated data with significant new implications may be considered.
3. Abstract review is a blinded process. DO NOT identify author(s) or facility. Departments of Health are acceptable and not considered unblinded.
4. Financial and conflict of interest disclosures must be completed.
5. Abstracts must be written in complete sentences in a narrative format of 300 words or less.
6. Do not include bulleted lists, tables, or figures.
7. Proofread the abstract for typographical and grammatical errors. Use grammar and/or spell check.
8. Submissions must be written in English. Authors for whom English is not the primary or first language should have their abstracts carefully reviewed for spelling, grammar, and accuracy.
9. Abstracts cannot be used to market products.
10. Abstracts must not contain any brand names, commercial influence, or promotional material.
11. The abstract must be based on finalized collection and analyses of data and not left open to future data collection or speculation.
12. One (1) accepted abstract author must be registered and present (oral or poster) on the scheduled date and time of presentation.

Subject Category

The submitting author must select the most appropriate subject category from the list below. The Abstract Sub-Committee reserves the right to change the "Subject Category" if the committee feels the abstract would be more appropriate in a different category other than that selected by the submitter.

- Antimicrobial and Diagnostic Stewardship
- Disinfection and Sterilization
- Education, Training and Competencies
- Emergency Preparedness
- Environment of Care
- Implementation Science and Research
- Information Technology and Surveillance
- Leadership Development and Program Management
- Occupational Health and Wellness
- Public Health and Health Policy
- Quality Assurance and Performance Improvement

Author(s)

APIC will correspond via e-mail with the submitting author only. It is the responsibility of the submitting author to contact APIC if e-mail communication about the abstract's disposition is not received by March 6, 2024. The submitting author is also required to relay all correspondence including abstract dispositions to all co-authors.

Title (Word Limit is: 20 Words)

Use a concise title that describes the content of the abstract. Spell out genus and species names of microorganisms. Do not use organizational or industry names. Examples: "Survey of 229 Japanese Hospitals to Assess Sharps Injury Prevention Programs and Organizational Capacity for Healthcare Worker Safety" or "The Role of Colonization Pressure in Transmission of Methicillin-Resistant *Staphylococcus aureus*."

Abstract Body

The body of the abstract (not including the title and author listing) may contain up to **300 words** (not including spaces). The body of the abstract must be entered directly into the online submission form. Abstracts must be written in complete sentences with no bulleted lists, tables, or figures.

Abstract Format and Template Suggestions

Abstracts must use a traditional four-section format as follows:

Title: Use a concise title that describes the content of the abstract.

1. Many authors construct their title in one of two ways (not necessary but suggested):
 - a. Indicate the research question, e.g. "What is the impact of antibiotic use on the incidence of carbapenem-resistant Enterobacteriaceae?"
 - OR
 - b. Answer the research question: e.g., "Increased antibiotic exposure is associated with increased incidence of carbapenem-resistant Enterobacteriaceae."

Background: Provide a brief background and include at least three clear learning objectives, hypothesis tested, and/or problem addressed.

1. This section should be written in present tense and answers the question: What is the importance of this study?
2. A traditional format includes the following:
 - a. Describe the importance of the field (1 sentence)
 - b. Define and indicate the problem (1 sentence)
 - c. Outline the research question and objective/problem (1 sentence)

Methods: Describe study design, including setting, sample, sample size, subjects, intervention, and/or type of statistical analysis.

1. This section should be written in past tense.
2. A traditional format includes the following:
 - a. Indicate the study design, subjects, and timeframe (1 sentence)
 - b. Outline the study variables – Provide predictor outcome and confounding variables (1 sentence)
 - c. Define the statistical analysis – Include the name(s) of the statistical test(s), and cutoff for statistical significance (if inferential statistics are used) (1 sentence).
3. **Do not** include any numbers outside of the time frame or the number of facilities (if a multicenter study) in this section. Reserve **all** numbers for **results**.

Results: Summarize essential results as clearly as possible with appropriate statistical analysis.

1. This section should be written in past tense.
2. Ensure the following:
 - a. Each result has a method included in the methods section.
 - b. Each method outlined in the methods section has a corresponding result in the results section.
3. If you have too many results, you need to limit the methods provided in the abstract. You can have more methods in the poster than you do in the abstract. Just provide the primary result or the most important result in the abstract.
4. The results should be described in the same order as the methods described in the methods section.

Conclusion: Interpret the study findings. Conclusions must be supported by the results. Concisely summarize implications of the results.

1. This section should be written in present tense.
2. This section answers the question: "So what?"
3. A traditional format includes the following:
 - a. Answer to the research question (e.g., reiterate the primary result: This study found that...) (1 sentence)
 - b. Describe the implications of the results to overall practice (1-2 sentences)
4. Do not state "Future studies are needed" or "A randomized trial is needed" - the goal is to provide implications in this section. More studies are always needed.
5. Ensure all conclusions are supported by the results.

Awards

- **New Investigator Award:** The New Investigator Award encourages research by APIC members by recognizing outstanding scientific research by an APIC member presenting for the first time at the APIC Annual Conference. To be considered for the New Investigator Award, applicants must submit an abstract and must: 1) be a current APIC member 2) be a first-time, first author presenting a scientific paper in either an oral or poster session; 3) indicate they are applying for the New Investigator Award during the abstract submission process by clicking the check box labeled "New Investigator Award" and 4) follow abstract submission rules. This is a one-time award, and winners may not apply for this award in the future. However, other individuals from the same institution are eligible to apply for their scientific research. (*Award Prize: \$1,000*)
- **Best International Abstract Award:** This award may be presented each year for an abstract submitted by a presenter from outside the United States that demonstrate exemplary scientific merit and are of high interest and relevance to the infection control community. To be considered for this award, applicants must meet the following requirements: 1) the applicant resides outside the United States; 2) the research was conducted outside the United States; 3) the applicant is able to present the abstract at the APIC Annual Conference and 4) abstract submission rules have been followed. (*Award Prize: \$1,500*)

- **William A. Rutala Research Award:** This award may be given in the name of William A. Rutala, PhD, MPH, for the best abstract about disinfection, sterilization, or antisepsis. To be considered for this award, applicants may not have received the award within the last 3 years. The abstract must be: 1) submitted in the Antisepsis/Disinfection/Sterilization category, 2) written in a clear, logical, and concise manner which communicates the principal background, methods, results, and conclusions in a straightforward fashion; 3) be innovative, employing sound methodology, and representing a potentially significant, scientific contribution to the principles and practices of disinfection, sterilization, or antisepsis and 4) abstract submission rules have been followed. (*Award Prize: \$1,000*).
- **Blue Ribbon Abstract Award:** The Blue Ribbon Award(s) may be given to a limited number of abstracts considered by the Abstract Selection Sub-Committee to be of exemplary scientific and/or educational quality. Among the criteria considered by the committee in awarding Blue Ribbons are the following: 1) the abstract is presented in a clear, logical, and concise format and communicates the major ideas of the work in a straightforward fashion; 2) if scientific research findings are presented, the abstract demonstrates a high quality of research design and methodology and includes sufficient data to support the conclusions; and 3) abstract submission rules have been followed. (*Award Prize: \$1,000*)
- **Implementation Science Award:** This award may be presented each year for an abstract submitted by a presenter which is innovative, employs sound methodology, and represents a potentially significant contribution to the principles and practices of infection prevention. To be considered for this award, applicants must meet the following requirements: 1) a current APIC member; 2) the abstract is presented in a clear, logical and concise format and communicates the major ideas of the work in a straightforward fashion; 4) abstract is innovative, employs sound methodology, and represents a potentially significant contribution to the principles and practices of infection prevention by promoting the integration of research findings and evidence into healthcare policy and practice; and 5) abstract submission rules have been followed. (*Award Prize: \$1,000*)

Abstract Publication

In accepting APIC's invitation to present an abstract, authors assign publication rights to APIC. All accepted abstracts will be published in the online edition of the *American Journal of Infection Control* (AJIC), on the APIC website, and in the print/electronic format for distribution at the APIC 2024 Annual Conference.

Conference Registration

Presenting authors must be registered for the conference on the day of their oral or poster presentation. **APIC does not provide an honorarium to cover expenses for abstract presentations. Poster and Oral Presenters do not receive reimbursement for conference costs such as registration, housing, transportation, etc.** Abstracts may be submitted without advance registration but authors whose submissions have been accepted for oral or poster presentation are encouraged to register early to take advantage of the early registration discount rate.