



# IHI Orlando Forum 2024

## How to Submit a Strong Proposal

April 2, 2024

# 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!

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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

Forum Hall – Exhibitors, Innovation Theater, Posters, Forum Café & Bookstore, Live Music, Book Signings, Professional Portrait Studio, and more!

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

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Your one-stop-shop for all things Forum:

[www.ihf.org/forum](http://www.ihf.org/forum)

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

Poster submission deadline: **November 1, 2024**

[Forum Submission Page & Proposal Guidelines](#)

## IHF Forum

Format: **In-Person**

When: **Dec 08–11, 2024**

Where: **Orlando, FL, USA**



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# Abstracts Types, Session Formats, Content Areas

# A Snapshot of Forum Session Options

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



# Types of Abstracts

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**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

Type of Session	Description	Length of Time
Half-Day Pre-Conference Workshop	<ul style="list-style-type: none"><li>• "How to" learning sessions that focus on tools, methods, or frameworks or data/results</li></ul>	3 Hours (including breaks)
General Session	<ul style="list-style-type: none"><li>• Features a variety of didactic or interactive formats</li></ul>	60 Minutes
Rise & Shine Session	<ul style="list-style-type: none"><li>• Early morning sessions</li><li>• Mostly didactic with some attendee interaction</li></ul>	45 Minutes
Couch Conversations	<ul style="list-style-type: none"><li>• Presenter-led discussion with <math>\leq 30</math> people seated in a circle</li><li>• No slides or formal presentation</li></ul>	30 Minutes
Abstract-Driven Session	<ul style="list-style-type: none"><li>• Didactic with some attendee interaction</li><li>• <math>\approx 12</math>-minute presentations (<math>\approx 4</math> abstracts in 60-minute session)</li><li>• Moderator facilitates discussion between attendees &amp; presenters</li></ul>	$\approx 12$ Minutes
Pecha Kucha	<ul style="list-style-type: none"><li>• Pecha Kucha sessions tell stories with images.</li><li>• Presenters have 6 minutes and 40 seconds (20 slides/20 seconds per slide) to share their work.</li></ul>	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

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- 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

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- 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.



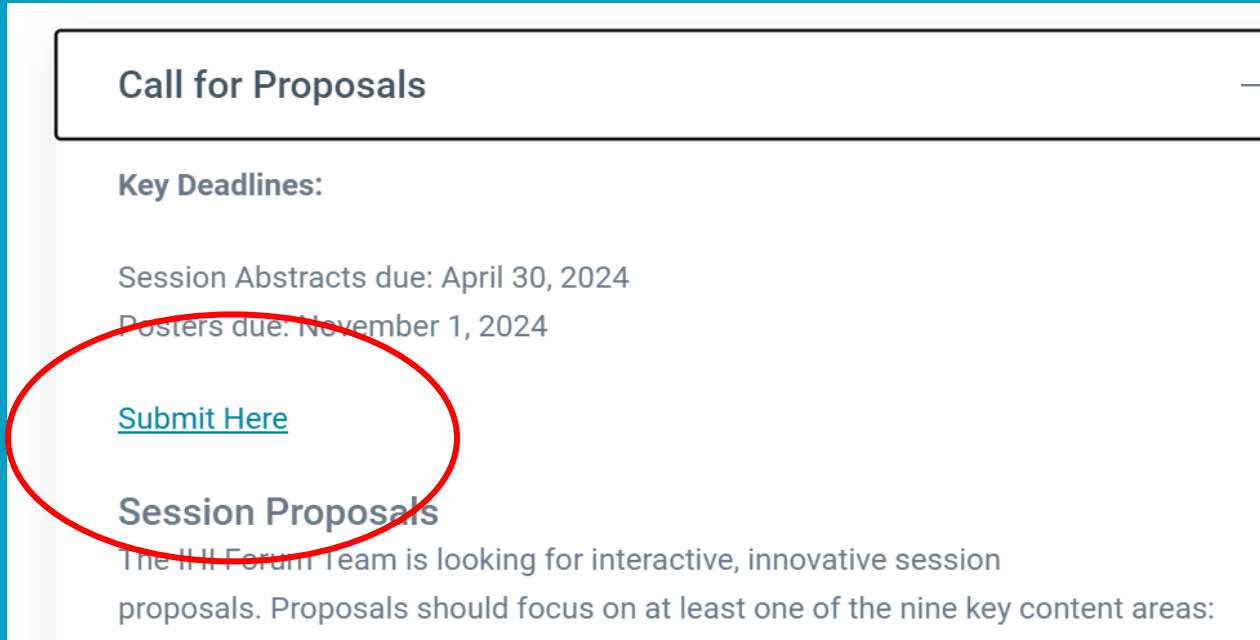
# Pitfalls to Avoid

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- 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



**Call for Proposals**

**Key Deadlines:**

Session Abstracts due: April 30, 2024  
Posters due: November 1, 2024

[Submit Here](#)

**Session Proposals**

The IHI Forum Team is looking for interactive, innovative session proposals. Proposals should focus on at least one of the nine key content areas:

## 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=\\_idfhaTw\\_8](https://www.youtube.com/watch?v=_idfhaTw_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%20Forum%20Abstract%20Drafting%20Tool.docx>



IHI Forum  Institute for Healthcare Improvement

1. Category of Submission

I am submitting an abstract that features (select the most appropriate category):  
**Methods** (presentations to build knowledge on the use of a particular method, or tool related to improvement science or related disciplines)   
**Results from an Improvement Initiative** (presentations showing how an outcome was achieved (and/or other learning) through the use of improvement methods and tools)   
**A case study from the field:**

*Abstracts in the first two categories will be eligible for consideration for publication in a special issue of BMJ Open Quality*

2. Main Submission Details

**Presentation Title (100 Characters including spaces):** \* Title should be descriptive and engaging, avoiding acronyms and exclamation points. Please limit the presentation title to 100 characters, including spaces.  
Click or tap here to enter text.

**Subject Matter Focus – Please Select One (descriptions below) \***  
Chief Quality Officer:   
Digital Today, Digital Tomorrow:   
Equity:   
Improvement Science & Methods   
Leadership:





# Questions?

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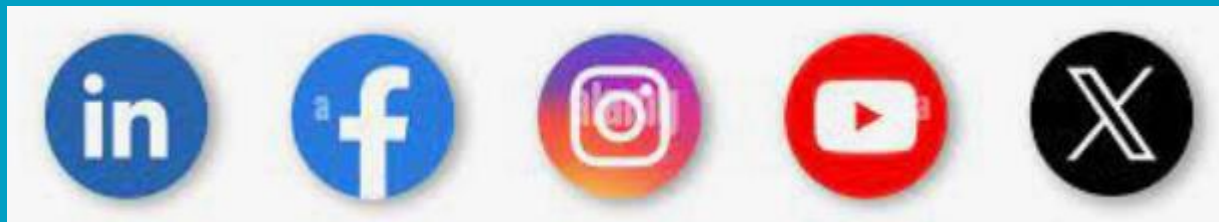


# Help us spread the word on social media!

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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](https://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](https://ihi.org/Forum)



Tell us what you thought about our time together:

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# Thank You!

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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](mailto:presentations@ihi.org)

