ABSTRACT GUIDELINES
International Hospital Federation, World Hospital Congress 2023

The 46th IHF World Hospital Congress (WHC) is being hosted by the International Hospital Federation with the Portuguese Association for Hospital Development (APDH), Portuguese Association of Hospital Managers (APAH), and Portuguese Association of Private Hospitals (APHP) at the Lisbon Congress Centre on 25-27 October 2023.

The WHC aims to bring together global learnings and share local actions. To do that, we're seeking projects and programmes that will showcase innovations, models, and examples of leadership. Executives, managers, professionals, and providers working in hospitals, health facilities, government settings, academes, research institutions, and NGOs who have compelling work to share with the international healthcare community are invited to submit their abstracts to the Scientific Committee for consideration.

Please review these guidelines before finalizing your abstract submission.

CONGRESS TRACKS AND TOPICS
Abstracts are accepted under the following tracks.

TRACK 1: TOMORROW'S WORLD – Leaders successfully navigating the future
1. Leading the next-generation workforce - new leaders, new skills
2. Diversity, equity, inclusion - walking the talk
3. Value-based healthcare - measures and payments
4. Systems thinking leadership - integration, alignment, outcomes
5. Governance - engagement, management, effectiveness

TRACK 2: TOMORROW'S WORLD – Wellbeing and the future for our professionals
1. New paradigms to meet workforce shortages - cross-training, interdisciplinary, multi-skilling, technology
2. Pipeline, recruitment, and retention
3. Healthcare workforce wellbeing

TRACK 3: TOMORROW'S WORLD – Innovative approaches to providing healthcare
1. Models of care demonstrating real success including community care
2. Non-traditional partners - collaborations outside the healthcare sector to solve problems and provide better outcomes
3. Enhancing the patient experience throughout health service delivery

TRACK 4: TOMORROW'S WORLD – The ever-expanding digital landscape
1. Utilizing big data and analytics to lead
2. Innovative technology demonstrating success in health outcomes and patient experience
3. Artificial intelligence - its place in healthcare delivery today and in the future
4. Bricks or clicks – where to invest in telemedicine?

TRACK 5: TOMORROW'S WORLD – Next-generation climate-resilient and sustainable healthcare
1. Moving to net positive in the healthcare sector: opportunities and challenges
2. How to make Universal Health Coverage green
3. Green healthcare is a circular economy: healthcare opportunities
4. Climate change impact
5. Hospitals and communities

IMPORTANT DATES
- Submissions accepted from: **18 January 2023**
- Submission deadline: **5 April 2023 at 23:59 (GMT/UK time)**
- Abstract notifications: **week commencing 29 May 2023**

Abstracts received after the deadline will not be accepted.

GENERAL
1. Abstracts can only be submitted online via the abstract submission portal that can be found in the section "ABSTRACTS" on the official congress website.

2. Abstracts sent via post or email will not be accepted.

3. Abstracts must be submitted in English.

4. It is the responsibility of the presenting author to submit. They are the main contact whose responsibility it is to communicate with other co-authors.

5. The submitter is responsible for obtaining consent to publish the names of authors/co-authors.

DEFINITIONS
- Presenting/submitting author: person who will physically present the abstract at the Congress and who is marked as the presenter in the programme.

ONLINE SUBMISSION VIA OXFORD ABSTRACTS

The submitting author will be required to create an account to use the Oxford Abstracts submission portal. If you do not receive a confirmation email within a few minutes after you submit your abstract, please check that your submission is not left in draft and is fully submitted by logging back into the portal and checking the status on the Edit/View submission page. Please also check your junk email/spam folder. The submission confirmation email will be sent to you from: no-reply@oxfordabstracts.com

You will be requested to input your first name, surname, email, organization, city and country to access the portal.

RULES

Failure to observe these guidelines may result in disqualification.

1. The correct track and topic must be selected to ensure correct scoring. The content of the abstract must be related to the topic. The Scientific Committee reserve the right to re-

categorize an abstract.

2. Abstracts must contain data and meet international ethical standards.

3. Abbreviations should be defined.

4. Trade names cannot be mentioned in the title. However, trade names in brackets will be accepted in the body of the text.

5. An abstract cannot be accepted if the "conflict of interest" disclosure has not been completed on the submission form. If the presenter or one of the co-authors has a conflict of interest, this must be clearly stated.

6. The presenting authors will be requested to leave a contact number (country code required), update their job title, list their IHF member organization, where applicable, and their organization type. This is only required for the presenting author.

7. The abstract must be structured into the following sections: Title, Organization, Introduction, Aim/Objective(s), Materials and Methods, Results, Conclusion.

8. If you want to include tables, graphs, images or other resources, you can do so by uploading them as supporting documents. A maximum of three supporting documents may be uploaded. These must be uploaded in a PDF format and the maximum size for each document is 10MB.

9. If you wish to upload and provide additional links to support your submission such as a video or website link, up to two can be added in during the submission in a dedicated field.

10. If you have successfully submitted your abstract, you will receive a confirmation number. If no confirmation number is received, the abstract cannot be considered as successfully submitted and received.

11. Only abstracts in "COMPLETE" status will be considered as successfully submitted and received.

12. If you wish to save the submission and come back to this later, you will need to click the Submit button in the right bottom corner of the portal. You have until the deadline of **5 April 2023 at 23:59 (GMT/UK time)** to come back in and edit this.

13. If you leave the system without submitting the abstract all data is lost. The submitted/draft abstracts cannot be edited after the submission deadline of **5 April 2023 at 23:59 (GMT/UK time).**

14. Please ensure that your abstract does not contain spelling, grammatical or scientific errors. No corrections are possible after the submission deadline. The abstract will be reproduced exactly as submitted. No proofreading will be done.

15. If you need to withdraw your abstract, a written statement reflecting the reasons for this decision must be sent to: ihfcongress@events.mci-group.com no later than **22 April 2023.**

AFTER THE SUBMISSION

1. The reviewers will judge the abstracts according to the relevance to WHC 2023. They will use the following general criteria for assessment:
   - Issue of importance, tied to tracks
   - Innovative value
   - Practical benefit and usefulness in advancing (global) health
   - Background and methodology
   - Conclusion

2. Abstracts submitted for oral presentations but not accepted will be automatically considered for poster presentation.

3. The submitting author will be notified during the week commencing **29 May 2023** whether the abstract has been accepted. Notifications will be sent via email to the email address provided during submission. It is the authors' responsibility to ensure that emails from WHC 2023 can reach them.

4. The decision of the Scientific Committee is final.

PUBLICATION POLICY

All abstracts accepted for presentation (oral or poster) will be published in digital format within the official abstract book of the Congress. All abstracts accepted for presentation at WHC 2023 will be included within the event website, mobile app and platform.

PRESENTATION OF ABSTRACTS

1. During your submission, please indicate your preference of presentation format – poster or oral presentation.

2. Oral presentations will be given further information on length of lecture (either 5 or 10 minutes) and presentation details closer to the meeting.

3. Full presentation guidelines will be included in the acceptance letter and posted on the congress website.

4. No honorarium or financial support will be provided to presenters of accepted abstracts. However, presenters will be entitled to discounted registration rates (€570 for oral presenters and €720 for poster presenters working in a hospital, government setting, academe, research institution or non-profit organization). Presenters must register on or before **31 July 2023** otherwise their presentation will be removed from the programme.

5. Accepted authors are responsible for any required visa applications.

6. Presenting authors are responsible for the print costs and hanging of their own posters.

PROBLEMS SUBMITTING?

If you experience any kind of problem or if you have questions, please do not hesitate to contact the abstract management team on the contact details below:

Email: ihfcongress@events.mci-group.com