

Conference Preparation Guidelines (EXAMPLE)

Community College of Philadelphia
Department of Nursing

Geriatric Nursing Conference: Evidence in Practice

The student led geriatric conference will be held at the end of the semester. The event will take place in the format of a mini-conference. Each clinical group, with the assistance of their clinical faculty member, will develop and present a topic for discussion. Groups will focus their presentations on either ethical practice in nursing or on a clinical guideline/practice that impacts the care of older adults on your clinical unit. Each group will be allotted a total of 45 minutes for their presentation. This time includes 30 minutes for presentation of information and 15 minutes for questions from the participants.

The day will be organized to allow participants to select from one of three offerings during each concurrent session time. Below is the tentative schedule for the day.

8:00 am	Greetings and Keynote Presentation
8:30-9:15	First concurrent sessions
9:30-10:15	Second concurrent sessions
10:30-11:15	Third concurrent sessions
11:30-12:15	Fourth concurrent sessions
12:30-1:15	Fifth concurrent sessions
1:30-2:00pm	Wrap up and awarding of certificates

Guidelines

- A representative from each group will participate in a random draw to determine whether their evidence-based presentation will address either an ethical or a clinical guideline or practice.
- Groups that draw an ethical practice will be asked to identify a scenario from their clinical setting and discuss the ethical implications related to that scenario. Groups that draw a clinical practice or guideline will be asked to identify a particular practice and find evidence for best practice techniques.
- The topic chosen must be emailed to (name of faculty) no later than (date). The title of the presentation and a short (four to five sentences) abstract, as well as a critique of one article, are due on (date).
 - The abstract should briefly describe the planned presentation. A reference list must accompany the abstract and include at least one article for each person in

the group (i.e., if there are eight students in the clinical group, the reference list must consist of at least eight articles). The abstract will be used in the conference brochure. This information should be submitted electronically to (name of faculty). Please include audiovisual needs at this time.

- Each student will also submit a critique of one scholarly peer-reviewed journal article that they are using for the presentation. A copy of the article must be submitted with the critique.
- Clinical faculty will serve as mentors for this presentation and may provide time during post conference for planning
- This is to be considered a scholarly activity. While humor is appreciated, please do not plan to use games or comedy skits as part of the presentation.