



Showcase and Learning Exchange Guidelines

The 2024 Atlantic Learning Exchange Conference (“**ALE Conference**”) **The Power of Patients: Safety, Equity, and Engagement**, will bring together national, and regional leaders to foster inspirational and thought-provoking dialogue surrounding the quality and safety of patient and family healthcare. The ALE Conference will be held at the Delta Beausejour in Moncton, New Brunswick on October 22 and 23, 2024.

This Showcase and Learning Exchange program (“**Program**”) calls for the submission of abstracts related to the ALE Conference theme (each, an “**application**”). As set out below, twelve (12) applications from Atlantic Canada will be selected (three (3) from each Atlantic province) to receive registration, travel, meals and accommodations for the primary applicant to attend and present at the ALE Conference. If there are not enough qualified applicants from one province, qualified applicants from another province may be selected to fill the remaining slots. The reallocation of slots will maintain the same monetary value as originally designated for the province with fewer qualified applicants.

Program Participants

Participants can include patient partners, healthcare leaders, providers, educators, researchers, students, policymakers, physicians and patient experience advisors.

To be eligible, participants must: (a) be a resident of New Brunswick, Newfoundland and Labrador, Nova Scotia, or Prince Edward Island (“**Atlantic Canada**”); and, (b) have reached the legal age of majority in their province of residence at the time of participation in the Program.

IMPORTANT NOTE: Participants who reside in Canada outside of Atlantic Canada are welcome to submit applications for the opportunity to be selected to present at the ALE Conference, however, such participants will not be eligible to participate in this Program for the chance to receive registration, travel and accommodations for the primary applicant. For greater clarity, ALE Conference applicants outside of Atlantic Canada selected to attend will be responsible for securing funding to cover registration and all other related expenses to attend the ALE Conference.

Employees, representatives and agents (and those with whom such persons are living, whether related or not) of Healthcare Excellence Canada (the “**Sponsor**”) its parent companies, subsidiaries, affiliates, advertising/promotion agencies and any other individual(s), entity or entities involved in the development, production, implementation, administration or fulfilment of the Program (collectively, the “**Program Parties**”) are not eligible to participate.



Conference Theme

The 2024 Atlantic Learning Exchange Conference would like to highlight initiatives that improve the quality and safety of care and/or patient and family experience in the following areas:

- Patient, Client, and Family Engagement
- Safety
- Equity

Important Dates

Applications Open: Monday, June 17th, 2024, at 12:00PM AST.

Application Deadline: Monday, July 15th, 2024, at 5:00PM AST.

Acceptance Notifications: Thursday, August 8th, 2024

ALE Conference Format

Showcase and Learning Exchange

At the ALE Conference, applicants will have the opportunity to showcase their work and engage with participants in an interactive learning exchange environment which includes time for questions, simulation, and hands-on demonstration. Attendees will be given ample time over a two-day period to meet with selected applicants and learn all about their new and exciting work.

We request that all selected applicants create visuals and hands-on materials to showcase their work (e.g. interactive game, artistic representation, and/or an activity).

All selected applicant visual materials must be in both official languages of New Brunswick, which is English and French. Please ensure your content is also accessible to all learners, including people who are differently abled. Please be prepared to describe the content you have on display and to speak clearly without the use of jargon. We encourage the use of visual materials that must have a high-contrast color scheme, brief text, and simple graphics. Professional and interactive displays are highly encouraged. Each selected applicant will be given one 6-foot table and 2 chairs to use. If required, a poster board can be provided on-site for you to use.

Further details will be provided upon acceptance of your abstract application.

Submission Guidelines

Applications must be related to the ALE Conference theme and must contain the following information:

- Title of initiative
- Context
- Problem or issue
- Intervention
- Evaluation
- Impact/outcomes



- Key insights and lessons learned.
- Hands-on materials/ideas for exchanging knowledge at the showcase.

A separate application must be submitted for each showcase you are submitting.

All applications must be submitted using the online Showcase Learning Exchange [application form](#).

Applicant Selections

The Atlantic Health Quality Safety Collaborative will award registration, travel, meals and accommodations to the primary applicant of twelve (12) applications (three (3) from each Atlantic province). The total approximate retail value of each prize package is as follows, determined by where the primary applicant is travelling from:

- **New Brunswick:** Range: \$1000 - \$1500 CAD
- **Nova Scotia:** Range: \$1000 - \$1500 CAD
- **Prince Edward Island:** Range: \$1000 - \$1500 CAD
- **Newfoundland and Labrador:** Range: \$1500 - \$3500 CAD

Actual expenses for registration, travel, meals (based on travel times outside of the conference) and accommodations must be submitted with receipts for reimbursement to Health Excellence Canada. Reimbursement will be provided according to the Sponsor's Travel Policy.

Secondary applicants are welcome to participate, but they will be responsible for their own registration, accommodation, and travel expenses.

The title of the Showcase, applicant name, and organization of each selected application will be published on the ALE Conference website and the app.

While visual materials must be in both official languages of New Brunswick, which is English and French, Showcase oral presentations may be delivered in the language of the presenter's choice, French or English. Simultaneous interpretation will not be provided.

If an applicant must withdraw their showcase spot following acceptance, notification must be provided to ALE (ALE@hostmanagement.ca) by Friday, **August 30, 2024**.

Instructions

To be considered, an application must comply with the rules outlined in the [Submission Guidelines](#) section.

Complete **all** parts of the application form:

1. Submitter Information

- a. The person submitting the application will be the "primary applicant" for the application and will serve as the main contact. An optional secondary applicant can be identified in the co-applicant section of the form.



- b. Include the primary applicant's name, position/job title, organization, mail, e-mail address, and phone number.
- c. If the primary applicant is a patient/family advisor or student, this is to be noted in the position job title.

2. Showcase and Learning Exchange Information

Selected applicants will display their work on both days of the ALE Conference for anywhere between 45-60 minutes.

- a. **Theme of Initiative** – Indicate the ALE Conference theme that is aligned with your initiative.
 - b. **Title of Initiative** - Provide a concise title that reflects the content of your initiative.
 - c. **Synopsis of Initiative (50-word limit)** - This is a summary of your initiative and will be published on the website and app.
 - d. **Body (300-word limit)** - This is an overview of your initiative, which includes the following sections:
 - Context
 - Problem or issue
 - Intervention
 - Evaluation
 - Impact/outcomes
 - Key insights and lessons learned
 - e. **Creativity** - This is a summary of what you will do to entice participants to come to your table, e.g. a description of a “show and tell” activity, product, and/or giveaway idea to entice people to come and learn about your initiative.
3. **Secondary applicant information** - State the name, position, job title, and organization information for the secondary applicant, if any.
 4. **Associated secondary expenses** - Acknowledge that all expenses associated with the secondary applicant are the responsibility of the secondary applicant.



Selection and Evaluation Criteria

The Atlantic Learning Exchange Committee will review applications. Each application will be assigned a score out of 55 points based on the following equally weighted criteria:

- **Context (10)** Describe the intent/goal/aim of the initiative including relevant background.
- **Problem or issue (5)** Describe the problem/issue.
- **Intervention (5)** The activities undertaken to respond to the problem or issue are described.
- **Evaluation (10)** The measurement strategy is described, including results to date.
- **Impact/outcomes (5)** The extent to which the initiative has impacted the quality of care/service, patient safety, and/or patient, and family care experience.
- **Key insights and lessons learned (10)** Challenges faced and how they were addressed with lessons learned.
- **Creativity (10)** The applicant has a creative plan to showcase their work.

Complete the submission application [here](#).

Upon abstract application submission, you will receive a confirmation e-mail.

The primary applicant of each application that obtains one (1) of the top three (3) scores per province in Atlantic Canada (twelve (12) applications in total) will be selected in the Program to attend and present at the ALE Conference as set out above. The odds of being selected depend on the number and calibre (based on the evaluation criteria) of eligible applications received per province in Atlantic Canada. In the event of a tie between two or more applications based on score, the application – from amongst all such applications that are tied – with the highest score on the Context criterion listed above (followed by each subsequent criterion listed above, in the event of further tie(s)) will be deemed to have obtained the higher score. Successful applicants will be notified on or before **Thursday, August 8th, 2024**.

IMPORTANT NOTE: To be confirmed as a selected applicant, eligible selected applicants may be required (at Sponsor's sole discretion) to each first sign and return within two (2) business days of notification the Sponsor's declaration and release form, which (among other things) confirms the applicant's compliance with these terms and acceptance to participate in the ALE Conference.

QUESTIONS

If you have any questions, please forward them to ALE@hostmanagement.ca.

GENERAL

All Program-related information submitted and applicants are subject to verification by the Sponsor at any time for the purpose of verifying eligibility and/or legitimacy of any Program-related information and/or other information entered (or purportedly entered) or for any reason.



An application may be rejected if, in the sole and absolute discretion of the Sponsor, it is not in compliance with these terms and conditions. By participating in this Program, each participant agrees to release the Program Parties and each of their respective agents, employees, directors, officers, representatives, successors, and assigns from any and all liability in connection with the Program (and the ALE Conference, as applicable) and their participation therein and to indemnify such parties against any and all claims, damages, liabilities, costs, and expenses arising from the participant's participation in the Program (and ALE Conference, as applicable). The decisions of the Sponsor with respect to all aspects of this Program, including without limitation the eligibility of participants and application information, are final and binding on all participants without right of appeal. The Sponsor reserves the right, in its sole and absolute discretion, to withdraw, amend or suspend the Program (or to adjust any of the dates, timeframes and/or other Program mechanics stipulated in these terms), to the extent deemed necessary by the Sponsor, for purposes of verifying compliance of any participants, Program-related information, as a result of any technical or other problems, or in light of any other circumstances which, in the opinion of the Sponsor, in its sole and absolute discretion, affect the proper administration of the Program as contemplated in these terms, or for any other reason.

By entering this Program, each participant expressly consents to the Sponsor, its agents and/or representatives, storing, sharing and using the personal information submitted only for the purpose of administering the Program and in accordance with the Sponsor's privacy policy (available at: <https://www.healthcareexcellence.ca/en/about/about-us/corporate-reports-and-policies/privacy-policy/>). This section does not limit any other consent(s) that an individual may provide the Sponsor or others in relation to the collection, use and/or disclosure of their personal information.

By entering this Program and submitting an application, each participant hereby:

- grants the Sponsor non-exclusive permission to publish, display, reproduce, modify, edit or otherwise use the submission content, in whole or in part, for administering or promoting the Program (including, but not limited to, by posting such information on the ALE Conference website and app);
- agrees to release and hold harmless the Sponsor from and against any and all claims, damages, liabilities, costs, and expenses arising from use of the submitted application; and
- further understands, acknowledges and agrees that:
 - the Sponsor is not considering the application in confidence and that the Sponsor may disclose the application content in accordance with these terms and its Privacy Policy (linked above);
 - HEC is not admitting that the application content are novel, proprietary, or original; and,
 - any application content or other ideas submitted to the Sponsor may be similar or identical to other application content or ideas that the Sponsor may already be aware of and/or developed or in the process of developing.