

Presenter Invitation Letter from non-Sigma Event Host

The following invitation template may be used and adapted by non-Sigma event hosts who have contact Sigma Repository Staff about participating in the Sigma Repository Groups Event Materials option.

You may copy and paste this text into an email or Word document. Customize the highlighted text as indicated.

Dear **Insert name of conference here** Presenters,

We invite you to submit your presentation, either as slides (PowerPoint) or your poster, and the corresponding abstract, for inclusion in the Sigma Repository (www.SigmaRepository.org).

The Sigma Repository is a free resource of Sigma Theta Tau International, the Honor Society of Nursing (Sigma). It was created for nurses and nursing students to disseminate materials not made available through traditional publishing methods. Only nurses and nursing students may submit material. Sigma membership is not required.

The repository allows authors to experience the benefits of dynamic dissemination and the dissemination of posters with abstracts does not interfere with later publication of the full-length work in a peer-reviewed journal. Presenters can quantify the global impact of their work through the repository's publicly available view and download statistics and Altmetric subscription which allows presenters to track online mentions of their work on a variety of platforms.

Copyright is retained by submitters. The permanent web link to each submission may be cited on a resume, personal/faculty web page, tenure dossier, or curriculum vitae. Submissions are permanently stored on secure servers.

How to submit your work to the Sigma Repository: To contact you, Sigma Repository staff needs your permission. Grant permission by completing this short form: https://sigmanursing.formstack.com/forms/sr_presenter_permissiontocontact.

Completing the form will trigger an invitation and instruction email (partial restatement of the instructions may be found below as preparation). If you would like to have your presentation included in the Sigma Repository, complete your submission by **Insert date here**.

What to submit: (1) a structured abstract, complete with references that you cited in your presentation study, (2) your poster or slides, that must contain information in addition to what is listed in your structured abstract, and (3) [optional] the mp4 file of your recorded presentation. The poster or slides must stand alone and add to the EBP or research discourse. Both documents must be saved in PDF format.

Examples of Acceptable Submissions:

- **Poster** with Structured Abstract: <http://hdl.handle.net/10755/23701>

- **Oral Presentation Slides** with Structured Abstract: <http://hdl.handle.net/10755/23697>. This presentation example also includes an **optional** video recording of the presentation.

Processing Time: The Sigma Repository staff need 30 – 90 days to process submissions, although turnaround time is usually 5 – 7 days. You will receive a system-generated email with the permanent link to your item record in the Sigma Repository. Please forward that email to **Insert name here** as proof of your participation in the Sigma Repository.

Remember that participation in the Sigma Repository is optional.

Questions: Questions about this invitation? Please email **Insert your email here**. Questions about the repository? Please email repository@sigmanursing.org.

Insert closing and signature block here.