

## Guideline for abstracts / presentations at CCI Europe Regional Conferences

### 1. Abstract Content

#### 1.1. Abstract Topic

The abstract topic should be in alignment with the **main theme of the conference**. Please state in your introduction why you think this is the case.

In general, the content of the abstract should not have been previously presented at one of the CCI Europe Regional Conferences – except there have been relevant developments / changes.

#### 1.2. Abstract Writing

Abstracts must be written in complete sentences and be submitted and presented in **clear English with correct grammar**. Please note that abstracts submitted with a low level of English will not be considered for presentation.

- ❖ Abstract title - Limited to 25 words in UPPER CASE
- ❖ Abstract text - Limited to 300 words. Including acknowledgements.
- ❖ Abstracts should contain:
  - Introduction
  - Background/Objectives
  - (Design/Methods)
  - Results /Outcomes
  - Conclusion
  - Possible implementation

(Note: Each of the above sections must be a single paragraph and contain no lists).

#### 1.3. Authorship

**Presenting authors of abstracts must be registered participants. Registration must be received before the Registration Deadline**, in order to be scheduled for presentation.

Please add a **short bio of the presenter** to your E-Mail when sending in your abstract as well as the following:

- ❖ Presenting author's contact details (E-Mail, Phone, etc.)
  - Full first and family name(s)
  - Affiliation details: institution / organization, (department), city, country

#### 1.4. Submission process

❖ **Abstracts must be received by January 31<sup>st</sup>, 2018 via [europa@cci.care](mailto:europa@cci.care).** Abstracts received after the deadline will not be considered.

❖ **Abstract category – Please select the category most suited to your abstract. The content should relate to the theme of “Fit for the Future”**

- **During treatment**

Presentations could deal with best practices in certain countries, topics like fertility preservation, art therapy, fitness, nutrition, medical topics (e.g. new treatment methods, research outcomes etc.), etc.

- **After treatment**

Presentations dealing with end of treatment issues, post-treatment and survivorship. This part deals with the survivorship passport, LTFU, psychosocial issues, etc.

- **Growing your organization**

Presentations about best practices to grow and build a non-profit, including advocacy and lobbying, public relations, fundraising, awareness (raising) educational opportunities for patient advocates etc.

- **Europe and beyond**

Presentations about (health) political issues, economic issues, Europe wide projects and initiatives, etc.

## 2. Selection Process

All abstracts will be evaluated carefully. **Final decisions will be made by the CCI Europe Regional Committee which will determine whether the abstract will be accepted or refused.**

## 3. Presentation

❖ Your **presentation should be limited to 10 minutes**. Recommendation: Assuming about 2 minutes / slide.

❖ **Please try not to overload your slides** but to keep it **short and simple** so that the audience is primarily listening, not reading.

❖ **Please comply with the submission deadline for your presentation and send it to [europa@cci.care](mailto:europa@cci.care) April 6<sup>th</sup>, 2018!**