ILCA Conference Abstract Submission Requirements

Thank you for your interest in submitting an abstract for the ILCA 2020 Conference and Annual Meeting. The abstract submission site will open by **2 December** and close **17 January**. The information below will help you to prepare your submission in advance so the final version can be entered when the site opens. Each individual is limited to involvement in two submissions.

PROFILE INFORMATION

ILCA members will log in to the submission site using their ILCA member login. Profile information already entered as part of a membership may be automatically populated. Non-members will need to create a profile.

If your abstract is selected for presentation, ILCA may use your name, degrees/certifications/credentials, city, state/province, and country for marketing purposes. Your contact information, such as mailing address, email address, and phone number may only be used for ILCA staff to communicate with you regarding your submission.

Your company/organization/institution and job title are collected for accreditation purposes. ILCA may share this information with organizations granting ILCA permission to offer their continuing education credits. This information will not be shared with participants unless you include it as part of your biography.

Biography:
Provide a short bio to be included in conference promotional materials and the conference app. Include information such as your relevant certifications and degrees, past/current positions held (and the state/province/country in which you held them), work focus, and articles/books published (150 words maximum).

Profile Photo:
You have the option to include a photograph of yourself to be used for marketing and promotional purposes.

Resume/CV:
ILCA collects resumes or CVs in order to comply with accreditation requirements. This information will be kept on file and shared with accrediting organizations if ILCA is audited. Resumes or CVs will not be available to abstract reviewers or event attendees.

Co-Presenters:
There may be up to four individuals associated with each presentation. All individuals legitimately associated with the work presented may receive credit in marketing materials regardless of their ability to attend the event. Please make sure the profile information above is available for all individuals you would like to include as part of the abstract submission.

ABSTRACT SUBMISSION
The abstract site will begin by asking submitters to agree to two statements. One is to make sure you are aware that even if you are selected to present, you will still be responsible for the fees and arrangements associated with event registration and hotel and travel arrangements. The second statement asks you to acknowledge that the information you are submitting is your original material or you have obtained proper permissions from the copyright holders.

Presentation Format:
You will be asked to select the format in which you would like to present. Please note the new format for Pre-Conference education in 2020. We will no longer be offering the Clinical Skills Rotations on Wednesday. Pre-Conference sessions will be either two-hour or four-hour courses with attendee participation. Pre-Conference Workshops may include an educational tour. Hands-on clinical skills sessions will be one hour in length and be part of the concurrent session offerings on Thursday and Friday.

Select from one of the following session formats:
- 1-hour Concurrent Session
- 2-hour Pre-Conference Workshop (must include participant activity)
- 4-hour Pre-Conference Workshop (must include participant activity)
- 4-hour Pre-Conference Tour (ILCA will provide transportation, if necessary)
- Poster

Submission Category:
Submission categories for Concurrent Sessions and Pre-Conference Workshops match the IBLCE domains. For clarification on which domain best represents the content of your presentation, please visit the IBCLC Detailed Content Outline.
- Development and Nutrition
- Physiology and Endocrinology
- Pathology
- Pharmacology and Toxicology
- Psychology, Sociology, and Anthropology
- Techniques
- Clinical Skills (If you select Clinical Skills, you must outline how attendees will be actively participating in the one-hour session.)

Posters are either Project or Research submissions.

Presentation Title:

A good title explains what is going to be covered in the presentation and includes proper capitalization. The ILCA Style Guide may be referenced to assist you in writing your title.

Example: How to Write an Abstract for Breastfeeding/Chestfeeding Professionals

Abstract:

Abstract content should address what will be covered in the presentation. You must keep your abstract to 250 words or less that are submitted in English. Abstract reviews are anonymized. Do not include presenter's name or other identifiers in the abstract. Research and project poster abstracts must be structured according to the Poster Requirements listed at the bottom of this document.

Diversity and Inclusion:

You will be asked to describe how you will utilize content, language, and references that are diverse and inclusive or explain why this is not possible for your presentation. Diverse and inclusive content is relevant in a variety of work, cultural, and geographic settings; language that is inclusive of varying sexual orientations, gender identities/expressions, and family structures; and references from a variety of social groups and countries.

Attendee Participation:

Pre-Conference Workshop and Clinical Skills submitters will be asked to outline how attendees will actively participate in the session.

Publication and Presentation:

You will be asked to confirm if the material you are submitting has previously been published or presented, and, if so, to indicate where.

If the content has previously been presented at an ILCA Annual Conference, the submitted abstract should be for a different aspect of the project or research than what was previously presented. If the content has been published in academic literature within the past year from the date of submission to the conference, it may still be submitted for consideration. If it was published earlier than that time, it cannot be submitted for consideration.

Learning Objectives:

A minimum of three objectives are required. Learning objectives should be measurable and outline a desired behavioral outcome. Please reference these behavioral terms when writing your objectives. The ILCA Style Guide also may be referenced to assist you in writing your objectives.

Objectives may be edited to comply with the requirements above and/or to better meet the needs of participants from and serving a variety of countries and social groups.

Example:

Objective 1 – State the key elements of a professional abstract

Objective 2 – Compare professionally-written abstracts to those that are lacking key elements

Objective 3 – Describe how to incorporate the key elements that are lacking from sample abstracts

Objective 1 - the learner will be able to:

Objective 2 - the learner will be able to:

Objective 3 - the learner will be able to:

References:

Please include at least two properly-cited published references to support your abstract.

Learning Level:

Select one or a combination of the following learning levels at which the participants will benefit most from your presentation:

- Beginner
- Intermediate
- Advanced

Presentation Recording:

ILCA may audio record my presentation for resale and/or to use for educational purposes. Please note that any video shown through the computer will be captured with the synchronization of the presentation and audio recording.

You will be asked to indicate if your presentation may be recorded for resale and/or posted online for continuing education purposes. If you agree to have your presentation posted online, you will be asked to indicate whether you agree to have it posted for one, two, or three years.

Live Streaming:

Indicate whether you would like your presentation to be considered for Live Streaming as part of ILCA's Virtual Conference. Virtual Conference sessions will be broadcast live and recorded and posted online for registrants to view for a maximum of 90 days after the conclusion of the conference.

Disclosures:

All presenters for each submission must indicate if they have received anything of value from a commercial interest* or financial relationship** which relates directly or indirectly to the subject of the presentation.

ILCA will not approve education that is not WHO Code compliant. We require our speakers to state their compliance with the WHO Code. Should any speaker be found in violation of the WHO Code, ILCA reserves the right to cancel the presentation and the speaker's involvement with conference activities and nullify prior agreements.

If your abstract is selected, you must state your disclosures verbally and include them in writing on the disclosure slide at the beginning of your presentation.

*A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.

**A relevant financial relationship is a financial relationship in any amount occurring within the past 12 months that creates a conflict of interest.

If you indicate that you have a commercial interest or financial relationship, you will be asked additional questions regarding types of support received, which may include financial support, equipment, stock options, or royalties.

Products or Trade Names:
You will be asked to agree to identify any pharmaceutical products by the generic name or explain why a generic is problematic.

Pharmaceutical and Medical Device Disclosure:
You will be asked to indicate if the FDA has cleared all pharmaceuticals and/or medical devices for the use described in the presentation. This information may be obtained by referring to the product labeling, call the Federal Drug Administration at 1-800-638-2041, or visiting the FDA internet site.

ADDITIONAL INFORMATION:

Submission deadline: 11:59 pm EST on Friday, 17 January 2020. Submissions must be complete, conform to all guidelines, and be received by the deadline to be considered for acceptance.

Selection notification: February 2020

Conference Registration: At least one author per accepted abstract is required to register for the conference to present the material. One presenter per accepted abstract will be sent information for a registration discount.

Review Criteria: Abstracts will be scored on originality, clarity, outcomes, interest to lactation professionals, and connection to the lactation field. Proofread your abstract carefully to avoid errors.

ILCA 2020 Conference Presenter Deadlines:
The following deadlines have been set for individuals presenting at the ILCA 2020 Conference. ILCA reserves the right to cancel your presentation if you do not adhere to these deadlines. Please consider these deadlines before you submit an abstract.

17 January 2020: Deadline to submit session abstracts/submission site will close at 11:59 pm US Eastern Time

February 2020: Submitters will be notified by email of their presentation status

February 2020: Two weeks after notification, selected Concurrent and Workshop presenters must confirm participation

1 April 2020: Deadline to submit a completed Education Planning Table (mandatory)

31 May 2020: Deadline to submit PowerPoint for accreditation review (mandatory)

15 June 2020: Deadline to re-submit edited PowerPoints for accreditation review (mandatory if notified of accreditation compliance edits)

26 June 2020: Deadline to submit handouts for approval and inclusion for conference participants

POSTER REQUIREMENTS

The number of posters accepted is limited by the number and quality of submissions and by space availability. Use clear, descriptive language and a title that specifically describes the research or project.

Poster abstracts will be accepted in the following categories:

Research: Abstracts describing original research studies will be considered for poster and potentially oral presentation at the conference.

Oral Research Presentations: The highest scoring abstracts are selected for oral presentation, in addition to the printed poster, unless the author chooses to present only in poster format. Oral presentations are 12 minutes each with 3 minutes for questions.

Research Abstract Requirements
- *Background:* Significance of the problem must be clear and concise
- *Research Aim/Question:* Purpose/research question is defined
- *Methods:* Study design, setting, sampling, measurements, and data analysis are appropriate and consistent with the purpose(s)/aims of the study
- *Results:* Findings are summarized, relevant to the purpose/aims and area of significance
- *Conclusions:* Clear interpretation and implications to clinical practice or research

Project: Abstracts describing projects of interest to the lactation community are considered for poster presentation only.

Project Abstract Requirements
- *Background:* Purpose and significance of the problem must be clear and concise
- *Methods:* Clear description of project or database search for evidence or sources used to collect evidence. Procedures are appropriate and consistent with the purpose(s)/aims of the project.
- *Results:* Outcome data or synthesis of evidence must be clear and relevant to the purpose of the project
- *Conclusions:* Clear description of changes in practice and implications to clinical practice