

2017 Presenter and Facilitator Guidelines

2017 ILCA Conference and Annual Meeting

Knowledge, Diversity, Equity: Global Access to Skilled Lactation Care

19 – 22 July 2017

Sheraton Centre Toronto Hotel and Towers

Toronto, Ontario, Canada

Important Dates

9 December 2016: Deadline to submit sessions

5 January 2017: Concurrent, Workshop, and Clinical Skills session submitters will receive notification via email as to whether their work has been accepted for presentation

19 January 2017: Selected Concurrent, Workshop, and Clinical Skills presenters must confirm participation

23 January 2017: Submission site will reopen for accepted presenters and facilitators to submit additional materials

5 May 2017: Final materials due

Research and Project Poster abstract submitters will be notified of acceptance at a later date to be determined (excluding those selected for an oral presentation who will be notified 5 January 2017).

Concurrent, Workshop, and Poster Presenters, as well as Clinical Skills Facilitators selected to participate in the ILCA Conference must comply with all relevant guidelines. It is your responsibility to review these *2017 Presenter and Facilitator Guidelines* and to ensure that you comply with ALL relevant requirements. Contact Jessica Garrett at conference@ilca.org with any questions.

General Submission Guidelines

- Abstract submitters are not required to be ILCA members.
- Abstracts will be accepted through the ILCA Abstract Submission Site until 9 December 2016.
- Up to two (2) abstracts may be submitted maximum per person
- Abstracts must be submitted in English and are limited to 250 words. Accepted abstracts are eligible for publication in the *Journal of Human Lactation (JHL)*.
- Only complete submissions that conform to the guidelines in format and structure and that are submitted by the deadline will be considered for acceptance.
- Originality, clarity, outcomes, and interest to lactation professionals/connection to the lactation field are important components of an abstract. Proofread your abstract carefully to avoid errors.
- Regardless of the theme of the conference or of the presentation or clinical skills rotation, all abstracts must incorporate content, language, and references that are diverse and inclusive, such as content that 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.
- Concurrent, workshop and clinical skills rotation submissions are reviewed by the Conference Program Task Force. Research and project poster submissions are reviewed by the Research Task Force. All reviews are blind.
- After the online submission site closes, accepted presenters and facilitators will be able to re-enter the site to provide additional required materials.
- Abstracts will be accepted in the following presentation formats:
 - Workshop (110 minutes + 10 minutes for Q&A)
 - Concurrent (50 minutes + 10 minutes for Q&A)
 - Research poster (may also be selected for oral presentation)
 - Project poster
 - Clinical Skills Rotation (please see [Clinical Skills Session Guidelines](#) for more information)
- Workshop and concurrent abstracts will be accepted in the following categories:
 - Development and Nutrition

- Physiology and Endocrinology
- Pathology
- Pharmacology and Toxicology
- Psychology, Sociology, and Anthropology
- Techniques
- Clinical Skills
- Public Health and Community Support
- Professional Development and Education
- Diversity and Equity
- More details about ILCA's Call for Abstracts can be found [HERE](#).

Presenter/Facilitator Terms

- Submission of an abstract constitutes a commitment to present or facilitate at the conference if accepted. Failure to register and present or facilitate for the conference, if not justified, will jeopardize future acceptance of proposals.
- The presenter or facilitator agrees not to accept other speaking engagements in Toronto or surrounding areas within 3 months before or after the conference which could negatively impact attendance at the ILCA conference. If presenters/facilitators do have other engagements, they shall notify the Conference Manager. Failure to notify ILCA will jeopardize future speaking opportunities with ILCA.
- Concurrent, Workshop, Poster Presenters will receive complimentary registration for the day(s) they speak. The submission of an abstract indicates that if the abstract is accepted the presenter will register to participate in the conference, noting presentations days in order to receive a discounted rate. Clinical Skills Facilitators will receive a complimentary registration for the full conference.
- A laptop, LCD projector, screen, standing lectern, lectern microphone, and a wireless microphone will be provided for sessions.
- Session objectives, biographies, photos, presentations, and handouts will be included on the official conference app and website that all registrants will receive. Non-registrants will be able to purchase this material at a fee.
- Presenters and Facilitators are required to submit all materials by Friday 5 May 2017 and to bring their presentation to the conference on a flash drive to be loaded onto the conference computer prior to their presentation.

- Presenters and Facilitators authorize ILCA to use their name, likeness, photograph, and biographical data in connection with the use and promotion of any aspect of the conference including rebroadcast on a “virtual” basis.
- ILCA and the Presenter/Facilitator mutually agree that all parties shall be released from any and all liability or damages hereunder if ILCA or the Presenter/Facilitator is unable to fulfill the terms of this agreement due to force majeure, illness, or physical disability of the Presenter/Facilitator, acts or regulations of public authorities, labor difficulties, civil turbulence, strike, epidemic, flood, fire, interruption or delay of transportation, or any other cause beyond the control of the parties. If, for any reason, the Presenter/Facilitator is delayed or cannot appear, the Presenter/Facilitator will promptly notify ILCA to arrange a mutually agreeable change of date and/or a substitute Presenter/Facilitator. Any benefits, deposits, and/or advance reimbursements under this agreement shall be transferred to substitute Presenter/Facilitator, if any. If a change of date or substitute Presenter/Facilitator cannot be mutually agreed upon, ILCA and the Presenter/Facilitator agree that this Agreement is cancelled and that the Presenter/Facilitator shall refund any deposits and/or advance reimbursements it has received from ILCA.

Session Requirements

- Learning objectives must be measurable and learner-centered, in terms that describe the behavior learners are expected to demonstrate at the end of the presentation. See the *Bloom’s Taxonomy* list of verbs at the end of this document. Objectives not written in the correct format will be edited.
- All sessions must conform to the International Code of Marketing of Breast-milk Substitutes and subsequent World Health Assembly (WHA) Resolutions.
- Presenters/Facilitators are required to disclose any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the continuing education activity in written form, on a slide. This includes disclosures of any financial interest/arrangement or affiliation with any organizations that could be perceived as a conflict of interest in the context of the subject matter of their session. This disclosure of COI, or lack thereof, MUST appear after the title slide required for all sessions and MUST also be stated verbally, within the first five minutes of the session. This is a requirement for approval of continuing education

credit and failure to comply jeopardizes ILCA's ability to grant credit to conference delegates. Failure to comply with disclosure requirements will result in sanctions regarding participation in future ILCA events.

- No commercial messages or logos of any kind are permitted in the meeting room. Presenters/Facilitators may not promote, advertise, or distribute commercial materials in their session. For example, images of books may not appear anywhere in conference materials. Slides will be reviewed for compliance prior to the conference. This is a requirement for approval of continuing education credit and failure to comply jeopardizes ILCA's ability to grant credit to conference delegates. Failure to comply with noncommercial requirements will result in sanctions regarding participation in future ILCA events.

Poster Presenter Terms

- Poster Presenters will be required to staff their poster at a designated poster session during the conference as indicated in the letter of acceptance. Authors of research abstracts must indicate when and where the research has been presented if it is not the first presentation of the research. If the research has previously been presented at an ILCA Annual Conference, the submitted abstract should be for a different aspect or finding of the research than that presented before. If the research 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.
- Regardless of the theme of the conference or of the poster, all poster abstracts must incorporate content, language, and references that are diverse and inclusive, such as content that 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.

Poster Requirements

For questions regarding poster abstracts, contact Conference Manager, Jessica Garrett (conference@ilca.org). The number of posters accepted is limited by quality and by space availability. Poster abstracts will be accepted in the following categories:

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

Oral Research Presentations: The highest scoring abstracts are selected for oral presentation, unless the author chooses to present only in poster format. If an abstract is selected for oral presentation, the author will be provided with the opportunity to present the research in poster format as well. Presentations are 12 minutes each with 3 minutes for questions.

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

1. Content about each of the following with headings is required: (1) Background, (2) Research Aim/question(s), (3) Methods, (4) Results, and (5) Conclusion(s). Use clear, descriptive language and a title that specifically describes the research or project. Outcome data or information must be included in the Results section. The most common reason for rejection of poster abstracts is a lack of outcome data. Poster abstracts that exceed the 250-word length will be rejected.
2. Research posters and project posters will be judged by the Research Task Force at the conference, and a best poster award will be chosen.
3. Abstracts presented at the conference will be published exactly as submitted in the *Journal of Human Lactation*. A list of all abstracts will be published in the conference program and website. If the abstract is accepted, but not presented at the conference, the abstract will not be published.
4. The poster must include disclosures of any financial interest/arrangement or affiliation with any organizations that could be perceived as a conflict of interest in the context of their presentation subject matter. No commercial messages or logos of any kind are permitted.

Speaker Guidelines for Writing Measurable, Behavioral Learning Objectives

Knowledge

Count	Identify	Read	Sequence
Define	Label	Recall	State
Describe	List	Recite	Tell
Draw	Match	Record	View
Enumerate	Name	Reproduce	Write
Find	Quote	Select	

Apply

Act	Contribute	Imitate	Produce
Administer	Control	Implement	Provide
Articulate	Demonstrate	Interview	Relate
Assess	Determine	Include	Report
Change	Develop	Inform	Select
Chart	Dramatize	Instruct	Show
Choose	Draw	Paint	Solve

Collect	Establish	Participate	Transfer
Compute	Extend	Predict	Use
Construct	Extend	Prepare	Utilize

Synthesize

Adapt	Design	Invent	Rearrange
Anticipate	Develop	Make up	Reconstruct
Categorize	Devise	Model	Reinforce
Collaborate	Express	Modify	Reorganize
Combine	Facilitate	Negotiate	Revise
Communicate	Formulate	Organize	Rewrite
Compare	Generate	Perform	Structure
Compile	Incorporate	Plan	Substitute
Compose	Individualize	Pretend	Validate
Construct	Initiate	Produce	
Contrast	Integrate	Progress	
Create	Intervene	Propose	

Comprehend

Classify	Discuss	Illustrate	Predict
Cite	Estimate	Interpret	Report
Conclude	Explain	Locate	Restate
Convert	Generalize	Make sense of	Summarize
Describe	Give examples	Paraphrase	Trace

Analyze

Break down	Debate	Examine	Point out
Characterize	Deduce	Focus	Prioritize
Classify	Diagram	Illustrate	Research
Compare	Differentiate	Infer	Relate
Contrast	Discriminate	Limit	Separate
Correlate	Distinguish	Outline	Subdivide

Evaluate

Appraise	Criticize	Judge	Rank
Argue	Critique	Justify	Rate
Assess	Decide	Predict	Reframe

Choose	Defend	Prioritize	Select
Compare & Contrast	Evaluate	Prove	Support
Conclude	Interpret		

Words NOT to Use — Open to interpretation and not measurable

Appreciate	Believe	Have an understanding of	Know how to
Be able to know	Communicate	Implement	Motivate
Be aware of	Grasp the significance of	Increase	Understand
Be familiar with	Enjoy	Learn how to	

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