



International Cancer Education Conference

Building Global Bridges, Providing Quality Cancer Education

22-25 October 2014 • Clearwater Beach, Florida, USA

American Association for Cancer Education • Cancer Patient Education Network • European Association for Cancer Education

How to use the online abstract submission system for the International Cancer Education Conference

Submission Deadline: 1 May 2014

- If you are submitting more than one abstract, use the same login (username/password) for each abstract.
- Abstracts are required for ALL oral and poster submissions.
- Submissions may be amended at any time before the deadline (1 May 2014). All completed submissions will be **automatically** submitted for review on the day of the deadline. There is no “submit” or log out button – all information is saved automatically.
- **TIP** – Write your abstract in a word document which you can cut and paste into the fields for final submission.
- Tables and images are **NOT** accepted formats.

1. The Submission Process

- The first time you use the abstract submission website, you must register to use the system. Any User ID and password that you already have, even from last year’s conference abstract system, will **NOT** be sufficient – you must create a new user account.
- When you have prepared your abstract, log into the submission system with your e-mail address and password: <https://aaceonline.conference-services.net/authorlogin.asp?conferenceID=4168&language=en-uk>
- You will see a screen from which the submission process starts. Please read the instructions carefully. If you want to submit a new abstract you should click the link that says “Click here to submit a new abstract.”
- Submitting an abstract is a multi-step process. Each step asks several questions. Some questions are marked “required” and you will not be able to complete your submission until these questions have been answered.
- If you have a department, please include it in the “Institution” field in the affiliation section (e.g., “University of Virginia, Oncology Nursing Department”). If you use a middle initial in your name on publications, please include your middle initial in the “First Name” field in the author section (e.g., “John M.”). In addition, countries in the affiliation section are listed following the standards of the United Nations.
- **Do not include the names of authors in the title or text of your abstract.** The title should be succinct and describe the content of the abstract submission. Capitalize the first letter of the title and do **not** include a period at the end. The title is limited to 25 words.
- Please write the name of any scientific symbols in full, for example “beta” instead of β . Scientific symbols **may not appear correctly** in the abstract book.
- Tables and images are NOT accepted.
- If you have to stop at any point during the process, your submission will be held in temporary storage until you return and complete all the required questions. When you log in again, you can click on your incomplete abstract’s title and resume the submission process.
- **You will be asked to confirm that the presenting author will register to attend the conference and will pay the appropriate registration fees.**
- Once you have completed your submission, if you have answered all the required questions, your abstract will be assigned a reference number and you will receive an e-mail confirmation. If you have not answered all the mandatory questions, your abstract will be held in temporary storage until you return and complete all the questions.

2. Abstract Submission and Review Criteria

- You will need the following information in order to complete your abstract:
 - Abstract title (25 word maximum)
 - If the abstract is Research in Cancer Education or an Innovation in Cancer Education
 - Abstract text (300 word maximum), organized as one of the following:
 - A. Research in Cancer Education**
 - Background/Purpose
 - Methods
 - Results/Findings
 - Discussion
 - B. Innovations in Cancer Education**
 - Background/Purpose
 - Description
 - Evaluation
 - Usefulness
 - How the abstract relates to the conference theme of “Building Global Bridges, Providing Quality Cancer Education.” (50 word maximum)
 - At least 1 learning objective related to your abstract, using the format, “The participant shall be able to....” Use action words and list objectives that can be assessed. For example, “Identify at least two barriers to the dissemination of cancer education to an underserved population” rather than “Understand the difficulties of providing cancer education to an underserved population.” (100 word maximum)
 - At least 2 references from professional literature, 2006 or later and authored by someone other than you, that are in support of or related to your abstract.
 - Names, institutions, locations, email addresses and phone numbers of ALL authors on the abstract.
 - The focal area of the abstract, selected from among the following:
 - **Global Cancer Education:** Share effective cancer education approaches from throughout the world as well as opportunities for international collaboration.
 - **Integrating Technologies and Multimedia into Cancer Education:** Showcase developing, implementing, and evaluating creative and innovative multimedia resources.
 - **Health Literacy/Communication across the Cancer Spectrum:** Highlight culturally - and linguistically - appropriate pathways for effective cancer communication.
 - **Special Populations:** Best practices in pediatric, adolescent, and young adult cancer education for patients/families and providers. This also includes working with and for diverse populations.
 - **Patient/Family Education:** Program development, implementation, and evaluation: successes, challenges, lessons learned.
 - **Healthcare Professional Education:** Including medical, nursing, pharmacy, social work, etc., trainees with an additional emphasis on supporting student development.
 - Presentation format of preference (Oral, Poster, or Either)
 - Details about any multimedia that will be required for your presentation
 - The presenting author’s biography and CV (the bio will be pasted into a text box; the CV will be uploaded as a PDF or Word document)
 - Information to disclose the commercial interests or associations of ANY of the authors on the abstract
- When abstracts are reviewed in May 2014, they will be graded based on the following **review criteria**:
 - **Quality of each section** requested above for either Research or Innovations in Cancer Education (Background/Purpose, Methods or Description, Results/Findings or Evaluation, Discussion or Usefulness)
 - **Relation to conference theme**
 - **Appropriateness of the selected presentation format** (Oral or Poster)
 - **Appropriateness of the focal area** of the abstract (Global Cancer Education, Health Literacy/Communication, etc.)

- When you are preparing your abstract, please keep the following in mind: As a requirement for providing ANCC continuing education credits for nurses for all sessions, all abstracts will be reviewed by a nurse reviewer answering the following questions:
 - Is this activity fair balanced and free of commercial bias? (and if not, why not)
 - Is the educational content based on valid, accurate and reliable information? (and if not, recommendations for content changes)
 - Are the patient treatment recommendations included in this CE activity appropriate? (and if not, recommendations for content changes)
 - Are there important patient care guidelines for this topic that are not included in this activity? (and if so, list the guidelines)
 - Does the program address the identified learning gap(s)?
 - Will educational objectives of this activity be met and are the objectives linked to the gap(s)? (and if not, explain)
 - Does the material presented match the scope of practice for the target audience? (and if not, explain)
 - Is the educational design appropriate to the content and target audience? (and if not, explain)
 - Should any slide or illustration be deleted? If so, please designate which one and briefly explain why.
 - Did you find any recommendations for a medication or device that is not approved by the FDA? (and if so, explain)
 - Are there published studies for this topic that are not included in this education? (and if so, list them)
 - Are there separate objectives for each presentation?
 - Was this CNE activity structured to meet the knowledge, skills and attitudes/behaviors of nurses?
 - Are the outcomes supporting best available evidence to improve professional practice, improvement in nursing practice and/or patient outcomes?

3. Amending a Submission *(You may make changes to your submission(s) at any time up to the 1 May 2014 deadline.)*

- Log in to the system. You will see your abstract(s) listed. Click on the title of the abstract that you wish to change.
- Amending an abstract is the same as the original submission process except that the online form will be automatically filled in with your previous answers. You do not have to change an answer unless it is incorrect.
- When you reach the final step and press "Finish," you will be sent an e-mail confirmation.

4. Withdrawing a Submission

If you wish to withdraw your submission, please contact the ICEC Headquarters office at info@attendicec.org with the title and reference number of your abstract.