

## ABSTRACT FOR CONFERENCES

**Submission deadline:** [Insert Date]

### Abstract Should Clearly State

**Background-context-aims:** indicate the purpose and objective of the research, the hypothesis that was tested or a description of the problem discussed.

**Methods:** describe the setting/location for the study, study design, study population, ethical considerations, data collection and methods of statistical analysis.

**Results:** present as clearly and detailed as possible the findings/outcome of the study, with specific results in summarized form.

**Conclusions:** briefly discuss the data and main outcome of the study as well as its possible limitations. Emphasize the implications of the results and their significance for the treatment, care and/or support of children and their families affected by life-limiting or life-threatening illness.

### Abstract Preparation

#### Criteria's that Abstracts Should Meet:

1. The abstract text cannot exceed 2000 characters (including spaces, excluding title and authors).
2. Abstracts must be written in English, explained abbreviations may be used.
3. The abstract text must not contain any information about the presenters or institutions involved, in order to facilitate the blind review process.
4. The number of authors should not exceed eight. References are not required. If supplied, they are included in the character count.
5. Generic drug names should be preferred. The use of trade names is discouraged, and should only be used when necessary.
6. The main source of funding of a study is required to be indicated at the end of the abstract.
7. The abstract should not have been presented at a previous International congress.
8. The abstract should not have been published previously in any International or national journal.

### Handling Procedures

1. Abstracts may only be submitted using the electronic abstract form. Once the electronic submission is concluded the corresponding author will receive an automatic confirmation by email with an abstract number to which he/she will need to refer for any inquiries.
2. After the reviewing process, the Scientific Committee will allocate the accepted abstracts to the poster presentation and/or oral presentations, all corresponding authors will be

notified by email of the decision of the Scientific Committee he/she will be responsible for informing the other authors about the status of the abstract.

### **Abstract Review**

**The review will be carried out according to the following criteria:**

1. **Background-Context-Aims** (Reference to relevant knowledge base, Rationale of the study, Relevance of hypothesis, Clarity of stated aims)
2. **Methods** (Sampling criteria, Data collection, Analytical strategy, Statistical methods).
3. **Results** (Clarity of data presentation, Statistical Power)
4. **Conclusions** (Interpretation of the results, Conclusions supported by the data presented, Relevance to paediatric palliative care)
5. **Originality of Research** (Is new data being presented? Are new concepts being presented? Stringency or novelty of arguments when repeating previous work).
6. **Relevance to Theme and Sub-Theme** (The abstract must demonstrate relevance to the theme/sub-themes, policy or research, or make a contribution to a significant theoretical or methodological issue).

### **ORAL PRESENTATIONS**

**Time:** Oral presentations will be 20 minutes long.

Approximately three to five minutes of this period is for audience to ask questions at the end of the talk.

#### **II. Format:**

1. The presentation should be based on the General Guidelines. This will help match the presentation to the time allotted.
2. Power Point®-based presentations may be used.
3. A table/podium and an IBM PC notebook with projection monitor for Power Point presentations will be available.
4. All PowerPoint or other computer files be loaded the evening before the Celebration. If you are unable to load your presentation at the assigned time, please arrange for someone else to bring it by (flash drive is easiest) and load it for you.

**NB:** The Scientific Committee makes the final selection of abstracts to be developed as posters or oral presentations.

## POSTER PRESENTATION

Please notice the following when preparing your poster:

1. Poster dimensions should not exceed 100×200 cm – width/height (common poster size is about 90×120 cm)
2. State the title and the authors at the top of your poster in easily readable bold letters
3. Indicate the presenting author if different from the first author.
4. The text and the illustrations should be readable from a distance of 2 meters
5. Please notice the following when preparing for an oral presentation: The authors of the posters selected for oral presentations are requested to attend the presentation sessions.
6. Oral presentation should be no more than 10 minutes long (a maximum of 10 slides)

**NB:** For questions and transition to the next speaker, 5 minutes are foreseen.

7. The talks are scheduled every 15 minutes

### Rules for Submission

1. The Presenting Author is expected to attend the conference and display the poster and/or manage the oral presentation.
2. Please kindly note that the submission of an abstract *does not replace the registration to the congress.*
3. The Presenting Author must register by [Insert Date] for the abstract to appear in the final program and the proceedings.
4. Failure to register before the [Inserted Date] will result in automatic withdrawal of the abstract from the conference proceedings and programme.
5. Common system fonts must be used
6. Previewed this abstract and that all information is correct. I accept that the content of this abstract cannot be modified or corrected after final submission and I am aware that it will be published exactly as submitted.
7. Confirm that all authors are aware of the content of the abstract and authorize its submission.
8. Submission of the abstract constitutes consent to publication (e.g. conference website, programs, other promotions, etc.)
9. Contact details saved in this system should be those of the corresponding author, who will be notified about the status of the abstract. The corresponding author is responsible for informing the other authors about the status of the abstract.
10. Verify that the abstract has not yet been published in another international conference, and that its publication does not breach any author rights.
11. Accept that the final decision about rejection, type of presentation and the composition of the programme will be made by the Scientific Committee.
12. Aware of that after acceptance through the scientific committee the abstract will be included in the scientific programme and appear in the abstract book, if the presenting author has registered at the Congress beforehand.

**NOTE:**

1. Authors must indicate their preference for oral/poster presentation or poster presentation only.
2. If the scientific committee does not accept the abstract, the delegate's fee **will/not** be reimbursed. It is the author's responsibility to submit a correct abstract.