

# ILCA Conference Abstract Submission Requirements

Thank you for your interest in submitting an abstract for the ILCA 2021 Annual Conference. Submissions will be accepted for presenting in-person in Houston, Texas, United States 30 August – 2 September 2021 or virtually. The abstract submission site will open in December and close **1 February 2021**. The information below will help you to prepare your submission. Each individual is limited to involvement with two submissions.

## **SUBMISSION SITE**

First you will create an account. When entering your address, be sure to select the country first in order for the proper state/province options to be available in the dropdown. After you create a profile and an access key (password) you will be taken to a page to agree to privacy terms. On the next page, you will select “**Click here to begin a new abstract**”, which will take you through the following steps:

## **START A NEW ABSTRACT:**

### **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. If an abstract is accepted, titles may be edited to comply with the requirements and/or to better meet the needs of participants from and serving a variety of countries and social groups.

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

## **PRESENTATION FORMAT**

**New in 2021!** The educational concepts have been reimagined to maximize hands-on learning and interaction with your peers. Please carefully review the submission options as some session types offered in the past have been retired to allow time for new learning concepts. The second portion of your submission will be selecting from the presentation formats and submission categories listed below.

**Concurrent Session:** one-hour lectures presented either in-person or virtually. Virtual sessions will be recorded to correspond with the PowerPoint slides. In-person concurrent sessions will be recorded (to possibly include voice, video, and PowerPoint slides) and posted on the virtual conference site for the duration of the event (up to three months).

**Case Study (in-person exclusive):** Help your peers learn from your experience. Facilitators will provide details of a case they have encountered in their practice being careful to protect patient privacy and/or collect proper permissions. Participants will discuss the information in small groups and work together to determine how they would treat the family. Groups will share their conclusions followed by the facilitators detailing the treatment plan they followed and the results. These sessions will be scheduled for 1.5 hours and will be presented both Tuesday, 31 August and repeated on Wednesday, 1 September.

The approximate timeline for the 1.5-hour Case Study sessions will be as follows:

- 20 minutes: Facilitator presents the facts with which they were presented in their practice
- 20 minutes: Small groups (6 or fewer) discuss the facts and determine how they would treat the case
- 30 minutes: Each group shares what they determined as the best course of treatment and why
- 20 minutes: Facilitator shares how the case was treated and outcomes

**Poster Presentation:** All research and project posters will be presented virtually with a few being selected for in-person presentation as well. Virtual posters will include a .pdf file designed to look like a printed poster and a five-minute recording outlining the research or project. The highest-scoring research posters will be selected for oral presentation as well, which will be 10-15-minute pre-recorded presentations listed on the website in conjunction with the other oral research recordings. In-person poster presenters will be required to register and attend the in-person event in Houston and participate in a one-hour poster question and answer session on Tuesday, 31 August.

## **TASKS**

After you have entered the basic information about your submission, you will be taken to a page with a list of tasks. Once you have completed a task, a green check mark (✓) will appear next to the task icon. When you have completed all of the tasks, you must click on the “Submit” button in order for your abstract submission to be complete.

### **1. Submission Agreements:**

You will acknowledge that you understand and agree to some statements. One is to make sure you are aware that if you are selected to present, you will be responsible for the fees and arrangements associated with presenting the material (internet connection, access to an internet-ready device, travel and registration expenses for in-person presentations, etc.).

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. You must acknowledge that you understand it is illegal and unethical to steal the intellectual property of others.

The additional statement(s) depend on the presentation format you selected. Concurrent session and poster authors must agree to share their presentation, including the PowerPoint slides or a .pdf of their poster, for viewing by virtual attendees. Case study authors will agree to protecting the privacy of the subjects in the case they are submitting to present.

The Submission Agreements task must be completed before you can complete the Abstract task. If you do not agree to all of the statements, you are not eligible to present at the ILCA conference.

## 2. Author Information

You will enter the names for up to four authors and send information to each author to complete their own profiles and disclosures. Each author will need to complete the following:

### Contact Information:

Your contact information may be used for communication and for the purpose of tracking geographic diversity among speakers only. ILCA will not publish this information or share it with attendees or vendors. You must select the “country” first in order for the proper state/province options to appear in the dropdown menu.

### Job Title and Company/Organization/Institution:

Title and employer information is collected for accreditation reporting purposes. It will be shared with organizations granting continuing education credits; however, it will not be shared with attendees unless you choose to include this information as part of your biography.

### Degrees/Certifications/Credentials:

If your abstract is selected, your credentials will be published as given on the ILCA Conference website, in the printed program, and on the Conference App. They also may be included in ILCA Conference promotional materials.

### Role:

Describe your role in the project/research/experience that is discussed in this abstract.

Examples: Lead IBCLC at clinic where case was treated; principle author of published study, developed the technique or process, etc.)

### Biography:

Your short biography may be included in conference promotional materials as well as on the conference website and 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 max).

### 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.

### Previous Presentations:

Indicate if you have presented on this topic, at other events within the past three years and if so indicate where.

After you hit the “Continue” button, you will be taken to the Profile Photo page.

Your photo is collected for potential use in conference promotional materials as well as on the conference website and app. Submitting a profile photo is optional. You are, however, required to include a photo or mark the box indicating that you are opting not to include a photo and click the “Continue” button.

### 3. Abstract

First you will confirm your title. Then you will complete the following:

Topic:

Topics for Concurrent Sessions and Case Studies match the IBLCE domains. For clarification on which domain best represents the content of your abstract, please visit the [IBCLC Detailed Content Outline](#).

- Development and Nutrition
- Physiology and Endocrinology
- Pathology
- Pharmacology and Toxicology
- Psychology, Sociology, and Anthropology
- Techniques
- Clinical Skills

Posters are either Project or Research submissions.

Previous Presentation:

You will be asked to indicate if the content of the abstract has previously been presented and if so to indicate where.

Learning Level

Propose a learning level (beginner, intermediate, advanced) for your presentation. Sessions may have one learning level or a range of two or three learning levels (e.g., intermediate, intermediate to advanced, beginning to advanced). Your input will be considered during the process of finalizing learning levels.

Diversity and Inclusion

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.

Abstract:

Abstract content should address what will be covered in the presentation. You must keep your abstract to 250 words or less. 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 (outlined below).

Publication:

You will be asked to indicate if the content of the abstract has previously been published and if so, to indicate where.

#### **4. Key Words**

The conference system will be able to help attendees find the sessions with the most relevance to them by searching for Key Words. Entries must be individual words. For example, if your topic is related to Infant Feeding in Emergencies, you would need to enter the key words: feeding; emergencies. You may enter up to six key words, with the at least two being required.

#### **5. 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 that complete the sentence “The learner will be able to...”.

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.

#### **6. References**

Please include at least three properly-cited published references to support your abstract. These references may be shared on the website and app if your abstract is accepted.

Proper [APA formatting](#) is: Contributors' names. (Last edited date). Title of resource. Site Name. [http://Web address](#)

#### **7. Disclosures**

Disclosures are for anything of value received from a commercial interest\* or financial relationship\*\* which relates directly or indirectly to the subject of your presentation.

All conference presenters are required to declare any financial or industry disclosures during the submission process. Having an interest in or an affiliation with a corporate organization may or may not prevent a speaker from making a presentation. ILCA must be made aware of the relationship in advance. Circumstances create a conflict of interest when a speaker has an opportunity to affect presentation content about products or services of a commercial interest with which the speaker has a financial relationship.

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.

#### Competitive Funds or Institutional Support

You will be asked if you have received competitive funds from industry or institutional support in the past 3 years in order to support study, research, or investigate issues to be discussed as a part of your topic in this program.

If you disclose that you have received funds or support, there will be additional questions regarding whether the support came from a commercial company or institution, whether other support was received from a commercial company or institution, if you hold stock or stock options or royalty payments related to the presentation, or if you have received financial support from a company that is not WHO Code compliant. If you mark “yes” to any of the types of support listed above, you must disclose the name of the company or institution.

#### 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 Food and Drug Administration at 1-800-638-2041, or visiting the [FDA internet site](#).

#### 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.

### **ADDITIONAL INFORMATION:**

**Submission deadline:** The submission site will open in December and submissions will be accepted until 11:59 pm EST on **Monday, 1 February 2021** (convert to your local time [here](#)). Submissions must be complete, conform to all guidelines, and be received by the deadline to be considered for acceptance. *Be sure to click on the “Submit” button when all of the tasks are complete in order to finalize your submission.*

**Selection notification:** March 2021

**Conference Registration:** Authors presenting material in-person in Houston, Texas, United States will be required to register for the in-person event in order to gain access to the session area. One presenter per accepted abstract will be sent information for a registration discount.

Virtual presenters are encouraged to register to participate in person or virtually, but registration is not required.

**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 2021 Conference Presenter Deadlines:**

The following deadlines have been set for individuals presenting at the ILCA 2021 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.

**1 February 2021:** Deadline to submit session abstracts/submission site will close at 11:59 pm [US Eastern Time](#)

**March 2021:** Submitters will be notified by email of their presentation status

**March 2021:** Two weeks after notification, selected authors must confirm participation

**1 June 2021:** Deadline to submit a completed Education Planning Table (mandatory)

**15 July 2021:** Deadline to submit PowerPoint or poster file for accreditation review (mandatory)

**30 July 2021:** Deadline to re-submit edited PowerPoints or posters for accreditation review (mandatory if notified of accreditation compliance edits)

**17 August 2021:** Deadline to complete virtual session recordings (PowerPoint or poster must be submitted and approved before recording may begin)

**17 August 2021:** Deadline to submit handouts for approval and inclusion for conference participants. It is recommended that all presenters include some type of handout.

### **POSTER REQUIREMENTS**

All research and project posters will be presented virtually with a few being selected for in-person presentation as well. Virtual posters will include a .pdf file designed to look like a printed poster and a five-minute recording outlining the research or project. The highest-scoring research posters will be selected for oral presentation as well, which will be 10-15-minute pre-recorded presentations listed on the website in conjunction with the other oral research recordings. In-person poster presenters will be required to register and attend the in-person event in Houston and participate in a one-hour poster question and answer session on Tuesday, 31 August.

Use clear, descriptive, sensitive language considering diversity 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 a recorded oral presentation as part of the virtual conference.

Oral Research Presentations: The highest scoring abstracts are selected for

recorded oral presentations, in addition to the printed/virtual poster. Oral presentations will be 10-15-minute pre-recorded presentations listed on the website in conjunction with the other oral research recordings. This would be in addition to the 5-minute poster recording mentioned above.

#### 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 in-person and/or virtual poster presentation with a five-minute recorded summary for the virtual audience.

#### 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