



# International Cancer Education Conference

14-16 September 2016 • Bethesda, Maryland, USA

American Association for Cancer Education • Cancer Patient Education Network

*Promoting Cancer Education, Equity, and Precision Medicine Globally*

## How to use the online abstract submission system for the 2016 ICEC

### Submission Deadline: 1 August 2016

- If you submitted an abstract for ICEC last year (ICEC 2015), use the **SAME LOGIN INFORMATION** to login this year. No need to make a new account; just update your Profile information after you login. Use the "Reset Password" link if you cannot remember your login information.
- If you are submitting more than one abstract, use the same login (username/password) for each abstract.
- Abstracts are required for ALL late-breaking poster submissions.
- Submissions may be amended at any time before the deadline (1 August 2016). All completed submissions will be **automatically** submitted for review on the day of the deadline.
- **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

- If you submitted an abstract to ICEC 2015 (last year), use the same login information to login this year. If you did **NOT** submit an abstract to ICEC 2015 (last year), click on the Create a Profile button on the home page of the abstract submission system to get started.
- When you have prepared your abstract, log into the submission system with your e-mail address and password: <https://www.xcdsystem.com/ICEC/abstract/index.cfm?ID=o2O16qW>
- 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 start."
- Some questions are marked "required" with a red asterisk (\*) and you will not be able to complete your submission until these questions have been answered. If you want to start your abstract now and save it later, you must put something into the required fields (such as "filler") before you can save it, and then you can edit the submission to complete it any time before the abstract submission deadline.
- **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  $\beta$ . Scientific symbols **may not appear correctly** in the abstract book.
- Tables and images are NOT accepted.
- **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.
- After submitting your abstract, you will be asked to add your co-authors. If an author has a department, please include it in the "Organization" 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.
- Co-authors may be selected from among other registered users or added as new contacts. All co-authors will receive an email notifying them that they have been added to the abstract. They will be provided with login information so that they may access the abstract as well in view-only mode.

## 2. Abstract Submission and Review Criteria

- All late-breaking abstract submissions will be considered for Poster Presentation **ONLY**.
- 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:

<b>A. Research in Cancer Education</b> <ul style="list-style-type: none"><li>▪ Background/Purpose</li><li>▪ Methods</li><li>▪ Results/Findings</li><li>▪ Discussion</li></ul>	<b>B. Innovations in Cancer Education</b> <ul style="list-style-type: none"><li>▪ Background/Purpose</li><li>▪ Description</li><li>▪ Evaluation</li><li>▪ Usefulness</li></ul>
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  - How the abstract relates to the conference theme of “Promoting Cancer Education, Equity, and Precision Medicine Globally.” (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 measured. 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, 2011 or later and authored by someone other than you, that are in support of or related to your abstract. (100 word maximum)
  - 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:
    - **Diverse and Medically Underserved Populations:** Best practices in cancer education for focused populations. Examples of special populations include ethnic or racial minorities, veterans, adolescents and young adults, geriatrics, LGBTQ and others.
    - **Genomics and Precision Medicine:** Programs or research that educate patients and families on the complex genetic and molecular aspects of cancer screening, diagnosis, treatment and follow-up care.
    - **Global Cancer Education and International Collaboration:** Share effective cancer education approaches from throughout the world.
    - **Health Equity and Access to Healthcare:** Disparities in the quality of health and access to healthcare across diverse populations. Educational Programs or research that focus on disparities in screening, presence of disease, health outcomes, or access to health care with a consideration of populations that may differ according to race, ethnicity, sexual orientation, socioeconomic and immigration status.
    - **Health Literacy and Communication across the Cancer Spectrum:** Highlight culturally and linguistically appropriate pathways for effective cancer communication from prevention through end-of-life.
    - **Healthcare Professional Education:** Including medical, nursing, pharmacy, social work, etc. trainees with an additional emphasis on supporting student development.
    - **Integrating Technologies and Multimedia into Cancer Education:** Showcase developing, implementing and evaluating creative and innovative multimedia solutions to cancer education, including social media integration, e-learning modules, and more.
    - **Patient and/or Family Education:** Program development, implementation and evaluation: successes, challenges, lessons learned.
    - **Survivorship and Psychosocial Oncology:** Highlight research or innovative programs that educate patients and families on complex survivorship issues and psychosocial aspects of care.
  - 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): The biography should be 3-4 sentences written exactly the way you would like it read for your introduction and printed in the conference program. Your biography is limited to 150 words. Please read your biography aloud once it is written to ensure it can be effortlessly delivered by the session moderator.
- Information to disclose the commercial interests or associations of ANY of the authors on the abstract
- When abstracts are reviewed in July 2016, 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 (Diverse Populations, Genomics, etc.)

**3. Amending a Submission** (*You may make changes to your submission(s) at any time up to the 1 August 2016 deadline.*)

- Log in to the system. At the bottom of the screen, you will see your abstract(s) listed. Click the "Update Abstract" button for the abstract you wish to amend.
- 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. Press the "Update Abstract" button at the bottom of the screen when you are finished making changes.

**4. Withdrawing a Submission**

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