

Rotterdam, July 2017

Call for Abstracts

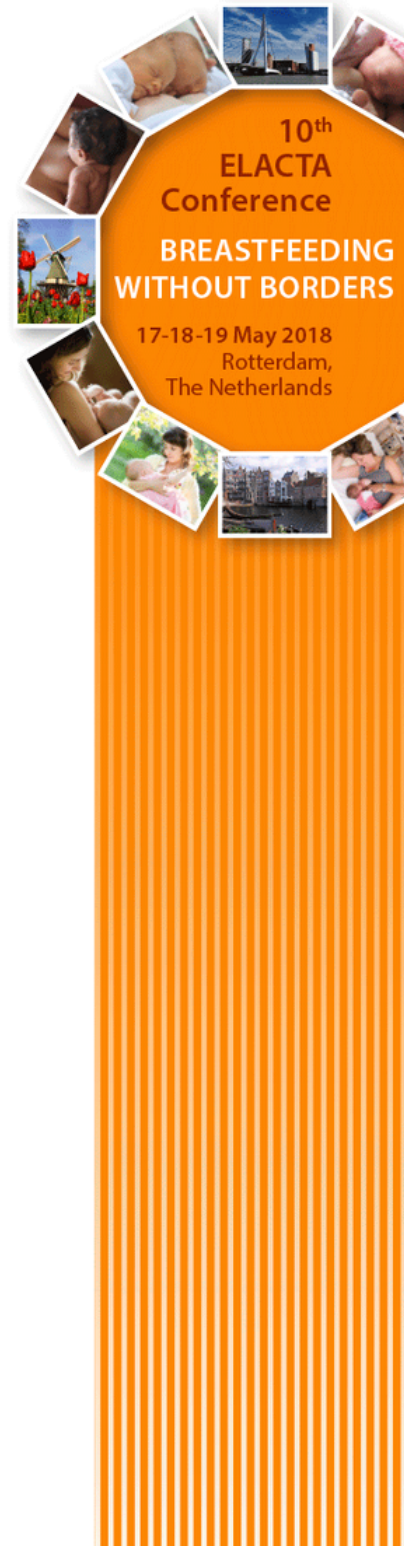
Dear Madam, dear Sir, dear Colleagues,

All participants of the ELACTA Conference 2018 are cordially invited to present their experiences and their knowledge in the form of a poster and/or a 15 minutes oral presentation. In this way, you can actively contribute to the ELACTA Conference 2018. In the following, you will find the details for submission.

Best regards,
ELACTA Board
ELACTA and NVL Conference team

Submission process

1. Abstracts for a poster and/or an oral presentation will be accepted in the following areas:
 - research
 - projects
 - case discussion
2. Possible topics are
 - breastfeeding counselling
 - bonding
 - premature babies
 - dealing with grief
 - hormones
 - biochemistry of breastmilk
 - ethics
 - others
3. Abstracts can be submitted for a
 - oral presentation up to 15 minutes on Thursday 17th.
 - poster size maximum A0 (841 × 1189mm).
4. Those submitting proposals need not be members of ELACTA or IBCLCs.
5. Authors can submit one or more abstracts in English.
6. Please note that only complete submissions which conform to the guidelines in format and structure and which are submitted by **November 1st 2017** will be accepted for consideration.



7. Submission of a proposal constitutes a commitment by the author to present if accepted.
8. With the submission of an abstract, authors declare that if the abstract is accepted, they will register to participate in the conference by March 1st, 2018 at the latest (on-line registration at www.elacta.eu). Authors are responsible for all related expenses.
9. Authors of abstracts must indicate when and where the content has been presented if this is not the first presentation.
10. Please submit your completed application by **November 1st, 2017** at the latest to **Marieke Schaeffer** marieke@mschaeffer.nl ONLY.

Please indicate on the subject line “Call for Abstracts ELACTA Rotterdam 2018”.

Your email should contain

- title of the abstract
- name of author(s); in the case of several authors, please underline the contact person
- classification as an oral presentation/ poster
- classification as research / project / case discussion
- classification as breastfeeding counselling / bonding / premature babies / dealing with grief / hormones / biochemistry of breastmilk /ethics / others
- for presentation: the length of talk (max. 15 minutes)
- for poster: paper version or electronic version
- if applicable, previous presentation of the content at / previous publication of the content in
- complete mailing address of the contact person
- phone number of contact person
- email address of contact person
- short biography / biographies including name, credentials, location, country, institution, areas of special expertise, research focus (maximum 3 lines)
- short description of the lecture for the conference programme (maximum 5 lines)
- abstract as attachment (maximum 350 words)
- the structure of the abstract should be: background, methods, results, conclusion
- a written declaration of possible conflicts of interest:
‘I declare there is no conflict of interest with my presentation’.
or: ‘Concerning my presentation I declare the following conflict of interest:’.

The receipt of each submission will be confirmed by email within one week.

11. The ELACTA Conference Committee will select from among the abstracts submitted. Abstracts accepted for oral presentations on Thursday 17th will be included in the programme. Abstracts accepted for posters will be included in the poster exhibition. The authors will be notified of acceptance or rejection by email by January 15th 2018 and are kindly asked to confirm receipt by email to: marieke@mschaeffer.nl

Publication

12. All abstracts accepted will be published exactly as submitted. Title, author, institution and address will be published.
13. All abstracts accepted for lectures will be published in the conference syllabus in English. After the Conference, all abstracts accepted for oral presentations and posters can be published on the ELACTA website. Research poster abstracts can be published in ELACTA's magazine, *Lactation and Breastfeeding*.

Presentations

14. Oral presentations will take place in the afternoon of 17 May 2018. Available equipment includes a laptop and a beamer. Please be informed that only invited speakers are plenary speakers, all other speakers will present to a smaller self-selected audience.
15. Please bring your printed poster to our registration team at your earliest convenience after arrival at the conference venue, to be exhibited throughout the conference

Speaker and Poster Guidelines

16. All information presented during oral presentations and on posters must conform to the International Code of Marketing of Breastmilk Substitutes and Subsequent WHA Resolutions. Presenters will be required to disclose to the audience any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the presentation. 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 presentation. Presenters are therefore kindly asked to begin their presentation by declaring their profession, and disclosing any influence of a company on the work or on the study presented. Please indicate company names in simple type only without logos, and without giving thanks to sponsors.

17. For the benefit of submission reviewers and Conference attendees, please ensure that the presentation content is reflected accurately in the title.
18. Clarity of expression will be considered in the review process. The overall quality of language used should ensure comprehension by the reader. Proofread your abstract carefully to avoid errors.
19. Speakers are not permitted to distribute commercial materials in their session. No advertising is permitted outside the Exhibit Hall.
20. There will be no handouts at the lectures. All material pertinent to the presentation must be submitted together with the abstract, to be published online after the conference.

Award for the best oral presentation and poster

21. We announce that both the best poster and the best oral presentation will be awarded, and the presenters will be given free entrance to our next ELACTA conference in 2020.

If you have any questions about the submission process, please contact:
Marieke Schaeffer – marieke@mschaeffer.nl

Poster format

Poster size maximum A0 (841 × 1189mm).

Name of author(s) (without credentials):

Title of the abstract

Name(s) of the author(s) with credentials

Institution, city, country

Email

Phone

Objectives

Text, type Times New Roman, font size 12

Abstract

With outline or continuous text, type Times New Roman, font size 12.

The text of the abstract should have a maximum of 350 words, on a maximum of two pages.

References

Literature, type Times New Roman, font size 10

poster size maximum A0 (841 × 1189mm).