



1<sup>ST</sup> ANNOUNCEMENT

# 3<sup>rd</sup> European Public Health Conference



## **PUBLIC HEALTH TRAINING AND EDUCATION ABSTRACT INSTRUCTIONS 2010**

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**THE DEADLINE FOR THE SUBMISSION OF ABSTRACTS IS 1 MAY 2010**

**ABSTRACTS CAN BE SUBMITTED VIA:  
[www.eupha.org/site/upcoming\\_conference.php](http://www.eupha.org/site/upcoming_conference.php)**

**PLEASE NOTE THAT THESE INSTRUCTIONS ARE FOR SINGLE  
TRAINING AND EDUCATION ABSTRACTS ONLY**

**Single presentations** will be considered for oral or poster presentation. If no indication is given, the abstract will be considered for oral presentation first. Oral presentations are 10 minutes, with 5 minutes of discussion time. Posters are presented in moderated poster sessions.

**Workshops** are considered for dedicated sessions of one and a half hours. If not accepted, the local organising committee may decide to invite some individual presentations in the workshop/seminar for poster or oral presentations.

By submitting an abstract, you agree to the following statement: "If my work is accepted, I plan to attend the 3<sup>rd</sup> European Public Health Conference or in the event I am unable to attend to make necessary arrangements for a substitute presenter and to communicate such arrangements to the conference secretariat."

Details for abstract submission can be found below. Further details of the conference, including travel and accommodation directions, are available on our websites.

### **EVALUATION PROCEDURE:**

All submitted abstracts will be peer-reviewed by the International Scientific Committee with 63 public health experts from 37 countries.

Each abstract will be reviewed by five reviewers according to the following criteria:

- 1) Is the training/education innovative?
- 2) Is the design of the training/education appropriate?
- 3) Can the training/education be used in other countries/settings?
- 4) Are there lessons to be learned?

Acceptance: Applicants will be notified of acceptance of abstract(s) by Friday, June 18<sup>th</sup>, 2010

## **GUIDELINES FOR ABSTRACTS FOR SINGLE PRESENTATIONS**

Abstracts are not limited to the main conference themes: other public health and health services topics are welcome. Those wishing to present a paper or a poster at the meeting should submit an abstract using the following guidelines:

### **1. General guidelines:**

- An author can only be the presenting author of one abstract. Being a co-author will not be taken into account.
- The abstract should be a maximum of 300 words (1500 characters, spaces not included). If you exceed this amount, the system will not accept the abstract.
- Because of production limitations, no graphics nor tables can be accepted.
- Changes to the abstracts are possible until the 1<sup>st</sup> of May by re-entering the database. Please click on your abstract and make the necessary changes. Corrections after 1 May will only be accepted in exceptional cases.
- Style guidelines:
  - Define all abbreviations upon first use in the abstract, such as oral contraceptives (OC), except for those used in standard measurements, such as 25 mg/L.
  - Spell out numbers lower than 10 except in the case of standard measurements such as time, dose and temperature, such as “two patients,” but “2 cc” and “9 p.m.”
  - Use metric units.
  - Use standard “mL,” “cm,” etc. Exception: Use “L” for litre.
  - Use “%” with specific measurements, such as “2%,” but use “percentage” in stating a generality or category, such as “The percentages reflect...”
  - When a percentage is given in addition to a numerator and denominator, the percentage should directly follow the numerator and be enclosed in parentheses, such as “18 (86%) of 21 patients developed...”
  - When presenting confidence intervals, state the confidence level and confidence coefficient in the upper and lower limits, such as (95% CI=1.32-4.56)

### **2. Start your submission**

- Click on submission to start your submission procedure.
- On the opening page, you will be asked to enter your login and password. If you have attended our conferences before, you are known to our system. If you have forgotten your login and password, enter your email address to retrieve these details.
- Once in the database, you have the possibility to submit the abstract.
- First, you will be asked whether you want to submit an oral or poster presentation.
- Next, you will be asked to choose a topic from a list of topics that suits your abstract best. If you cannot find your topic, please choose ‘other’.

**CLICK: CONTINUE SUBMISSION**

## LAY-OUT FOR ABSTRACTS ON PUBLIC HEALTH TRAINING AND EDUCATION

**Presentation of abstract:** Please indicate whether the abstract is for oral or poster presentation. If no indication is given, the abstract will first be considered for oral presentation. Oral presentations are 10 minutes with 5 minutes discussion.

**Abstract title:** be brief and avoid subtitles if possible. Do not use capital letters. Do NOT use abbreviations or acronyms in the abstract title. Give geographic location and dates of the study.

**Presenting author:** The name of the presenting author: type the full first name before the last name (such as Robert Otok). Please do not forget to list the presenting author also in the list of authors

**Authors:** Please note that the authors names should be listed as follows: last name initials<sup>1</sup> (no dots between initials), last name initials<sup>2</sup>. If more than one affiliation is listed, please use 1, 2, 3 numbering after the last name initials.

**Affiliations:** If more than one affiliation is listed, please use 1, 2, 3 to number them. Please list the affiliation, town and country. If all affiliations are from the same country, just list the country at the end of the list of affiliations.

**Abstract background:** Describe the background of the training/education programme. Include the settings of the training/education as well as the public health significance of the subject. Because of the anticipated diversity of the reviewers and those attending, do not assume that everyone will be familiar with your topic. Explain why your intervention is important and useful for other settings/countries. Market your topic.

**Abstract objectives:** Describe the objectives of the training/education programme. This should include a time frame and methods used. The programme should be innovative and relevant for other countries. Please list the questions you want answered in this abstract.

**Abstract results:** Present the results of the training/education programme, taking into account that the questions you asked are properly answered. Although negative as well as positive lessons may be of interest, report only those lessons that relate to your programme. Since an abstract may be cited, this section must contain data rather than a statement like "Results will be presented at the conference". If appropriate, state that the results are preliminary.

**Abstract Conclusions:** State only those conclusions that are directly supported by the programme. Report on the public health impact of the programme. Highlight the importance of the lessons learnt for other countries/settings. In addition, you may wish to describe the ways in which the public health actions were innovative.

**GOOD LUCK!**