



1<sup>ST</sup> ANNOUNCEMENT

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



## WORKSHOP INSTRUCTIONS 2010

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THE DEADLINE FOR THE SUBMISSION OF WORKSHOPS IS 1 MAY 2010

WORKSHOPS CAN ONLY 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  
WORKSHOPS 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."

**Please note that you as well as each co-organiser and presenter must register for the conference in order to present your abstract.**

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. Workshops will be reviewed based on the criteria for single presentation abstracts as well as on their added value for the programme.

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

## GUIDELINES FOR ABSTRACTS FOR WORKSHOPS

### 1. General guidelines:

- The workshop/seminar is limited in length: a maximum of 2000 characters is allowed. Each abstract has a limit of 1500 characters. If you exceed this amount, the system will not accept the abstract.
- A maximum 3-4 presentations per workshop/seminar. Please make sure you leave enough time for discussions.
- 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 workshop.
- You will be asked to choose a topic from a list of topics that suits your workshop best. If you cannot find your topic, please choose 'other'.

**CLICK: CONTINUE SUBMISSION**

## LAY-OUT FOR WORKSHOPS/SEMINARS

**Workshop/seminar title:** be brief and avoid subtitles if possible. Do not use capital letters. Do NOT use abbreviations or acronyms in the abstract title.

**Chairperson(s):** please indicate the 1-2 chairpersons for the workshop/seminar. Please type the full first name before the last name of both, indicating affiliation and country.

**Organiser:** please list the organiser of the workshop. This could be a department or EUPHA section. In that case, please make sure to give a contact name as well.

**Objectives of the workshop:** please explain the reasons for the workshop/seminar. What is the added value of organising the workshop/seminar? Include the lay-out of the workshop.

**Abstract 1-5:**

- a. **Title:** be brief and avoid subtitles if possible. Do not use capital letters. Do NOT use abbreviations or acronyms in the abstract title.
- b. **Presenting author:** The name of the presenting author: type the full first name before the last name (such as Dineke Zeegers). Please do not forget to list the presenting author also in the list of authors.
- c. **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.
- d. **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
- e. **Abstract:** if possible, follow the lay-out and guidelines for single abstract submissions. Include in the abstracts the reason for including it in the workshop.

**GOOD LUCK!**