



COPENHAGEN 2011

**4th European Public Health Conference 2011
Public Health and Welfare – Welfare Development and
Health**

WORKSHOP INSTRUCTIONS 2011

THE DEADLINE FOR THE SUBMISSION OF WORKSHOPS IS 1 MAY 2011

**WORKSHOPS CAN ONLY BE SUBMITTED VIA:
www.eupha.org/site/upcoming_conference.php**

**PLEASE NOTE THAT THESE INSTRUCTIONS ARE FOR
WORKSHOPS ONLY**

Workshops are considered for dedicated sessions of one and a half hours.

By submitting an abstract, you agree to the following statement: "If my work is accepted, I plan to attend the 4th 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 abstracts.

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

http://www.eupha.org/site/upcoming_conference.php

EVALUATION PROCEDURE:

All submitted abstracts will be peer-reviewed by the International Scientific Committee with 71 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.

If not accepted, the local organising committee may decide to invite some individual presentations of the workshop/seminar proposal for poster or oral presentations.

WORKSHOP FORMATS

The conference organisers welcome the following workshop formats:

- *Regular workshop*: up to 3 presentations leaving ample time for discussion.

- *skills building seminar*
A skills building seminar is organised to build the capacity and knowledge of conference participants. Usually with 1-2 presentations and longer time for discussions/questions or training time

- *Round table*
A round table workshop consists of a chair person and 3-5 panel discussants. They will each make a short presentation of a specific subject which will be discussed between the panel members, the chair person and the audience.

- *Pro/con sessions*
In these sessions a burning issue or controversial subject can be addressed. Two persons are invited; one to talk in favour (pro) of the issue and one to oppose it (con). The procedure is that the pro-presenter starts (e.g. 15-20 minutes) followed by the con-presenter (also 15-20 minutes). Afterwards the pro-presenter will have a remark and then the con-presenter will have his remark. This is followed by a general discussion with the audience. Depending on the subject there could be 1 or 2 pro/con in one workshop.

GUIDELINES FOR ABSTRACTS FOR WORKSHOPS

1. General guidelines:

- The workshop/seminar is limited in length: a maximum of 2500 characters (including spaces) is allowed. Each abstract has a limit of 2500 characters (including spaces). 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 of abstracts are possible until the 1st 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 type: Please select the kind of workshop you intend to submit (see above under workshop formats)

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:

- Title:** Be brief and avoid subtitles if possible. Do not use capital letters. Do NOT use abbreviations or acronyms in the abstract title.
- 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.
- Authors:** Please note that the authors’ names should be listed as follows: last name initials¹ (no dots between initials), last name initials². 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:** 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!