



VELB

Verband Europäischer LaktationsberaterInnen
European Lactation Consultant Association
www.velb.org • www.ilca.org

Guidelines for the submission of abstracts for lectures or posters

Ladies and gentlemen, dear colleagues,

Everyone taking part in the VELB-ILCA Conference 2010 is warmly invited to present and talk about his or her experiences and knowledge in a lecture or a poster presentation. By doing so, you can actively shape the 2010 conference. You will find information about the application procedure below.

Sincerely,

Dr. Tarané Probst, President of VELB
Angela Smith, IBCLC, CM, President of ILCA
Dr. Gabriele Kewitz, Head of the Abstracts Committee

Application Procedure

1. Abstracts for a lecture or a poster are accepted from the realms of
 - a. Research
 - b. Project work
2. Possible topics are
 - a. Breastfeeding consulting
 - b. Bonding
 - c. Premature babies
 - d. Ethics
 - e. Miscellaneous
3. Abstracts can be submitted for
 - a. A 45-minute lecture including discussion time
 - b. A poster: The oral presentation of a poster at the exhibition is limited to at most five minutes, including discussion (maximum size: 1.21 meters wide by 2.00m meters high).
4. Authors submitting an abstract need not be IBCLCs or members of VELB or ILCA.
5. Authors may submit one or more abstracts in English, German or French or in two or all three languages.
6. Please note: Only abstracts that follow our rules on form and structure and that are submitted in full by January 15, 2010, are considered for inclusion.

7. If an author makes a submission and it is accepted, he or she agrees to hold the lecture.
8. If an author submits an abstract and it is accepted, he or she also agrees to submit a regular application to take part in the conference (www.velb.org, www.ilca.org, velb2010@ts-management.ch) by June 1, 2010, at the latest. The author is responsible for all expenses associated with taking part in the conference.
9. A one-time compensation fee of EUR 80 or USD 120 is rendered for each accepted abstract. This sum is offset against the conference fees.
10. All authors of abstracts are asked to indicate when and where they have previously presented the content if they are not presenting it for the first time.
11. Please send your entire application exclusively to velb2010@ts-management.ch by January 15, 2010, at the latest. Please put the following in the subject line: "Call for Abstracts VELB-ILCA Basel 2010". Your e-mail should contain the following information:
 - a. Title of the abstract
 - b. Authors' names. With multiple authors, please underline the author acting as the contact person.
 - c. Allocated to: Lecture/poster
 - d. Allocated to: Research/project work
 - e. Allocated to: Breastfeeding consulting/Bonding/Premature babies/Dealing with grief/Ethics/Miscellaneous
 - f. If applicable, previous presentations of the content at / previous publication of the content in
 - g. Contact person's complete mailing address
 - h. Contact person's phone number
 - i. Contact person's e-mail address
 - j. Brief biography/ies with name, academic title, town, country, place of work, focal activities, research priorities (no more than three lines)
 - k. Abstract as attachment (maximum of 350 words)
 - l. If need be, further copies for the lecture as attachment
12. Receipt of each application is confirmed by e-mail within one week.
13. The VELB-ILCA Conference Committee selects from among the submitted abstracts. Abstracts accepted for lectures will be put in the conference program. Abstracts accepted for posters will be put in the poster exhibition. Authors will be informed by e-mail by April 1, 2010, about acceptance or rejection and are asked to confirm the receipt of this e-mail by sending an e-mail to velb2010@ts-management.ch.

Publication

14. All accepted abstracts will be published as submitted in the printed and the electronic versions of the conference program. The entry will include title, author, institution and address.
15. All abstracts selected for lectures will be published in the conference proceedings in German, English and French. After the conference, all abstracts accepted for lectures and posters will be published on the VELB website. Abstracts accepted on research topics will be published in the *Journal of Human Lactation* and abstracts on projects will be posted in e-Globe. A list of the abstracts will be posted on the ILCA website.

Presentations

16. All accepted lectures will be simultaneously interpreted into English, French or German.
17. Poster authors will be available during the conference at the times indicated in the confirmation of acceptance so they can field questions from conference participants and briefly present their poster in its original language.

Contents of lectures and posters

18. All information presented in lectures and posters is required to comply with the International Code for the Marketing of Breast Milk Substitutes and subsequent WHA resolutions.
19. For the sake of those who read the abstracts and take part in the conference, make sure the title accurately reflects the content of your presentation.
20. The clarity of the abstracts is a factor considered in the selection process. The abstract should be well written so readers can more easily understand what is being communicated. Carefully examine your abstracts prior to submission to avoid any mistakes.
21. All speakers are asked to divulge to conference participants any conflict of interest that could influence their presentations. This provision covers financial interests or agreements or collaboration with organizations that could be seen as a conflict of interest in connection with the presentation.
22. Speakers are not permitted to distribute commercial materials while speaking. Promotional activities outside the exhibition hall are not allowed.
23. No copies of materials may be handed out during the lectures. All materials connected to the lecture must be submitted together with the abstract so it can be put in the conference proceedings.
24. VELB and ILCA will give an award at the end of the conference for best poster.

If you have any questions about the application, please direct them to Kathrin Mayele, Coordinator of the Abstracts Committee (German, English, French will be answered in English), Kathrin.Mayele@velb.org

Lecture

Poster

Title of the abstract

Author's name with
academic title:

Institution, town, country

E-mail:

Home phone: Work phone:

Objectives

Text on objectives in Times New Roman, 12 Pt.

Abstract

Divided or as continuous text, text for abstract in Times New Roman, 12 Pt. Maximum length: **350 words** and two pages.

Bibliography

Literature given in Times New Roman, 10 Pt.