



International Cancer Education Conference

Solving Cancer Education Challenges

through Innovative, Interdisciplinary, Community and Global Collaboration

13-15 September 2017 • Cleveland, Ohio, USA

How to use the online abstract submission system for the 2017 ICEC

Late-Breaking Abstract Submission Deadline: 4 August 2017

GENERAL INFORMATION

- Abstracts are required for all submissions.
- Submissions may be amended at any time before the deadline (4 August 2017). All completed submissions will be automatically submitted for review on the day of the deadline.
- Write your abstract in a Word or text document that you can cut and paste into the fields for final submission. Watch out for extra spaces, lines, and HTML or formatting tags that carry over when you paste; unintentionally, these can use up some of your word limit in the abstract fields.
- All late-breaking abstracts will be published in a special edition of the *Journal of Cancer Education (JCE)*, which will be available in electronic format ONLY to *JCE* subscribers on the *JCE* webpage; they will not be in the printed *JCE* supplement distributed at the conference (though they will be printed in the conference guide book for reference).
- **Approximately 90% of late-breaking abstract submissions will be accepted for poster presentations only.**

THE SUBMISSION PROCESS

- **If you have submitted an abstract to ICEC from 2015 to the present, use the same login information that you used for those submissions.** You will not need to make a new account; just update your profile information after you login. Use the "Reset Password" link if you cannot remember your login information. **If you have not submitted an abstract to ICEC since prior to 2015,** click on the "Create a Profile" button on the home page of the abstract submission system to get started. If you are submitting more than one abstract, use the same login for all abstracts.
- When you have prepared your abstract, log into the submission system with your e-mail address and password: <https://www.xcdsystem.com/ICEC/abstract/index.cfm?ID=GrlrHl4>
- Please read the instructions on the screen carefully. To submit a new abstract you should click the link that says "Click here to start."
- Some questions are marked "required" with a red asterisk (*); you will not be able to complete your submission until these questions have been answered. If you want to start your abstract now and save it later, you must put something into the required fields (such as "filler") before you can save it, and then you can edit the submission to complete it any time before the abstract submission deadline.
- Abstract content and the presentation focus should be original (not previously published or presented).
- If an author submits more than one abstract as first author, that individual may present only one as an oral presentation. Any other accepted abstract in which an author is first author must be presented by another author listed on the abstract or may be presented as a poster. **Most late-breaking abstracts will only be eligible for poster presentation.**
- Multiple submissions from the same institution must be focused on different projects.
- Abstract titles should be succinct (not longer than 25 words) and describe the content of the abstract submission. Capitalize the first letter of the title and do not include a period at the end. Do not include the names of authors in the title or text of your abstract.
- Write the name of any scientific symbols in full, for example "beta" instead of β . Scientific symbols may not appear correctly in the abstract book.

- Tables and images are not accepted.
- You will be asked to confirm that the presenting author will register to attend the conference and will pay the appropriate registration fees.
- Once you have completed your submission, your abstract will be assigned a reference number and you will receive an e-mail confirmation.
- After submitting your abstract, you will be asked to add your co-authors. If an author has a department, please include it in the "Organization" field in the affiliation section (e.g., "University of Virginia, Oncology Nursing Department"). If you use a middle initial in your name on publications, please include your middle initial in the "First Name" field in the author section (e.g., "John M."). In addition, countries in the affiliation section are listed following the standards of the United Nations.
- Co-authors may be selected from among other registered users or added as new contacts. All co-authors will receive an email notifying them that they have been added to the abstract. They will be provided with login information so that they may access the abstract as well in view-only mode.
- You will need the following information in order to complete your abstract:
 - Abstract title (25 word maximum)
 - If the abstract is Research in Cancer Education or an Innovation in Cancer Education
 - Abstract text (300 word maximum), organized as one of the following:
 - A. Research in Cancer Education**
 - Background/Purpose
 - Methods
 - Results/Findings
 - Discussion
 - B. Innovations in Cancer Education**
 - Background/Purpose
 - Description
 - Evaluation
 - Usefulness
 - How the abstract relates to the conference theme of "Solving Cancer Education Challenges through Innovative, Interdisciplinary, Community and Global Collaboration." (50 word maximum)
 - Learning objectives related to your abstract (at least one), using the format, "The participant shall be able to..." Use action words and list objectives that can be measured. For example, "Identify at least two barriers to the dissemination of cancer education to an underserved population" rather than "Understand the difficulties of providing cancer education to an underserved population." (100 word maximum)
 - References from professional literature (at least two), 2012 or later and authored by someone other than you, that are in support of or related to your abstract. (100 word maximum)
 - Names, institutions, locations, email addresses and phone numbers of all authors on the abstract.
 - The focal area of the abstract, selected from among the following:
 - **Genomics and Precision Medicine:** Programs or research that educate patients and families on the complex genetic and molecular aspects of cancer screening, diagnosis, treatment and follow-up care.
 - **Global Cancer Education and International Collaboration:** Effective cancer education approaches from throughout the world.
 - **Health Equity and Underserved Populations:** Best practices in cancer education for focused populations, including disparities in the quality of health and access to healthcare across diverse populations. Educational programs or research that focus on disparities in screening, presence of disease, health outcomes, or access to health care with a consideration of populations that may differ according to race, ethnicity, sexual orientation, socioeconomic and immigration status.

Examples of underserved populations include ethnic or racial minorities, veterans, adolescents and young adults, geriatrics, LGBTQ and others.

- **Health Literacy and Communication across the Cancer Spectrum:** Highlight culturally and linguistically appropriate pathways for effective cancer communication from prevention through end-of-life.
 - **Healthcare Professional Education:** Including medical, nursing, pharmacy, social work, etc. trainees supporting careers as oncology clinician/educators, interdisciplinary collaboration, and student development.
 - **Integrating Technologies and Multimedia into Cancer Education:** Developing, implementing and evaluating creative and innovative multimedia solutions to cancer education, including social media integration, e-learning modules, and more.
 - **Patient and/or Family Education:** Program development, implementation and evaluation: successes, challenges, lessons learned.
 - **Psychosocial Oncology:** Research, programs or projects concerned with understanding and treating the social, psychological, emotional, spiritual, quality-of-life and functional aspects of cancer, from prevention through bereavement.
 - **Survivorship:** Highlight research or innovative programs that educate patients and families on survivorship issues.
- o Details about any multimedia that will be required for your presentation
 - o The presenting author's biography and CV (the bio will be pasted into a text box; the CV will be uploaded as a PDF or Word document): The biography should be three to four sentences written exactly the way you would like it read for your introduction and printed in the conference program. Your biography is limited to 150 words. Please read your biography aloud once it is written to ensure it can be effortlessly delivered by the session moderator.
 - o Information to disclose the commercial interests or associations of every author on the abstract.

ABSTRACT REVIEW CRITERIA

The goal of the Abstract Review Committee is to select abstracts that will advance scholarship in the diverse field of cancer education. All members of the Abstract Review Committee review and evaluate the submissions using a [defined abstract evaluation criteria](#).

- Abstracts will be scored based on the following criteria:
 - o **Quality of each section** requested above for either Research or Innovations in Cancer Education (Background/Purpose, Methods or Description, Results/Findings or Evaluation, Discussion or Usefulness)
 - o **Relation to conference theme**
 - o **Appropriateness of the selected presentation format** (Oral or Poster)
 - o **Appropriateness of the focal area** of the abstract (Genomics and Precision Medicine, Global Cancer Education and International Collaboration, etc.)
 - o Research:
 - Is the abstract title clear and relate to the abstract text?
 - Is the research question/aim clear and reasonable?
 - Are the objectives clearly stated and measurable?
 - Is the study based on a theoretical framework?
 - Is the evaluation/methodology appropriate to answer the question?
 - Are the results clearly stated?
 - Are the conclusions substantiated?
 - Are implications of the findings stated with clear implications for advancing cancer education?
 - o Innovations:

- Is the abstract title clear and relate to the abstract text?
 - Is the goal of the project clearly stated?
 - Are the objectives clearly stated and measurable?
 - Is the needs assessment or rationale clear appropriate and supportive of the program?
 - Is a clear description of the creative solution provided?
 - Does the creative solution address the problem/learning gap?
 - Do the evaluation measures reflect the intended objectives?
 - Are the implications of evaluation results stated with clear implications for advancing cancer education?
- All abstracts will also be reviewed by at least one nurse to ensure it meets the requirements for continuing education for nurses as determined by the American Nurses Credentialing Center (ANCC). [Click here to see the questions that a nurse reviewer will have to answer regarding your abstract.](#)

AMENDING A SUBMISSION

(You may make changes to your submission(s) at any time up to the late-breaking abstract submission deadline of 4 August 2017.)

- Log in to the system. At the bottom of the screen, you will see your abstract(s) listed. Click the “Update Abstract” button for the abstract you wish to amend.
- Amending an abstract is the same as the original submission process except that the online form will be automatically filled in with your previous answers. You do not have to change an answer unless it is incorrect. Press the “Update Abstract” button at the bottom of the screen when you are finished making changes.

WITHDRAWING A SUBMISSION

If you wish to withdraw your submission, please contact the ICEC Headquarters office at info@attendicec.org with the title and reference number of your abstract.