



# NAACCR/IACR 2019 Combined Conference

## Submission Deadlines:

**NAACCR members** must submit abstracts by:

**11:59 pm ET, Friday, February 1, 2019 (4:59 am UTC, Saturday, February 2, 2019).**

**IACR members** must submit abstracts by:

**11:59 pm ET Friday, February 15, 2019 (4:59 am UTC, Saturday, February 16, 2019).**

**These deadlines apply to ALL members regardless of student status or eligibility for the Enrico Anglesio prize.**

## **GENERAL INSTRUCTIONS FOR SUBMITTING ABSTRACTS FOR POSTER AND/OR ORAL PRESENTATION**

### Instruction for Abstract Submission:

- **Please allow approximately 30 minutes to complete the submission process.** A confirmation of receipt of submitted abstracts will be from Recinda Sherman. This is a no-reply email, so if you have questions, or if you do not receive a confirmation, please email Recinda Sherman at [rsherman@naaccr.org](mailto:rsherman@naaccr.org). **Abstracts received after the deadline will not be accepted.**
- Submitters will be required to create an account for the presenter before submitting an abstract.
- To save time during the submission process, it is recommended that authors prepare the abstract in a Word Document using Arial font. Once this is done, the abstract can be copied and pasted into the text box on the online abstract submission form. If special characters are used, authors should check that these characters have not changed in the copy and paste process.
- Submitters who are interested in collaborating with others to present a themed break-out session should select the presentation category of “Proposed Collaborative Session” and complete the “Topic of Collaborative Session.” All abstracts for the Proposed Collaborative Session should be submitted using the same “Topic of Collaborative Session” so they can be grouped together. Individual presentations must represent more than one registry, agency or organization.
- Once you submit your abstract, then you add Co-Authors. All Co-Authors have “Read-only access”, unless you assign a Co-Author to be a presenter. Presenters have Read/Write access.
- Changes to abstracts already submitted can be made by Presenters before the abstract submission deadline by visiting the online abstract submission link and Clicking “Edit Abstract.” You may also download a copy of your abstract, edit authors, or withdraw your submission. NOTE: If presentations are withdrawn after acceptance, the author needs to inform the NAACCR office so the poster can be eliminated from judging. Withdrawals should be sent to Dr. Recinda Sherman: [rsherman@naaccr.org](mailto:rsherman@naaccr.org) .
- Submitter can submit multiple abstracts under their account at any time before the abstract submission deadline.

### **Instructions for Abstract Content:**

Abstracts must be 350 words or less including references but not including title or presentation objectives. Spell check is available in the tools for the Abstract, and the number of words used are tracked in a red box above.

Whether the intent of the presentation is to present research or program evaluation results or to describe an approach that was taken toward dealing with an operational issue, the abstract should include the following:

- An informative study title.
- Background statement that explains why this study or project was undertaken (e.g., what was the need, gap in knowledge, etc.).
- Purpose of the study or project (e.g., specific questions addressed, intervention strategies employed, and/or operational issue examined).
- Methods/Approach (e.g., design, study population, method of analysis, evaluation tools, system changes, etc.).
- Results that will be presented (e.g., study or evaluation results, program outcomes, process improvements, etc.).
- Conclusions/Implications.

### **Abstract Evaluation Criteria:**

Abstracts will be evaluated for conference presentation acceptance using the following criteria: originality; clarity of objectives; clarity and appropriateness of methods or approach; and relevance to central registries.

### **Rules and Guidelines:**

- The Abstract Review Subcommittee will review all abstracts and select abstracts for oral or poster presentation. At least two reviewers will evaluate each abstract.
- Oral and poster presenters must register for and attend the NAACCR / IACR Combined Conference.
- If you have questions, please contact Dr. Recinda Sherman at 217-698-0800, ext. 6 or by email: [rsherman@naaccr.org](mailto:rsherman@naaccr.org)

### **Oral Presentations:**

- A laptop will be provided at all sessions. Put your presentation file on a USB “memory stick” or other portable USB device for uploading to the laptop. To ensure that the meeting schedule is maintained, please arrive at your room 10 minutes before the session begins. Consult the Final Program on [the conference web page](#) for time and location of your presentation.
- Presenters who cannot arrive 10 minutes before the session begins should notify the moderator (found in the Final Program) in advance and, if possible, make arrangements to have the moderator or a colleague upload the presentation.
- Generally there will be four (4) speakers in each oral session. Twenty (20) minutes will be allocated for each presentation. Presenters should allow two or three minutes for questions. If a presenter uses all 20 minutes for his/her presentation, the moderator will announce that there will be an opportunity for questions at the end of the session (after the last speaker). Sessions with fewer or more than four (4) speakers will allocate their time evenly during the session. The session moderator will work with presenters in this situation to ensure timeliness and session flow.
- Internet is not available for oral presentations during a concurrent break-out session.

### **Enrico Anglesio Prize for Oral Presentations:**

Oral Presenters who are under 35, who are the first author and presenting author, and who are presenting research that has not yet been published are eligible for the prestigious Enrico Anglesio Prize. Once your Oral Presentation has been accepted for presentation, you will be asked if you would like to be considered for this competitive, monetary prize.

### **Poster Presentations:**

- Poster authors who want to be considered for a NAACCR Poster Award must submit a PDF of their poster(s) by the established deadline for display on the NAACCR website (this requirement does not apply to Student Posters, which undergo a separate in-person judging process during the conference). Posters not submitted by this deadline will not be considered for a NAACCR Poster Award. The deadline for PDF submission will be sent to all poster presenters in the spring prior to the conference.
- Poster boards are landscape and the provided display area for each poster will measure eight feet wide by four feet high (2.44 meters wide by 1.22 meters high). Pins for attaching posters to the boards will be available. Cloth, paper, or other light-weight poster material is recommended.
- Posters will be set up on Monday prior to the conference. Poster authors or their designee are expected to be available in person at their posters during two of the scheduled breaks during the conference. Exact dates and times will be noted in the Final Program (available online prior to the conference).
- Poster titles and content must not be changed from the original abstract.
- If posters are withdrawn, the author needs to inform the NAACCR office so the poster can be eliminated from judging. Withdrawals should be sent to Dr. Recinda Sherman: [rsherman@naaccr.org](mailto:rsherman@naaccr.org).

Note: The NAACCR poster contest is open to all poster presenters, including students, who comply with poster submission guidelines. Student posters will be judged through a separate process described below.

### **INSTRUCTIONS FOR STUDENT ABSTRACT SUBMISSION AND CONSIDERATION FOR STUDENT AWARDS**

These instructions apply only to individuals who are students (undergraduate or graduate) at the time of abstract submission. Student awards are given for both oral and poster presentations.

**NAACCR student** abstracts must be submitted by:

**11:59 pm ET, Friday, February 1, 2019 (4:59 am UTC, Saturday, February 2, 2019).**

**IACR student** abstracts must be submitted by:

**11:59 pm ET Friday, February 15, 2019 (4:59 am UTC, Saturday, February 16, 2019).**

### **NAACCR Student Presentation Awards:**

- To qualify for a Student Presentation Award:
  - You must be a student (graduate or undergraduate) at the time your abstract is submitted. And you must submit using the Student Abstract link.
    - If you graduate before the NAACCR /IACR Combined Annual Conference, you will still be eligible.
    - Eligibility is based on student status, not on employment in a cancer registry.
  - Your abstract must be accepted as an oral or poster presentation.
  - You must register for and attend the NAACCR /IACR Combined Annual Conference.
- NAACCR will give up to three awards, consisting of a certificate and a small monetary award, in each category (oral and poster presentation). The Student Presentation Award Subcommittee reserves the right

to make fewer awards based on the number of participants and/or the quality of submitted abstracts and presentations.

- Students who have more than one abstract accepted will be eligible for only one award.
- A member of the Student Presentation Award Subcommittee will send the specific review criteria in advance of the NAACCR /IACR Combined Annual Conference:
  - Awards for oral presentations will be based on various criteria (originality, objectives, methods, results, conclusion, etc.), presentation skills, and responses to questions.
  - Poster presenters will be asked to stand by their poster during a poster session; awards for posters will be based on various criteria (originality, objectives, methods, results, conclusion, etc.), poster appearance, and the presenter's responses to questions asked by judges.

## **GUIDELINES FOR POWERPOINT PRESENTATIONS FOR ALL PRESENTERS**

### Text Slides

- Sans-serif preferred font for PowerPoint slides (e.g., Arial, Calibri, or Tahoma)
- Font size of *title* fonts should be 44 pt. or greater
- Text fonts should be 36 pt. or greater
- Ideally, each slide should contain no more than 6 – 8 lines of text (excluding columns)
- Check color and contrast (don't trust your monitor)
- Think large room, back row
- Avoid ALL CAPS, they are hard to read
- Avoid screenshots for highest resolution
- Don't try to include too many slides into your presentation
- Give your audience time to read your slides

### Graphs and Figures

- Clearly differentiate variables by a legend
- Minimize the coordinate lines: enough to be clear, but not too many to clutter
- Assure that scale is appropriate for data
- With multiple graphs, scale should be the same
- Indicate scale divisions, scale breaks, units of measure
- Create a clear and concise title
- Define abbreviations and symbols used
- Consider providing a printed copy of graphs and figures to attendees (coordination and copies are the responsibility of the presenter)

### Issues to Avoid

- Slide transitions
- Busy slide backgrounds
- Chart filler patterns
- Over-crowding text
- Color schemes providing low contrast
- Charts without text descriptions