Abstract Submission Guidelines

- Abstracts MUST be submitted electronically via the online system and according to the following instructions and by the specified deadline of **February 28th, 2018**. Abstracts submitted by fax or by email will not be accepted.
- Maximum **300 words**. Tables cannot be accepted within an abstract. The system will automatically let you know whether you complied with the rules before accepting your submission.
- If you submitted an abstract (or reviewed abstracts) for the 2017 Krakow Conference, you can **use the same e-mail address and password to log in to the on-line form**.
- All abstracts must be written in **English**. Please note that if your abstract is accepted for an oral or short oral presentation, you must be able to give your presentation in English. It is also our understanding that authors of accepted papers have the financial resources to pay all personal expenses incurred including Conference registration, production of their presentation, travel and accommodation during the Conference.
- When submitting your abstract, choose the topic it most relates to (please refer to list below). However, the Committee, reserves the right to decide on the definitive topic upon abstract selection.
- No abbreviations to be used in the title of the abstract.
- **Titles** should not be more than **14 words** and a capital letter should only be used at the beginning of the sentence (DO NOT capitalize each word).
- Abstracts will be peer reviewed without knowledge of their source and selected by the Scientific Programme Committee for Oral, Short Oral or E-Posters presentations. A preference for E-Poster presentation can be indicated although the Committee will make the final decision as to how the abstract should be presented. Acceptance or rejection of an abstract is based on the average mark awarded by the reviewers.
- E-Posters are particularly suitable for the presentation of complex data or material requiring extensive illustration.
- It should be noted that E-Poster presentations carry the same status as Oral presentations and will be subject to the same selection process by the Committee, i.e. by means of written abstracts in English.
Accepted abstracts will be published in an Abstract Book. Wherever possible, abstracts are reproduced in the Abstract Book as submitted by the authors. Abstracts not suitable for reproduction will be rejected. Please have your abstract checked for correct spelling, punctuation and grammar. Your Brand Ambassador should be able to advise you on whom to ask. EDTNA/ERCA reserves the right to edit abstracts as necessary prior to publication in the Abstract Book.

The following subdivisions of your abstract are recommended but are NOT MANDATORY, there is no need to use every section if not appropriate to your work:

- Background
- Objectives
- Methods
- Results
- Conclusion/Application to practice

Please note that if you use a field, its title appears automatically e.g. Background, Objectives... If you need to enter Greek letters or use bold, italics or superscript/subscript then you may use our special text editor by clicking on the 'edit' button. When planning your abstract we want to know why you explored the subject, the approach you used, and that the method was appropriate and results reliable. However, we are particularly interested in how you have implemented your findings in practice and the consequences of this change. Please emphasize this in your abstract, and when presenting make this the focus of your talk / poster.

The Form B (mandatory part of the application for the International Continuing Nursing Education Credits - ICNEC) is a part of the on-line submission form. Completing the Form B is an obligatory part of the on-line form.

All accepted abstract authors will be notified by e-mail. Make sure you insert a correct email address during the Abstract submission process.

Correction of abstracts can only be made until the deadline of February 28th, 2018.

Abstracts received after the deadline cannot be accepted and therefore will not be considered for the programme or publication.

Form B can be downloaded from conference website.
The intention of EDTNA/ERCA is to present original work during the conference. Previously presented or published abstracts cannot therefore be accepted.

Disclosure of Interest

The intention of EDTNA/ERCA is to provide high-quality sessions focused on educational content that is free from commercial influence or bias. We request all presenters to cooperate with this by:

- Declaring any potential conflict of interest on a Disclosure section of the abstract submission
- Not including company or product names within the abstract and subsequent presentation

If you have difficulties in submitting your abstracts or if you need any further information, please contact the Conference Department at edtnaerca2018-abstracts@guarant.cz

Selected abstracts are published in the Abstract book which make them available for all Conference delegates. Abstract book can help delegates to select the presentations they wish to attend.