



ABSTRACT GUIDELINES

The International Society of Nurses in Cancer Care invites abstract submissions for the presentation of oral papers and static posters at the International Conference on Cancer Nursing, 23-26 September 2018 at SKYCITY Auckland Convention Centre, Auckland, New Zealand.

Application Process

To be selected to present you are required to submit an abstract via the conference website www.iccn2018.nz.

Key Dates

Call for Late-Breaking Abstract Submission Opens - [Monday 14 May 2018](#)

Abstract Submission Closes – 6.00pm North American Eastern time on Monday 4 June 2018.

Abstract Acceptance Notified - [Monday 11 June 2018](#)

Early Bird Deadline for Registrations - [Monday 23 July 2018](#)

Notification of abstract acceptance will give presenters the opportunity to take advantage of the early bird registration rate.

Please read the guidelines below carefully. Abstracts not submitted in this format may not be considered for review. If you have any difficulties or queries about the abstract format, please contact the Conference Secretariat by email conferences@w4.co.nz

Authors may select one of the following presentation types:

1. **Oral Only:** A 12-minute oral presentation by the author(s) plus 3 minutes for questions (15 minutes total)
2. **Rapid Fire Only:** A 8-minute oral presentation using no more than 5 PowerPoint slides in total. Questions will be answered during the question time at the end of the session.
3. **Poster Only:** A visual display. Author(s) must be present. Designated poster session times will be listed in the Conference Program. Presenting authors will be required to stand by their posters during listed time(s).
4. **Oral OR Rapid Fire OR Poster:** You can submit your abstract and if accepted it will be slotted into one of these three categories.

Please note **your abstract will be published in the Abstract Supplement exactly as it is submitted.** Please ensure the accuracy of your abstract before your submit it.

Only abstracts identified as 'complete' in the submission system will be considered for review. Abstracts with an 'incomplete' status will not be reviewed.



Submission Instructions:

- Character limit for title: **100 characters**
- Character limit for abstract body: **2500 characters with spaces. This does not include characters used for title or for authors' names/position/organisation.**
- Language of submission: **English only**
- Abstracts must be original and must not have been published or presented at any other meeting prior to the conference
- You may only edit your abstract prior to submitting it. You cannot edit your abstract once you have submitted it.

Oral Presentations (Oral, Rapid Fire)

- Presentations must be provided in PowerPoint format.
- PPTs must be submitted to the conference organisers by Monday 10 September 2018.
- Presenters should arrive at their session room at least 15 minutes prior to session commencement in order to introduce themselves to the chairperson and familiarise themselves with the room
- PPT presentations can be loaded and tested in the 'Speaker Services' room - Canterbury Room, Level 5 of SKYCITY Auckland Convention Centre
- Standard audio-visual equipment is provided: lectern, microphone, PC laptop, data projector and screen. *Laptop changeover at the Conference WILL NOT be permitted.*

Please use the PPT template available during the abstract submission process when preparing your presentation. The template is the correct format for the AV equipment at the venue. Please feel free to amend the content as you see fit.

Poster Presentations

- Posters must be portrait orientation, size A0, approximately 90cm x120cm
- There is limited space in the Poster Display area and Posters that are produced landscape are unable to be accommodated.
- Please bring Velcro dots with you to adhere your poster to the poster board.
- Authors must prepare all posters beforehand in a form enabling easy mounting.
- All posters must be mounted during the allocated time period – Sunday 23 September from 12.00am – 5.00pm and 2.00pm – 5.00pm on Wednesday 26 September 2018.
- Posters should be typed in clear bold print that can be easily read from distances over one metre with the title displayed in block capitals of minimum size 25mm (1") at the top of the poster. The title should also display the names of the author(s) and the institution(s) of origin.
- Content may be displayed in columns (usually 3 columns).
- Content should contain the study purpose/objectives, methods, results and conclusion(s).
- Illustrations should be professionally drawn (hand drawn material will not be accepted).
- All content should be simple and not overburdened with detail - "minimising detail maximises information transfer".