2019 Speaker Guidelines

ILCA Conference and Annual Meeting
24 – 27 July 2019
Atlanta Marriott Marquis
Atlanta, Georgia, United States

IMPORTANT DATES

31 October 2018: Deadline to submit session abstracts/submission site will close at 11:59 pm US Eastern Time

January 2019: Concurrent and Workshop session submitters will be notified by email of their presentation status

January 2019: Two weeks after notification, selected Concurrent and Workshop presenters must confirm participation

January 2019: Submission site will reopen for accepted presenters to review any edits to their information and suggest further changes

5 June 2019: Deadline to submit PowerPoint for accreditation review (mandatory)

24 June 2019: Deadline to re-submit edited PowerPoints for accreditation review (mandatory if notified of accreditation compliance edits)

3 July 2019: Deadline to submit handouts for approval and inclusion for conference participants

GENERAL SUBMISSION INFORMATION AND GUIDELINES

- Abstract submitters are not required to be ILCA members.
- Abstracts will be accepted through the ILCA Abstract Submission Site until 31 October 2018.
- A maximum of two (2) total abstracts for conference presentations in any combination of presentation formats may be submitted per presenter.
- Abstracts must be submitted in English and are limited to 250 words.
- Submissions must be complete, conform to all guidelines, and be received by the deadline to be considered for acceptance.

- Originality, clarity, outcomes, interest to lactation professionals, and connection to the lactation field are important components of an abstract.
- Proofread your abstract carefully to avoid errors.
- All abstracts must incorporate content, language, and references that are diverse and inclusive, such as content that is relevant in a variety of work, cultural, and geographic settings; language that is inclusive of varying sexual orientations, gender identities/expressions, and family structures; and references from a variety of social groups and countries.
- Educational session submissions are reviewed by the Conference Program Task Force. All reviews are performed on anonymized abstracts.
- Concurrent and workshop abstracts will be accepted in the following presentation formats:
  - 1-hour Concurrent (50 minutes + 10 minutes for Q&A)
  - 2-hour Workshop (110 minutes + 10 minutes for Q&A)
  - 4-hour Workshop (230 minutes + 10 minutes for Q&A)
- Workshop and concurrent abstracts will be accepted in the following categories:
  - Development and Nutrition
  - Physiology and Endocrinology
  - Pathology
  - Pharmacy and Toxicology
  - Psychology, Sociology, and Anthropology
  - Techniques
  - Clinical Practice
  - Public Health, Community Support, and Advocacy
  - Professional Development and Education
  - Research
  - Diversity and Equity
  - Ethics
- More details can be found in the [ILCA Conference Call for Abstracts](#)

PRESENTER TERMS
- Submission of an abstract constitutes a commitment to present at the conference if accepted. Failure to register and present for the conference, if not justified, will jeopardize future acceptance of proposals.
- The presenter agrees not to accept other speaking engagements in Atlanta or surrounding areas within 3 months before or after the conference if the topics presented at those engagements relate in any way to the abstract accepted for the ILCA Conference. If presenters do have other engagements, they shall notify the

Conference Manager (conference@ilca.org) who shall determine whether the abstract can be maintained as part of the conference program. Failure to notify ILCA will jeopardize future speaking opportunities with ILCA.

- Presenters who were included in the original abstract submission will receive complimentary registration for the day(s) they speak. The submission of an abstract indicates that if the abstract is accepted the presenter(s) will register to participate in the conference, noting presentation day(s) in order to receive a discounted rate.

- A laptop, LCD projector, screen, standing lectern, lectern microphone, and a wireless microphone will be provided for sessions. Requests for alternate audiovisual services will be considered but are not guaranteed.

- Session titles, objectives, presenter biographies, and headshots may be included on the official conference app to which all registrants will have access, as well as on the ILCA website and in marketing materials.

- Presenters are required to use the 2019 ILCA Conference PowerPoint template provided in 16:9 format to develop the presentation and to submit the PowerPoint file for their presentations by **Wednesday, 5 June 2019.** PowerPoint files are collected and reviewed in order to ensure compliance with accreditation criteria and remain the intellectual property of the presenter. ILCA will not share this file with attendees nor will ILCA load the file for you in the session room. Plan to bring the PowerPoint file to the conference on a flash drive and load it on to the computer in your assigned presentation room prior to the session start time. Sessions that are Live Streamed or recorded with permission for future use may involve the sharing of PowerPoint files.

- In order for your content to be shared with attendees, it must be submitted as a handout, that follows the handout specifications listed below, by **Wednesday, 3 July 2019.**

- Presenters authorize ILCA to use their name, likeness, photograph, and biographical data in connection with the use and promotion of any aspect of the conference including rebroadcast on a "virtual" basis.

- ILCA and the Presenter **mutually agree that all parties shall be released from any and all liability** or damages hereunder if ILCA or the Presenter is unable to fulfill the terms of this agreement due to force majeure, illness, or physical disability of the Presenter, acts or regulations of public authorities, labor difficulties, civil turbulence, strike, epidemic, flood, fire, interruption or delay of transportation, or any other cause beyond the control of the parties. **If, for any reason, the Presenter is delayed or cannot appear, the Presenter will promptly notify ILCA** to arrange a mutually agreeable change of date and/or a substitute Presenter. Any benefits, deposits, and/or advance reimbursements under this agreement shall be transferred to substitute Presenter, if applicable. Substitute Presenters must provide the Conference Manager with all required presenter documentation (e.g., biographical and disclosure information)

prior to the conference. If a change of date or substitute Presenter cannot be mutually agreed upon, ILCA and the Presenter agree that this Agreement is cancelled and that the Presenter shall refund any deposits and/or advance reimbursements received from ILCA.

SESSION REQUIREMENTS

- Learning objectives must be measurable and learner-centered, in terms that describe the behavior learners are expected to demonstrate at the end of the presentation. See the *Bloom's Taxonomy* list of verbs at the end of this document. Objectives not written in the correct format will be edited. Presenters are required to include the edited objectives in their PowerPoint.
- All sessions must conform to the International Code of Marketing of Breast-milk Substitutes and subsequent World Health Assembly (WHA) Resolutions.
- Presenters are required to disclose any real or apparent conflict(s) of interest (COI) that may have a direct bearing on the subject matter of the continuing education activity in written form, on a slide. This includes disclosures of any financial interest/arrangement or affiliation with any organizations that could be perceived as a conflict of interest in the context of the subject matter of their session. This disclosure of COI, or lack thereof, **MUST** appear after the title slide required for all sessions and **MUST** also be stated verbally, within the first five minutes of the session. **This is a requirement for approval of continuing education credit; failure to comply jeopardizes ILCA's ability to grant credit to conference delegates. Failure to comply with noncommercial requirements will result in sanctions regarding participation in future ILCA education events (e.g., conferences, webinars).**
- No commercial messages or logos of any kind are permitted in the educational session room. Presenters may not promote, advertise, or distribute commercial materials in their session. For example, images of books or any publications that are for sale may not appear anywhere in conference materials. Slides will be reviewed for compliance prior to the conference. **This is a requirement for approval of continuing education credit; failure to comply jeopardizes ILCA's ability to grant credit to conference delegates. Failure to comply with noncommercial requirements will result in sanctions regarding participation in future ILCA education events (e.g., conferences, webinars).**

HANDOUT SPECIFICATIONS

Handouts aid participants in following along with your presentation, especially those who are vision or hearing impaired or who speak English as a second language. They also provide the opportunity for attendees to reference the information noted. In order for materials you present to be shared with attendees, they must be submitted as handouts by **Wednesday, 3**

July 2019. Handouts may or may not be your PowerPoint presentation. It is recommended that every presenter submit at least a list of references to be shared. Presenters who do not provide handouts for their sessions typically receive lower ratings from attendees during conference evaluations.

- Submitting a handout constitutes your giving ILCA permission to share your intellectual property with conference attendees. If you would like to allow broader sharing of your handouts, please note your permission on your handout.
- Handouts must be PDF files formatted for optimal file download size. In order to optimize PowerPoint presentations with several slides per page go to *print*, select *print to PDF*, and select for more than one slide to appear per page (see example layout below). Changing the presentation to black and white also will help to optimize the file size.

Presenters are responsible for ensuring that their submissions and presentations comply with all relevant guidelines. Contact conference staff at speakers@ilca.org with any questions.

Guidelines for Writing Measurable, Behavioral Learning Objectives

Bloom's Taxonomy Verbs

Knowledge

Count	Identify	Read	Sequence
Define	Label	Recall	State
Describe	List	Recite	Tell
Draw	Match	Record	View
Enumerate	Name	Reproduce	Write
Find	Quote	Select	

Apply

Act	Contribute	Imitate	Produce
Administer	Control	Implement	Provide
Articulate	Demonstrate	Interview	Relate
Assess	Determine	Include	Report
Change	Develop	Inform	Select
Chart	Dramatize	Instruct	Show
Choose	Draw	Paint	Solve
Collect	Establish	Participate	Transfer
Compute	Extend	Predict	Use
Construct	Extend	Prepare	Utilize

Synthesize

Adapt	Design	Invent	Rearrange
Anticipate	Develop	Make up	Reconstruct
Categorize	Devise	Model	Reinforce
Collaborate	Express	Modify	Reorganize
Combine	Facilitate	Negotiate	Revise
Communicate	Formulate	Organize	Rewrite
Compare	Generate	Perform	Structure
Compile	Incorporate	Plan	Substitute
Compose	Individualize	Pretend	Validate
Construct	Initiate	Produce	
Contrast	Integrate	Progress	
Create	Intervene	Propose	

Comprehend

Classify	Discuss	Illustrate	Predict
Cite	Estimate	Interpret	Report
Conclude	Explain	Locate	Restate

Convert	Generalize	Make sense of	Summarize
Describe	Give examples	Paraphrase	Trace

Analyze

Break down	Debate	Examine	Point out
Characterize	Deduce	Focus	Prioritize
Classify	Diagram	Illustrate	Research
Compare	Differentiate	Infer	Relate
Contrast	Discriminate	Limit	Separate
Correlate	Distinguish	Outline	Subdivide

Evaluate

Appraise	Criticize	Judge	Rank
Argue	Critique	Justify	Rate
Assess	Decide	Predict	Reframe
Choose	Defend	Prioritize	Select
Compare & Contrast	Evaluate	Prove	Support
Conclude	Interpret		

Words NOT to Use — Open to interpretation and not measurable

DO NOT USE

Appreciate	Believe	Have an understanding of	Know how to
Be able to know	Communicate	Implement	Motivate
Be aware of	Grasp the significance of	Increase	Understand
Be familiar with	Enjoy	Learn how to	

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