2019 Poster 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 poster abstracts/submission site will close at 11:59 pm US Eastern Time

January 2019: Poster abstract submitters will be notified by email of presentation status, including if they were selected for an Oral Presentation

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

GENERAL SUBMISSION 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 person.
- 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 relevance to the lactation field are important components of an abstract. Proofread your abstract carefully to avoid errors. Your abstract will not be selected if it is poorly written with grammatical 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.

- Abstracts will be accepted for Research and Project posters (See details below).
- More details can be found in *ILCA's Call for Abstracts.*

POSTER PRESENTER TERMS

- Submission of an abstract constitutes a commitment to present a poster at the conference if accepted. Failure to present at the conference, if not justified, will jeopardize future acceptance of proposals.
- Submission of an abstract indicates that if the abstract is accepted the presenter will participate in the conference.
- A cork board side measuring 8 feet (2.4m) wide by 4 feet (1.2m) tall will be assigned to each presenter. Accepted presenters will print their own posters and transport them to the venue for display. All posters will be set up and dismantled within the timeframes provided prior to the event. Posters not removed by the deadline risk disposal by facility staff.
- Poster 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.
- Authors of research abstracts must indicate when and where the research has been presented if it is not the first presentation of the research. If the research has previously been presented at an ILCA Annual Conference, the submitted abstract should be for a different aspect or finding of the research than that presented before. If the research has been published in academic literature within the past year from the date of submission to the conference, it may still be submitted for consideration. If it was published earlier than that time, it cannot be submitted for consideration.
- 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.

POSTER REQUIREMENTS

The number of posters accepted is limited by the number and quality of submissions and by space availability. Poster abstracts will be accepted in the following categories:

Research: Abstracts describing original research studies will be considered for poster and potentially oral presentation at the conference.

Oral Research Presentations: The highest scoring abstracts are selected for oral presentation, in addition to the printed poster, unless the author chooses to present only in poster format. Oral presentations are 12 minutes each with 3 minutes for questions.

Project: Abstracts describing projects of interest to the lactation community are considered for poster presentation only.

1. Content about each of the following with headings is required: **(1) Background, (2) Research Aim/Question(s), (3) Methods (if applicable), (4) Results, and (5) Conclusion(s)**. Use clear, descriptive language and a title that specifically describes the research or project.

Research Abstract:

Background: Significance of the problem must be clear and concise.

Research Aim/Question: Purpose/research question is defined.

Methods: Study design, setting, sampling, measurements, and data analysis are appropriate and consistent with the purpose(s)/aims of the study

Results: Findings are summarized, relevant to the purpose/aims and area of significance.

Conclusions: Clear interpretation and implications to clinical practice or research.

Project Abstract:

Background: Purpose and significance of the problem must be clear and concise.

Methods: Clear description of project or database search for evidence or sources used to collect evidence. Procedures are appropriate and consistent with the purpose(s)/aims of the project.

Results: Outcome data or synthesis of evidence must be clear and relevant to the purpose of the project.

Conclusions: Clear description of changes in practice and implications to clinical practice.

2. Poster abstracts that exceed the 250-word length will be rejected.

3. Research posters and project posters will be judged by the Professional Development Committee Research Team at the conference, and one poster will be chosen for the best poster award.

4. A list of all selected abstract titles will be published in the conference program and app. If the abstract is accepted, but not presented at the conference, the information will not be published.

ADDITIONAL REQUIREMENTS

- All posters must conform to the International Code of Marketing of Breast-milk Substitutes and subsequent World Health Assembly (WHA) Resolutions.
- No commercial messages or logos of any kind are permitted on the poster. Presenters may not promote, advertise, or distribute commercial materials on their poster. For example, images of books or any publications that are for sale may not appear anywhere in conference materials. **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 educational activities.**
- 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 the poster. 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 poster. This disclosure of COI, or lack thereof, MUST be printed on the poster. **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 disclosure requirements will result in sanctions regarding participation in future ILCA educational activities.**

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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