



**VELB**  
Verband Europäischer LaktationsberaterInnen  
European Lactation Consultant Association  
[www.velb.org](http://www.velb.org), [www.ilca.org](http://www.ilca.org)

## **Guidelines for the Submission of Abstracts for a Lecture or a Poster**

Dear Madam, dear Sir, dear colleagues,

All participants of the VELB-ILCA Conference 2008 are cordially invited to present their experiences and their knowledge in the form of a lecture or a poster presentation and discuss them. Thereby you can actively contribute to the 2008 Conference. In the following you will find the details for submission.

Best regards

Dr. Gabriele Kewitz, IBCLC, President VELB  
Rebecca Mannel, BS, IBCLC, President ILCA  
Márta Guóth-Gumberger, IBCLC, Chair of Abstracts Committee

### **Submission process**

1. Abstracts for a lecture or a poster will be accepted in the following areas:
  - research
  - projects
2. Possible topics are
  - breastfeeding counselling
  - bonding
  - premature babies
  - dealing with grief
  - ethics
  - others
3. Abstracts can be submitted for a
  - lecture: an oral presentation of 30 minutes including discussion time
  - poster; poster presentation of maximum five minutes including discussion time during the poster walk (size maximum 0,97m wide and 2,30m high)
4. Those submitting proposals need not be VELB or ILCA member nor IBCLCs.

5. Authors can submit one or more abstracts in English or in German or already translated into both languages.
6. Please note that only complete submissions which conform to the guidelines in format and structure and which will be submitted by 15.1.2008 will be accepted for consideration.
7. Submission of a proposal constitutes a commitment by the author to present if accepted.
8. With the submission of an abstract authors declare that if the abstract will be accepted they will register as usual to participate in the conference by April 1, 2008 at the latest ([www.velb.org](http://www.velb.org), [www.ilca.org](http://www.ilca.org), [velb-ilca@KM-Potsdam.de](mailto:velb-ilca@KM-Potsdam.de)). They are responsible for all related expenses.
9. For each abstract accepted EUR 80 or USD 100 compensation will be subtracted from the conference fee to help defray personal expenses.
10. Authors of abstracts must indicate when and where the content has been presented if this is not the first presentation.
11. Please submit your completed application by January 15, 2008 at the latest to [velb-ilca@KM-Potsdam.de](mailto:velb-ilca@KM-Potsdam.de) ONLY. Please indicate on the subject line "Call for Abstracts VELB-ILCA Vienna 2008". Your email should contain
  - title of the abstract
  - name of author(s), in case of several authors please underline the contact person
  - classification as lecture / poster
  - classification as research / project
  - classification as breastfeeding counselling / bonding / premature babies / dealing with grief / ethics / others
  - if applicable previous presentation of the content at / previous publication of the content in
  - complete mailing address of the contact person
  - phone number of contact person
  - Email address of contact person
  - short biography / biographies including name, credentials, location, country, institution, areas of special expertise, research focus (maximum 3 lines)
  - short description of the lecture for the electronic conference program (maximum 5 lines)
  - abstract as attachment (maximum 350 words)
  - optional: further handouts for the lecture as attachments
 The receipt of each submission will be confirmed by Email within one week.
12. The VELB-ILCA Conference Committee will select from among the abstracts submitted. Abstracts accepted for lectures will be included in the program. Abstracts accepted for posters will be included in the poster exhibition. The authors will be notified of acceptance or rejection by email by March 1, 2008 and are kindly asked to confirm receipt by email to [velb-ilca@KM-Potsdam.de](mailto:velb-ilca@KM-Potsdam.de)

## **Publication**

13. All abstracts accepted will be published exactly as submitted. Title, author, institution and address will be published and included in the printed and electronic conference syllabus.

14. All abstracts accepted for lectures will be published in the conference syllabus in German and English. After the Conference, all abstracts accepted for lectures and posters will be published on the VELB website. Research poster abstracts will be published in the Journal of Human Lactation. Project poster abstracts will be published in the e-Globe. A list of all abstracts will be published on the ILCA website.

## **Presentations**

15. All lectures accepted will be simultaneously translated into English or German.
16. Poster presenters will be required to be present during the poster walk as indicated in the letter of acceptance and briefly present their poster in the original language.

## **Speaker and Poster Guideline**

17. All information presented during oral presentations and on posters must conform to the International Code of Marketing of Breastmilk Substitutes and Subsequent WHA Resolutions.
18. For the benefit of submission reviewers and Conference attendees, please ensure that the presentation content is reflected accurately in the title.
19. Clarity of expression will be considered in the review process. The overall quality of language used should ensure comprehension by the reader. Proofread your abstract carefully to avoid errors.
20. Presenters will be required to disclose to the audience any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the presentation. 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 presentation.
21. Speakers are not permitted to distribute commercial materials in their session. No advertising is permitted outside the Exhibit Hall.
22. There will be no handouts at the lectures; all material pertinent to the presentation must be submitted with the abstract in order to be included in the syllabus.

The best poster will receive a prize from VELB and ILCA at the end of the conference.

If you have any questions about the submission process please contact

Márta Guóth-Gumberger, Chair of Abstracts Committee (German, English, Hungarian, Italian, French will be answered in English), [guothgum@bnro.de](mailto:guothgum@bnro.de)

Heather Blanken (English), [heatherblanken@ilca.org](mailto:heatherblanken@ilca.org)

**Name of author(s) (without credentials): lecture or poster**

**Title of the abstract**

name(s) of the author(s) with credentials  
institution, city, country  
Email: ....  
Phone: ....

**Objectives**

Text, type Times New Roman, typesize 12

**Abstract**

with outline or continuous text, type Times New Roman, typesize 12. The text of the abstract should have a maximum of 350 words, the complete abstract should have maximum two pages

**Bibliographie**

Literature, type Times New Roman, typesize 10