

## 2018 Poster Guidelines

ILCA Conference and Annual Meeting  
*TOGETHER: Changing YOUR Community and the World*  
18 – 21 July 2018  
Oregon Convention Center  
Portland, Oregon, United States

### IMPORTANT DATES

**31 October 2017:** Deadline to submit poster abstracts/submission site will close at 11:59 pm [US Eastern Time](#)

**5 January 2018:** Poster abstract submitters will be notified by email of presentation status, including if they were selected for an Oral Presentation

**15 January 2018:** 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 2017.
- 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. Accepted abstracts may be eligible for publication in the *Journal of Human Lactation (JHL)* (see details below).
- 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 upon your submission.
- Regardless of the theme of the conference, 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](#).

## **Formatting your abstract for publication in the *Journal of Human Lactation (JHL)***

Conference content is relevant to lactation supporters throughout the world, not just to those who attend the ILCA Conference. Formatting your proposal properly, and providing us with your permission for publication, and allowing your abstract to be shared with all ILCA members via the *JHL*.

Follow these steps to format your abstract for publication in the *JHL*:

- Structure your abstract with the following bolded and capitalized headings with colon followed by content.
  - **Background:**
  - **Aims/Purpose:**
  - **Narrative:**
  - **Research method** (if applicable, including design, setting, sample, data collection, data analysis, and results):
  - **Conclusion(s):**
- Tables/Figures: A maximum of one table and/or figure (not required) in [APA format](#)

In addition to writing your abstract in the correct format, please also be sure your writing follows the guidelines outlined in [JHL Language Preferences](#). A [Journal Contributor Publishing Agreement](#) also will need to be completed and submitted. Samples of both research and non-research abstracts that have been formatted correctly for publication in the *JHL* are available for review [here](#).

## **POSTER PRESENTER TERMS**

- Submission of an abstract constitutes a commitment to present a poster at the conference if accepted. Failure to register and present for the conference, if not justified, will jeopardize future acceptance of proposals.
- Poster Presenters will receive complimentary registration for Thursday in order to be present for the Poster Question and Answer period. The submission of an abstract indicates that if the abstract is accepted the presenter will register to 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.
- 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. 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 quality 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: Purpose/research question, and significance of the problem must be clear and concise.

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 project is clearly stated

Method: Provide clear description of database search for evidence or sources used to collect evidence.

Results: Outcome data or synthesis evidence must be clear. The most common reason for rejection of poster abstracts is a lack of outcome data.

Conclusion: Propose or describe change in 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. Abstracts presented at the conference may be published, exactly as submitted, in the *Journal of Human Lactation*. A list of all abstracts titles will be published in the conference program and website. If the abstract is accepted, but not presented at the conference, the abstract 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 in the meeting room. Presenters may not promote, advertise, or distribute commercial materials at their poster. For example, images of books may not appear anywhere in conference materials. **This is a requirement for approval of continuing education credit and 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 events.**
- 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 and 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 events.**

Presenters are responsible for ensuring that their submissions and presentations comply with all relevant guidelines. Contact Kara Stachowiak, Conference Manager, at [conference@ilca.org](mailto:conference@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	<b>Generate</b>	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	
<b>Analyze</b>				
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	
<b>Evaluate</b>				
Appraise	Criticize	Judge	Rank	
Argue	Critique	Justify	Rate	
Assess	Decide	Predict	Reframe	
Choose	Defend	Prioritize	Select	
Compare & Contrast	Evaluate	Prove	Support	
Conclude	Interpret			
<b>Words NOT to Use — Open to interpretation and not measurable</b>				
<b>DO NOT USE</b>	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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