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Executive Office

2121 W. White Oaks Drive, Suite B
Springfield, IL 62704-7412
Tel (217) 698-0800
Fax (217) 698-0188
info@naaccr.org

www.naaccr.org

NAACCR 2014 ANNUAL CONFERENCE: CALL FOR ABSTRACTS

October 3, 2013

The North American Association of Central Cancer Registries (NAACCR) is pleased to invite you to submit abstracts for oral presentations or posters at the NAACCR 2014 Annual Conference. The conference will take place June 21-26, 2014, in Ottawa, Ontario, Canada. In addition, NAACCR will be co-hosting the 36th Annual Conference of the International Association of Cancer Registries (IACR) June 26-28, 2014. A call for abstracts for the IACR conference is expected later this fall.

This year's conference theme, "Capitalizing on Cancer Surveillance Data for Improved Cancer Control," will be shared by both conferences. The conferences will provide educational opportunities to learn from local, national and international experts in cancer surveillance, cancer registry operations, analytical methods, research, and novel ways to use data for cancer control.

Oral presentation and poster abstracts are particularly encouraged in the following categories:

Track 1: Cancer Epidemiology
- Geographical and temporal trends
- New developments in prevalence projections
- Cancers with rising incidence

Track 2: Data Standardization
- Future directions for staging data
- Data quality control and standards
- Case ascertainment and completeness
- Data and record consolidation practices
- Impact of electronic medical records
- International data comparability issues
- Record linkage

Track 3: Statistical Methods
- Innovative methods for analysis
- Modeling
- Challenges with survival analysis
- Calculation of life tables
- Methods for dealing with missing data

Track 4: Challenges in Special Populations
- Vulnerable populations
- Impact of geography on cancer prevention and control
- Identification of population sub-groups in cancer registry data

- Programs to improve outcomes for vulnerable populations
- Methodological considerations for small populations
- Data challenges in small, large, rural, or urban populations

Track 5: Comparative Effectiveness Research
- Benefits and challenges
- Methodological cautions and the interpretation of results
- Innovative studies and the application of results

If you are interested in collaborating with others to present a themed break-out session, please mark your abstract submission form in the box "Proposed Collaborative Break-Out Session," and list the authors of the other abstracts in your proposed session. Grouped presentations MAY NOT be from a single Registry or Organization.

Abstracts must be submitted electronically via the NAACCR website and received by 12:00 noon Eastern Time on Tuesday, December 10, 2013. For questions regarding the electronic submission of abstracts, please contact Michelle Gock at Venue West (mgock@venuewest.com or 866-481-5226). **Each submitter is responsible for obtaining confirmation that abstracts and required forms have been received. Abstracts received after the deadline will not be accepted.** There will be no exceptions to the deadline. Accepted abstracts and posters will be posted on the NAACCR website after the conference.

On the NAACCR Annual Conference web site, you will find the instructions for submitting abstracts and guidelines for PowerPoint presentations to ensure that all presenters display clear slides for our audience. All the necessary abstract submission forms are available online. **Abstracts will not be considered unless a biography, AV request information, and all other required information is included at the time of the online submission.**

Poster authors will be expected to submit a PDF of their posters by Friday, May 23, 2014, for display on the NAACCR web site. You must comply with this deadline to participate in the poster contest. No posters will be eligible for the contest unless the PDF is sent to NAACCR by the deadline. A link to upload your poster will be available on the NAACCR Annual Conference page in the spring of 2014. Please note: poster authors will also be asked to be available in person at their posters during two of the scheduled breaks at the conference.

If you have any questions about the Call for Abstracts, please email Stacey Wan, NAACCR Program Committee Chair: stacey.wan@statcan.gc.ca. Please note that only registered conference participants may present abstracts as a poster or at an oral session.

Complete information on the conference and the pre- and post-conference workshops will be communicated by email in mid-February. Thank you for your participation and see you in Ottawa!

Sincerely,

Stacey Wan,
Chief, Cancer Statistics Section, Statistics Canada
Chair, NAACCR Program Committee

INSTRUCTIONS FOR SUBMITTING ABSTRACTS FOR POSTER AND/OR ORAL PRESENTATION

- **Abstracts must be submitted online by 12:00 (noon) Eastern Time on Tuesday, December 10, 2013. Please log onto** http://www.naaccr.org/EducationandTraining/AnnualConference.aspx **and click on the link for Online Abstract Submission.** All submitters will be required to create an account **for the presenter** before submitting an abstract**.** Each submitter will receive an Access Key after creating an account and can submit multiple abstracts under this account anytime before the abstract submission deadline. Abstract submissions by fax, mail, or email will not be accepted.

- To save time during the submission process, it is suggested that authors prepare the abstract in a Word Document, using the font type Arial. Once this is done, the abstract can be copied and pasted into the text box on the online abstract submission form. If special characters are used, authors should check that these characters have not changed in the copy and paste process.

- **Please allow approximately 30 minutes to complete submission process.** A confirmation of receipt of submitted abstracts will be sent by Venue West via email. Each submitter is responsible for obtaining confirmation that their abstracts have been received. **Abstracts received after the deadline will not be accepted**.

- Changes to abstracts already submitted can be made before the abstract submission deadline by visiting the online abstract submission website and signing in with the Access Key.

- The Call for Abstracts invitation letter and this information package may be downloaded from the NAACCR website: http://www.naaccr.org/EducationandTraining/AnnualConference.aspx.

RULES and GUIDELINES

All Presentations
- Abstracts are reviewed and selected by the Abstract Review Sub-Committee.
- **Poster and Oral presenters must register for and attend the NAACCR Annual Conference.**
- If you have questions, contact Michelle Gock at Venue West Conference Services, Ltd.
  Phone: 1-866-481-5226; Fax: (604) 681-2503; Email: mgock@venuewest.com

Oral Presentations
- Note that laptops are provided at every session. Presentations will be limited to 20 minutes, and time for questions will be allotted.
- Presentation files should be placed on a USB "memory stick" or other portable USB device.
- To ensure that the meeting schedule is maintained, please arrive at your room 10 minutes before the session begins. Notify the moderator if you expect a delay.

Poster Presentations
- Poster authors must submit a PDF of their posters by Friday, May 23, 2013.
- Exact dimensions for posters, along with specifications of how to attach them, will accompany your acceptance letter.
- Posters will be set up on Monday, June 23. **Poster authors are expected to be available in person at their posters during two of the scheduled breaks at the conference.** Exact dates and times will be explained in the Final Program which will be available in June 2014.

- Poster titles and content must not be changed from the original abstract.
- If posters are withdrawn, the author needs to inform the NAACCR office so the poster can be eliminated from judging.
- NAACCR sponsors a poster contest that is open to all poster presenters who comply with poster submission guidelines. No monetary awards are associated with this poster contest.

Instructions for Abstract Content

Abstracts must be **2000** characters or less including references and **spaces but not title and author listing**. Whether the intent of the presentation is to present study or program evaluation results or to describe an approach that was taken toward dealing with an operational issue, the abstract should include the following:

- An informative study title.
- Background statement that explains why this study or project was undertaken (e.g., what was the need, gap in knowledge, etc.).
- Purpose of the study or project (e.g., specific questions addressed, intervention strategies employed, and/or operational issue examined).
- Methods/Approach (e.g., design, study population, method of analysis, evaluation tools, system changes, etc.).
- The results that will be presented (e.g., study or evaluation results, program outcomes, process improvements, etc.).
- Conclusions/Implications.

Abstract Evaluations

- Abstracts will be evaluated using the following criteria: originality; clarity of objectives; clarity and appropriateness of methods or approach; and relevance to central registries.

POWERPOINT PRESENTATION GUIDELINES

Text Slides
- Sans-serif preferred font for PowerPoint slides (or simple fonts without "feet")
- Use bold
- 32 point type smallest
- Check color and contrast (don't trust your monitor)
- Think large room, back row
- Avoid ALL CAPS, they are hard to read
- Avoid screenshots for highest resolution

Graphs and Figures
- Clearly differentiate variables by a legend
- Minimize the coordinate lines: enough to be clear, but not too many to clutter
- Assure that scale is appropriate for data
- With multiple graphs, scale should be the same
- Indicate scale divisions, scale breaks, units of measure
- Create a clear and concise title
- Define abbreviations and symbols used
- Consider providing a printed copy to attendees (coordination and copies are the responsibility of the presenter)

STUDENT AWARD GUIDELINES AND REQUIREMENTS

NAACCR Student awards
- **Student Presentation Award**
  NAACCR will give up to three monetary awards in each category (oral and poster presentation).
- **Travel Award**
  NAACCR will give up to one travel award to a student who has an abstract accepted for oral or poster presentation with a focus on spatial aspects of cancer surveillance or research.
- Follow the instructions for submitting abstracts. Check the appropriate box/boxes on the Abstract Submission Form if you wish to be considered for a student award.
- You may apply for both a Student Presentation Award and a Travel Award.

Student Presentation Award
- A student who has abstracts accepted in more than one Student Presentation Award category must decide whether he or she wants to be considered for an **oral** presentation award or a **poster** award.
- To qualify for a Student Presentation Award:
  - **You must be a student (graduate or undergraduate) at the time your abstract is submitted.**
    - If you graduate before the NAACCR Annual Conference, you will still be eligible.
    - Eligibility is based on student status, not on employment in a cancer registry.
  - Your abstract must be accepted as an oral or poster presentation.
  - You must register for and attend the NAACCR Annual Conference.
  - You must submit your PowerPoint oral presentation or poster to the Student Presentation Award committee prior to the conference (by a date to be announced).
  - Awards for oral presentations will be based on the actual presentation.
  - Poster presenters will be asked to stand by their poster at a poster session; awards for posters will be based on the poster <u>and</u> a presenter's responses to questions asked by judges viewing the poster.
- Two or more members of the Student Presentation Award Subcommittee will evaluate each oral and poster presentation. Any member who has a real or perceived conflict of interest must recuse himself or herself from evaluating specific oral or poster presentations. Additional NAACCR members may be called on to serve as judges.
- If your abstract is accepted, a member of the Student Presentation Award Subcommittee will contact you to verify that you are a student/were a student at the time of submission. You will be asked to provide details (degree, program, institution, etc.) and confirmation of primary authorship.
- Oral and poster presentation awards will be based on specific criteria that are weighted to reflect the Subcommittee's view of the relative importance of each criterion. The criteria and weights used in evaluating 2014 student presentations are listed in the Summer 2012 issue of the *NAACCR Narrative* eNewsletter (published online July 31, 2012). Presenters will be informed of any changes in the criteria.
- It is anticipated that three oral presentation and three poster presentation awards will be made. The Student Presentation Award Subcommittee reserves the right to make fewer awards if the situation warrants.

NAACCR 2014 ANNUAL CONFERENCE
*"*Capitalizing on Cancer Surveillance Data
for Improved Cancer Control*"*

June 21–26, 2014
Westin Ottawa
Ottawa, Ontario, Canada

SPEAKER BIOGRAPHY AND AUDIO-VISUAL EQUIPMENT REQUEST

BIOGRAPHY (to be used to obtain continuing education credit approval and by session moderators).
Submit in outline or paragraph form, maximum 300 words. (May be attached separately).

AUDIO-VISUAL EQUIPMENT REQUIREMENTS (select all that will be needed):

☐ Computer display projector ☐ DVD Player ☐ Audio sound for presentation ☐ Other:_____
☐ Flip chart ☐ Internet ☐ No A-V equipment

Note that laptops are provided at every session. You should bring a copy of your presentation on site at least one hour prior to the start of the session. Please do not send it to the conference planners in advance of the conference.

PRESENTER INFORMATION:

Name: _____ Title: _____

Agency/Institution: _____

Address: _____

_____
City   Province/State   Postal/Zip Code   Country

Telephone: _____ Fax: _____ Email: _____