

## Guideline for abstracts/presentations at the CCI Europe Conference

### 1. Abstract Content

#### 1.1. Abstract Topic

You can submit your abstract in one of the categories corresponding to the **pillars of CCI Europe**:

- **Research & Innovation**
- **Diagnosis, Treatment & Care**
- **Psychosocial Care**
- **Survivorship**
- **Capacity Development**
- **European Affairs and Policy**
- **Long-term Sustainability**
- **Communication**
- **Ethics**

It should be a project/topic in which you are the expert and in which you would like to share your expertise.

#### 1.2. Abstract Writing

Abstracts must be written in complete sentences and be submitted and presented in **clear English with correct grammar**.

1. Abstract title - Up to 25 words
2. Abstract author(s) – please include the full list of authors
3. Presenter name and email
4. Abstract text – Up to 300 words, including acknowledgements.
5. Abstracts should contain paragraphs:
  - a. Introduction
  - b. Background/Objectives
  - c. (Design/Methods)
  - d. Results /Outcomes
  - e. Conclusion
  - f. Possible implementation (also in other countries)

(Note: Each of the above sections must be a single paragraph and contain no lists).

### 1.3. Presenter

**Presenting authors of abstracts must be registered participants.** Registration must be received before the Registration Deadline in order to be scheduled for presentation.

CCI Europe will not cover presenters' registration fees.

### 1.4. Submission process

**Abstracts must be sent by Friday, 31 January 2025 by 12:00 pm CET (noon) by completing the form: <https://www.surveymonkey.com/r/CCIEAbstracts2025>**

Summary of what you need to send:

- Full name(s) of presenter(s) and author(s)
- Presenting author's contact details (E-Mail, Phone, etc.)
- Short bio of the presenter + photo
- Affiliation details: institution / organization, (department), city, country
- State one of the categories provided in the section 1.1
- Your abstract according to the guidelines in section 1.2

## 2. Selection Process

All abstracts will be evaluated carefully. Final decisions will be made by the CCI Europe Conference Committee which will determine whether the abstract will be accepted or refused.

Presenter will receive a notification per email in February.

## 3. Presentation

Once your abstract is accepted, you will get further information about the presentation itself, including presentation templates.