



**SECOND CONFERENCE OF
RFCCN-SAARC
and
SECOND INTERNATIONAL
CONFERENCE OF
CRITICAL CARE NURSE'S
ASSOCIATION OF NEPAL (CCNAN)**



15-16 November 2019, Kathmandu

ABSTRACT SUBMISSION GUIDELINES

ABSTRACT SUBMISSION DEADLINE:

ABSTRACT OPEN: 15 April 2019

ABSTRACT CLOSES: 30 September 2019, Midnight (Nepal time GMT +0545)

Abstract received after the deadline will not be entertained.

ABSTRACT SUBMISSION PROCESS:

Please email your abstract submission as an attachment in a Microsoft Word document before 30 September 2019 addressed to:

The Scientific Committee,
Second Conference of RFCCN-SAARC and Second International Conference of Critical Care
Nurses Association (CCNAN) of Nepal
Email: ccnancon@gmail.com

Confirmation of Receipt:

You will receive a confirmation email that your abstract has been received. If you do not receive an email confirmation within 3 working days, please communicate to the above email address. Electronically submitted abstracts will ONLY be considered; mailed or hand delivered abstracts will not be entertained.

**GUIDELINES FOR ABSTRACT SUBMISSION FOR THE SECOND CONFERENCE OF
RFCCN-SAARC AND SECOND INTERNATIONAL CONFERENCE OF CCNAN:**

The Scientific Committee reminds the attendees that the material deemed appropriate for presentation at the symposium should have the following characteristics:

- Original and Scientific work (If presented earlier, should provide full details).
- Any scientific work accepted for publication or published in any journal will not be entertained.
- Accepted abstracts will be presented in either Oral or Poster session.
- The form of presentation that has been accepted will be informed to the participant before first week of October.
- ALL OF THE PRESENTERS MUST have to register for the conference, EXCEPT those international / SAARC Critical Care Society Executives invited by the CCNAN for the conference.

ABSTRACT PREPARATION:

Abstracts submitted **MUST** adhere to the following specifications:

- Abstracts should be in English and must be limited to 300 words.
- Authors, Coauthors, Place of conduct of study should be clearly mentioned.
- Abstract shall be presented under following headings.
 - Title; Author Information; Background; Materials and methods; Results and Conclusions.
 - Key words should be listed at the end in an alphabetical order.
- Abstracts must be formatted as a Microsoft Word Document and with following formatting:
 - Single-spaced
 - Font: Times New Roman, Font Size: 12
 - Page layout: 1-inch margin on all four sides
 - Please indicate the designation of the presenter (Critical Care Nurse, Staff Nurse, Senior Staff Nurse, Nurse In-charge, Nurse Manager, Nursing Supervisor, Senior Supervisor, Nursing Director etc..).
- Abstract Title
 - Title must be in Bold.
 - No abbreviations should be used in the title.
 - Abstract titles must be limited to ten words or less. Titles exceeding the limit will be edited.
 - Do not use capital letters in the title except for words that are always capitalized.
- Authors & Institutions
 - Group the authors together: Please write Full names of all authors.
 - Omit academic degrees and titles.
 - Group institutions together, and provide institution names, cities, states/provinces, and country.
- Payment: There is no fee for abstract submissions.
- Conference Registration is a **MUST** to present any paper.
- Multiple papers: A speaker may submit more than one paper; but must disclose earlier.
- Type of presentation: Authors must indicate the type of presentation they wish to make, either oral or poster. But the scientific committee holds the right to decide the mode of presentation.

Please Note:

- The Scientific committee editor reserves the right to edit abstracts, if necessary, for clarity, grammar, style, and length.
- Audiovisual equipment: An LCD projector and microphone will be provided in all session rooms.
- Tentative Time allotted for presentation: 10mins
- Laptops: Individual laptops/notebook will not be entertained in the conference room.
- Selected Oral Presenters will have to provide their full presentation before 7 November 2019.
- Scheduling: Scientific schedule will be emailed to speakers and published on Facebook page of CCNAN one week before the meeting for the scheduled date and time of your presentation.

- Policy: In accordance with the CCNAN constitution and policy, authors are requested to be sensitive to, and show respect for, ethnic, cultural, religious, and gender diversity.

ABSTRACT ACCEPTANCE AND PRESENTATION GUIDELINES

Once the Abstract is accepted; an acceptance letter will be send to the presenters who shall then provide the following to the scientific committee before

- A detailed CV of the presenter;
- A letter of clearance from the Institutional Review Board (IRB) / Ethical Committee /Research Department / Head of the respective institution stating that the study was carried out by the presenter in that center and the institution does not have any objection if the data or case is presented in any conference.
- Registration in the Second Conference of RFCCN-SAARC and Second International Conference of CCNAN
- Final Power Point Presentation by email before 7 November 2019.

For Poster Presentation, the specification and detailed guidelines for poster will be send once poster presentation has been accepted.

After receipt of the above, scientific committee will then decide and Final List of Presentation, along with presentation instructions, will be emailed to the presenter approximately by third week of October. If you don't receive final confirmation by 31 October 2019, please communicate with chairperson of Scientific Committee.

Thank you!

Email: ccnancon@gmail.com

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