



JULY 17, 2018

YOUR INVITATION

You and your breast center team are invited to submit an abstract to the NCoBC's 29th Annual Interdisciplinary Breast Center Conference, being held at the Paris Las Vegas in Las Vegas, Nevada, March 15-20, 2019. The abstract/poster program provides a great opportunity to share your research and experience with other breast health care professionals. The goals of this session are to facilitate communication between breast care centers, to disseminate knowledge that may be useful to our members and their patients, and to give recognition to outstanding submissions.

TO PARTICIPATE

To participate, email your abstract and the **Abstract Application*** to the NCoBC office at NCBCabstracts@breastcare.org by the **due date, December 22, 2018; late submissions will not be accepted.** Faxed abstracts will not be accepted. Submission(s) will be peer reviewed and the abstract author(s) notified of acceptance for poster display at the 2019 Conference by the end of January 2019. The NCoBC will host a special Poster Reception at the end of the conference day on Sunday, March 17, 2019.

NCoBC will invite the authors of one abstract submitted in each of the three major categories, as well as up to four abstracts submitted by trainees (fellows, residents, students and other trainees), one of which will be designated the **Fellow/Resident/Student Award-winning abstract**, to briefly present their abstracts during the Oral Abstract Presentations at the Poster Reception. Category oral abstract presenters will be awarded a monetary gift of \$100. The Fellow/Resident/Student Award* recipient will receive a monetary gift of \$200 and complimentary registration to the conference.

ABSTRACT AND POSTER REQUIREMENTS

1. Abstracts will be published as submitted. Please type carefully and remember to proofread before submission. Send in an abstract of your work (not the poster) by the due date of December 22, 2018. **Abstracts will have a limit of 2500 characters (approximately 375 words) using a 10- or 12-point font and should not require more than one 8.5 x 11 page.**
2. Titles should use appropriate capitalization rules and reflect the content of the abstract. Abstracts should be organized according to four sections, identified by the following headers (in bold): **Background (may include objectives), Methods, Results and Conclusions.**
3. There are three categories of abstracts with subcategories. Please choose the category and subcategory that best fits your abstract. Each abstract submission must indicate the chosen category and subcategory.
4. Abbreviations may be used in the title and text of abstracts if they are defined. Spell out the term in full at first mention and follow with the abbreviation in parentheses.
5. All abstracts must have: a) title; b) authors' names; c) designation of the primary author. **For an abstract to be accepted for poster display or to receive an award, at least one author must indicate their intention to attend the**

Annual Conference and the Poster Reception to be available to discuss the contents of the poster with attendees at the reception.

6. To be eligible for the category and trainee awards, an abstract must be submitted by an individual affiliated with a breast center or academic/research institution or be a trainee at one of these. While the author list may include one or more representatives of a commercial concern, neither the first author nor the presenter (if different from the first author), should the abstract be selected for presentation, may be an employee or representative of a commercial concern.
7. While not eligible for the category and trainee awards, abstracts reporting research conducted by commercial concerns may be submitted and, if accepted, presented in a designated section of the Poster Session. The abstract must describe original research that has not been previously published and must meet the deadlines listed above, and both the abstract and the poster must clearly indicate the source of the research being presented.
8. All submitted research must be original, though this may include meta-analyses of previously published or presented data. Individual case studies do not qualify as an abstract, and abstracts describing 'Trials in Progress', for which not even preliminary results will be available by the time of the Conference, will not be accepted.
9. Submit abstracts via e-mail to NCBCabstracts@breastcare.org. No actual posters should be sent for consideration. Faxed submissions will not be considered. Send the **Abstract Application*** on the same business day as the abstract submission. The Abstract Application may be faxed to 574-267-8268.
10. Corresponding authors will be notified if their submitted abstract was accepted for poster presentation, and if their submission was selected for oral presentation or the Fellow/Resident/Student Award by January 14, 2018. Final acceptance of an abstract and reservation of space at the Poster Session requires that one of the listed authors be registered for the conference by January 31, 2019.
11. Posters or other exhibits must fit on presentation board measuring 4 ft tall x 8 ft long, actual display area being 44" x 90".
12. Authors attending the conference will be responsible for setting up their posters by 10 am Saturday, March 16, 2019, and for removing the posters) by 1:30 pm on the last day of the general conference, Monday, March 18, 2019. Neither the NCBC nor their representatives assume responsibility for posters.
13. All accepted abstracts will be displayed on the NCoBC website and listed in the conference program.

PERMISSION TO REPRODUCE

All accepted abstracts will be placed on the NCBC conference website under "2018 Conference Abstracts".

ABSTRACT/POSTER CATEGORIES

Category I - Breast Center Operations, Administration and Programs

A. Breast Center Office Operations

1. Coordinating Clinical Programs
2. Multidisciplinary Breast Conference: Development and Management
3. Office Procedures: Scheduling, Registration, Billing & Coding
4. Efficiency, Productivity & Profitability

B. Administration

1. Staffing/Human Resources: Recruitment, Selection, Advancement, Problem-solving
2. Financial Resources
3. Accounting and Reporting

- 4. Fund Raising
- C. Programs
 - 1. Psychosocial: Counseling, Support Groups, Peer Volunteers, etc.
 - 2. Education & Outreach
 - 3. High Risk Program
 - 4. Novel Patient Flow Algorithms

Category II – Patient Care and Support

- A. Nursing
 - 1. Nursing Care of Breast Cancer Patients
 - 2. Innovative Nursing Roles
- B. Breast Cancer Navigation
 - 1. Roles of Nurse and Lay Navigators
 - 2. Innovative Navigator Roles
- C. Integrative, Supportive and Palliative Care
 - 1. Nutrition
 - 2. Exercise
 - 3. Sexual Health and Sexuality
 - 4. Other Integrative/Supportive Care Issues
 - 5. Palliative Care
- D. Breast Cancer Genetics/Screening
- E. Complementary and Alternative Care
- F. Survivorship Care

Category III – Breast Cancer Diagnosis and Management

- A. Diagnostic Imaging
 - 1. Screening and Diagnostic Mammography
 - 2. Ultrasound
 - 3. MRI
 - 4. Novel Imaging or Positioning Techniques
- B. Pathologic Evaluation and Biomarkers
- C. Breast Surgery
 - 1. Surgical Techniques
 - 2. New Surgical Approaches, including Oncoplastic Surgery
 - 3. Nodal Evaluation
 - 4. Plastic Surgery/Breast Reconstruction
- D. Medical Oncology – Early Stage and Advanced Disease
 - 1. Chemotherapy
 - 2. Hormonal Therapy
 - 3. Targeted and Biologic Therapies
 - 4. Medical Oncology Decision Making
- E. Radiation Oncology
 - 1. Traditional vs. Partial Breast Radiation
 - 2. New Radiation Technologies
 - 3. Radiation Oncology Decision Making
- F. Benign Breast Disease

DEADLINE

All abstracts are to be submitted by midnight PST on December 22, 2018! No abstracts submitted after this date will be accepted for presentation or consideration of awards.

***The Abstract Application and guidelines for the Fellow/Resident/Student Award can be found at www.breastcare.org.**