



PHARMACEUTICAL CARE CONFERENCE

CALL FOR ABSTRACT

You are invited to submit abstracts for consideration and inclusion in the scientific program of the Pharmaceutical care conference scheduled from 24th-25th September 2016 at SPORTVIEW Hotel, Kigali. Under the theme: ***Pharmacists: Caring for you.*** The sub themes will focus on the rational use of drugs and the pharmaceutical care as a way to improve the quality of life of patients.

The Sub-themes include challenges and opportunities in:

1. Rational medicine use
2. Pharmaceutical care
3. Pharmacist's role in the HealthCare System
4. Pharmacists and Patient Safety
5. Good Pharmacy Practice in community pharmacy

Call for abstract /Submission (Opening): 20th July 2016

Deadline for call for abstract: 5th September 2016



GUIDELINES FOR ABSTRACTS

This document aims to provide you with guidelines on how to prepare and write a good abstract.

What is an abstract?

An abstract is a short statement about your research/work designed to give the reviewer(s) and the conference attendants a comprehensive yet concise understanding of your research/work.

What is an abstract for?

The abstract submit to NPC will have two main audiences, each with unique needs and expectations:

1. Abstract Reviewer(s). Based on the submitted abstract, the reviewer(s) will decide if your abstract is accepted for presentation or rejected. However, the screening officers will make the final decision based on the quality and suitability of the abstracts and availability of time for the oral presentation.
2. Conference Attendants

Overall structure of an abstract

Your abstract must be submitted in ENGLISH. Your abstract title should be concise and should not include phone number, email or website addresses. Please consider that the majority of your readers are not native English speakers, therefore avoid any play on words in the title and opt for simple sentence construction;

The abstract should include the following elements:

1. Background information: why is this important? What are the aim and objectives?



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2. Setting: this information will allow quick navigation, e.g. primary care, community pharmacy, hospital pharmacy...
 3. Methods: this part should explain the methodology used for your work/study (including study design and experimental methods);
 4. Results: it should be a summary of the achievements of the work and/or the major findings of the study. Note that all the major findings should be included in the abstract.
 5. Conclusion: you should summarize the overall findings, the possible improvements of the methodology and if/how this work is part of an overall strategy /research.

In other words, an abstract should tell the reader WHY you conducted the research, WHAT you did, HOW you did it, WHAT you found and WHAT it means.

Your responsibility

You are requested to:

1. Insure that all listed co-authors have reviewed the abstract, taken responsibility of its contents and accepted to be co-author.
2. Make sure that all your co-authors are listed on the abstract form (on the dedicated page and in the right column for listing co-authors).

Tips for a good abstract

General tips

It is often considered that an abstract should follow the Four C's of abstract writing:

1. Complete: it covers the main part of your research/work.
2. Concise: it contains no excess words or unnecessary information. A good tip to be concise is to write down a first draft and to delete as many unnecessary words and sentences as possible.



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3. Clear: your abstract should be easily read, well organized and without too many jargon words (a reader does not want to wade through complicated terms in the abstract). Consider the NPC Pharmaceutical Conference attendants (Pharmacists and pharmaceutical scientists) and target your abstract accordingly.
 4. Cohesive: that is to say the different parts of your abstract are properly linked.

Presentation

1. Try to avoid abbreviations as much as possible. If you use abbreviations, place them all in parenthesis after the full word the first time they appear in the text. Try to avoid abbreviations as much as possible.
2. Use numerals to indicate numbers (1 instead of one) except if it is the first word of a sentence.
3. Do not include endnotes or graphics/figures in the abstract.
4. Tales are not allowed
5. Proofread your abstract several times.
6. It is of interest to test your abstract before submitting it. Ask a colleague (or a member of your family) to read it and to tell you what your work was on. If he is not able to explain it clearly, your abstract may need to be revised.

Submission of your abstract

By submitting an abstract, the author(s) agree to allow presentation of submitted information at the NPC website and in presentations. Authors of abstracts invited to present their work through a short oral presentation grant permission to NPC to display their presentation for future distribution.



Requirements for your abstract:

1. The maximum length of the abstract is 1700 characters (including spaces), excluding the title and excluding the name(s) and institutes/companies of the authors and co-authors.
2. Abstracts should preferably contain previously unpublished results.
3. Whenever possible, use non-proprietary (generic) names for quoting a drug.
4. It is not allowed to actively promote commercial entities, products or services during a presentation at the NPC Conference. These direct commercial activities are reserved for the **Exhibition**.

After submission

After the submission of your abstract, a review process will take place. The goal of such a process is not to set a competition for a limited number of slots but to ensure that all abstracts presented meet minimum professional standards and reflect a good work. Such standards are reflected in these guidelines.

This process review will be applied uniformly to all abstracts.

The most frequent reasons for rejecting an abstract could be:

1. Not properly written or not understandable
2. No new information provided
3. Preliminary work not yet finalized
4. Promotional in nature
5. Duplicate of another abstract