



International Conference
on Integrated Care
23–25th May 2018
Utrecht, Netherlands



Value for People and Populations: Investing in Integrated Care



ZonMw



SPEAKER GUIDELINES

A number of services and facilities will be provided for you on the day. Please take the time to read the following instructions. You might also find it useful to print these instructions and bring them with you on the day.

SUMMARY AND KEY DEADLINES

- Confirm the title and presenter details **ASAP**
- Register presenter place before **Friday, 16 March**
- Send your photo and short biography - deadline **Friday, 30 March**
- Make suggested amendments to your abstract for publication - deadline **Friday, 30 March**
- Book your hotel accommodation
- Book your gala dinner ticket
- Notify us if you do not want to be filmed – before the conference

****FOR IMMEDIATE ATTENTION****

CONFIRM THE TITLE OF YOUR POSTER AND PRESENTER DETAILS

If you haven't already done so please email miriamcurran@integratedcarefoundation.org ASAP with the confirmed title of your presentation and the exact details of the presenter(s), title, name, position and organisation.

REGISTER YOUR PLACE

You must register your place before Friday, 16 March. If you do not register before this date, we will presume you are not attending and remove your session from the programme. If for any reason you cannot make the registration by this date please inform us so that we know to keep your slot on the programme. If another presenter is attending in your place, please make sure that we have been notified of the change and have received the contact details of the new speaker. [REGISTER HERE](#)

SEND YOUR PHOTO AND BIOGRAPHY FOR THE DELEGATE GUIDE

Please send your photo and short biography (150-200 words only). This information will be displayed in the conference app, which delegates will be able to download to their smart phones and tablets at the conference. Please keep your biography succinct for this purpose.

You should email your photo and biography to ICIC18@integratedcarefoundation.org ASAP or at least by **Friday, 30 March**. Please remember that it is very important that you send us your biography as if you do not do this there will simply be a gap in the guide on the day.

Please save your biography and photo by your lastname_firstname (ie Lyne_Fiona) so that it is easy for us to file and find. You will find more detailed guidelines on the length and style of your biography and photo dimensions [here](#).

REVIEW AND UPDATE YOUR ABSTRACT

Read the reviewers feedback and review your contribution on the ConfTool website [HERE](#). You have until **Friday, 30 March** to update your abstract summary on-line if recommendations for changes and/or additional details have been requested by the reviewers. The updated abstracts will then be uploaded to the conference delegate guide and prepared for publication in the [International Journal for Integrated Care](#). If you do not provide further information or changes as suggested by the reviewers, the committee might decide to remove your submission.

****BEFORE THE CONFERENCE****

BOOK YOUR HOTEL

We have secured preferred rates at a number of hotels in the vicinity of the conference. You will find more details on the conference website and can book your hotel directly as part of the registration process.

PREPARE YOUR POSTER

Posters should have a professional appearance and should be well designed. (See hints and tips at bottom of this email). Posters will be displayed in the exhibition area and presenters should submit their poster on arrival so that staff might mount the posters in the exhibition area. You will be allocated an A0 size (84.1 x 118.4cm, 33.11 x 46.61 inches) size area for your poster. Posters can be displayed **VERTICALLY ONLY** – no landscape/horizontal posters please.

The poster should contain the title, the names of all authors, the sponsor of your research and your complete address, including e-mail and (if applicable) a web address. The content should follow the abstract outline, describing:

- the reason for your research/project
- the research question
- the research method
- the (preliminary) results
- conclusion(s)
- discussion

You may also reproduce your poster in A4 format to distribute to the conference participants.

HOW TO CREATE A POSTER

1. Open up power point
2. Go to Design tab
3. Open page set up
4. Select portrait or landscape
5. Enter dimensions (84.1 x 118.4cm, 33.11 x 46.61 inches)

DESIGN AND LAYOUT

Attention to detail makes poster presentations a success. A general concept is that posters should stimulate discussion, not give a long presentation. Because space is limited, keep your text to a minimum, emphasize graphics, and make sure every item in your poster is necessary. You can always come to the session armed with handouts that provide more details than your poster. Also, have business cards available so that interested people can contact you later. A poster is essentially a visual presentation, so try to find ways to show what you did. Here are some tips:

- Draw a rough sketch of your poster on graph paper to develop a clear idea of which components will go where
- Remember that the size of the poster board will be A0 and will be displayed from 3ft up from the floor
- Information on your poster should read like a book - flowing from left to right and from top to bottom. It may be helpful to use arrows or identifiers (sequential letters or numbers) to guide your reader through the poster. You can also arrange it in two or three vertical columns, but not horizontal strips. The introduction or rationale should be placed at the upper left and the outcome/impact or concluding comments should appear at the lower right. Objectives, educational activities, and other information will fill the remaining space.

- Keep it simple - too much information leads to messy or busy posters.
- Avoid overwhelming your audience with too many numbers, words and/or complicated graphs.
- Stick to two or three main points. Too many can confuse the viewer.
- Get feedback from others before you finalise it.

LANGUAGE

- Posters must be presented and displayed in English.

TEXT

- Double-space all text, using left justification.
- Use short sentences, simple words, and bullets to illustrate discrete points.
- Written material should be concise.
- Avoid using jargon, acronyms, or unusual abbreviations.
- Your printed outcomes/impacts should permit observers to focus on a concise statement of your central findings that lends itself to informal discussion.
- All information should be large enough to read easily from at least 4 feet away.
- The text should be no smaller than 24 points.
- Subheadings should be at least 60 points.
- The title should be printed across the top of the poster in characters of 80-150 points.
- San serif fonts (font styles without the small finishing strokes that stem from the upper and lower ends of a character) are easiest to read. Suggested options include: Arial, Century Gothic, Franklin Gothic Medium, Lucida Sans, Verdana.
- Choose one font and then use it throughout the poster.
- Add emphasis by using boldface, underlining, or colour, italics are sometimes difficult to distinguish from regular.
- Do not use all caps unless it is for one or two word headings. ALL CAPS IS DIFFICULT TO READ.

ILLUSTRATIONS (Graph, Charts, photos, colours etc.)

- The success of a poster directly relates to the clarity of the illustrations and tables.
- Self-explanatory graphics should dominate the poster (at least 50% of your poster space).
- Keep captions brief.
- A minimal amount of text should supplement the graphic materials.
- Graphic materials should be visible from a distance of 4ft.
- Only include essential information in graphs and tables.
- Label data lines in graphs directly, using large fonts and color. The use of legends and keys will take the viewer more time to interpret your message.
- Lines in graphs should be thicker than normally provided in printed letter-sized paper reports or manuscripts.
- Use colours to distinguish different data groups in graphs. Avoid using patterns or open bars in histograms.
- Overuse of colour can be distracting - restrained use of 2 to 3 colours for emphasis is valuable.
- Two to three related background colours will unify the poster.
- Use a light background with darker photos; a dark background with lighter photos.
- Use a neutral background (gray) to emphasize colour in photos, a white background to reduce the impact of coloured photos.

PRINT YOUR POSTER

We will send details of how to print your poster locally closer to the event. All posters can be collected at the registration desk. Please note all posters must be uploaded before **Monday, 7 May**.

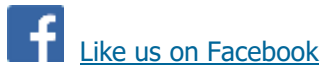
TELL YOUR COLLEAGUES ABOUT YOUR INVOLVEMENT

The conference is expected to sell out but places can still be booked at <https://abbey.eventsair.com/icic18/icic-18-registration/Site/Register>

IFICs Twitter Account is @IFICinfo. The conference hashtags are #ICIC18 #integratedcare We will be tweeting updates about the conference so make sure to follow us and please feel free to retweet our messages or tweet in advance about your own involvement in the conference.

Suggested tweet: I am speaking at #ICIC18 in Utrecht from 23-25 May. Places still available at <https://abbey.eventsair.com/icic18/icic-18-registration/Site/Register> #integratedcare #jointhemovementforchange

Please remember to like and share our social media!



****ON THE DAY****

VENUE DETAILS

The Conference will take place at: [NBC Congrescentrum](#) - Blokhoeve 1, 3438 LC Nieuwegein, Netherlands. Detailed joining instructions including maps on how to reach the conference centre will be sent to all delegates shortly before the conference. There is a tram service from Utrecht City Centre. Access by public transport departs from Jaarbeursplein Utrecht and you take the express tram to Nieuwegein - Zuid or IJsselstein. These leave every 7 minutes. After about 15 minutes you get off at the Zuilenstein stop. You cross the road immediately and the NBC Congress Center is right in front of you. You can not miss the striking orange tower.

SPEAKER REGISTRATION

Registration will open at 7.30am on Wednesday, 23 May and will remain open throughout the conference. All speakers should register on arrival to pick up their badge and receive final instructions. Please make yourself known as a speaker so that registration staff can introduce you to the dedicated members of staff responsible for speaker support and direct you to where you need to upload your presentation (**Dedicated Speaker Desk**). Your presentation slides will be pre-loaded directly to the room you will present in. You should go to the room in advance of your presentation to check they are loaded as expected. You should return again to the conference room at least 10 minutes before the start of your session to meet the other speakers and the Chair.

TECHNICAL SUPPORT

Conference staff will be in constant attendance within the venue to support you with your presentation. To ensure that your presentation runs smoothly: Please attend your allocated room at least 10 minutes before your session is due to start to meet with the chair person and to get comfortable before the delegates arrive. Microphones will be on all the time. There is no need to switch them on. If there are any technical issues during your presentation, please continue with your talk and conference staff will deal with the issue.

SESSION COORDINATION

A chairperson is allocated to each session. To save time the chairperson will ask delegates to read your biography in the delegate app so it is important that you have sent us this. The chairperson will also moderate the questions and discussion.

FILMING

We will be filming all sessions taking place in the main theatre. If your presentation is taking place in the main theatre and you do not want to be filmed you need to let us know in advance.

INTEGRATED CARE ACADEMY© AWARDS

The best paper award and best poster awards will be awarded following a two-tier evaluation process. From the total number of abstracts submitted, those scoring above average during the initial evaluation by the scientific committee were invited to participate in the competition for best paper. The oral presentation of the paper or poster will then be evaluated by a committee under the auspices of the Integrated Care Academy© according to the following criteria:

- Quality of content/methodology
- Impact/relevance for integrated care
- Originality and level of innovativeness
- Quality of presentation

The winner of the best paper will be announced during the Gala Dinner on Thursday, 24 May and the best poster awards will be announced during the **closing ceremony on Friday, 25 May**.

****SOCIAL PROGRAMME****

DRINKS RECEPTION

A drinks reception will take place at the [Museum Speelklokafter](#) directly after the conference concludes for the day on Wednesday, 23 May. The Museum Speelklokafter is located in the town centre of Utrecht and delegates should make their way by public transport to the museum once the conference concludes.

GALA DINNER

The Gala Dinner will take place on Thursday, 24 May at the Conference Venue at 7.30pm. Tickets for the gala dinner can still be purchased through the registration system.

The 2018 dress code will be Business Formal:

- For Men: Business Suit, Dress Shirt and Tie
- For Women: Suit, business-style dress, dress with jacket or cocktail dress.

****POST EVENT****

Conference video, photographs, audio clips, and any presentation slides will be published on the International Foundation for Integrated Care's past events webpage. If you do not wish to have your image or content made public please do notify us in advance.

****SUMMARY****

- Have you provided us with the correct presentation title and presenter details?
- **Have you registered?** Deadline strictly **Friday, 16 March (please notify us if you cannot make this deadline!)**
- Have you sent your photo and short biography? Deadline **Friday, 30 March**
- Have you made amendments to your abstract for publication? Deadline **Friday, 30 March**
- Have you booked your accommodation?
- Are you attending the gala dinner?
- Are you happy for us to use images taken at the conference and to have your presentation published on the IFIC website?

We wish you every success with your involvement. If there is more that we can do for you, please do not hesitate to ask.

Fiona Lyne
Director of Communications
International Foundation for Integrated Care
fionalyne@integratedcarefoundation.org



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Biography and Photo Guidelines

REPRESENTATION

The agenda outlines the timing and title for your session. Please check to ensure that we have represented you and your organisation correctly on the programme (i.e. Title, Name, Suffix, Job Title and Organisation(s)) If you haven't already done so or your biography has recently changed please send us your photo and biography (150 words max) for the delegate guide ASAP.

BIOGRAPHY GUIDELINES

- Please use the following guidelines when writing your biography:
- Keep your biography brief - it should be 100-150 words max. Biographies that exceed this amount will be subject to editing.
- Write in the third person e.g. John is the chief executive for NHS Camelot.
- Include your current position and a brief mention of work history and experience that is relevant to the conference topic and audience.
- Include academic qualifications, awards and references to published work only if applicable to the material you are presenting.
- Please note that we may edit to conform to our house style.

Sample biography

Sarah Smith is Chief Executive of InCare, the national integrated care charity. Sarah joined InCare from NHS South West, where she led a project on improving hospital discharge procedures for older people. She has extensive experience of working with people with long-term conditions in both acute and community settings. Sarah is a qualified nurse and her previous roles include head of patient experience in an acute trust and care co-ordinator for a community care scheme.

Sarah is the author of a number of papers on integrated care and is on the editorial board of Nursing Today. She is currently a non-executive director of a mental health trust.

PHOTOGRAPH GUIDELINES

Please use the following guidelines when submitting your photo:

- The photo should be a hi-res jpeg (do not send on a word document!)
- The photo should be of your head and shoulders.
- Please note that photos sent with more than head and shoulders will be subject to editing.