

# CALL FOR ABSTRACTS

Please note:

## NOT APPLICABLE FOR INVITED (SECTION) SPEAKERS.

Separate information will be sent to you by FIP.

### ABSTRACT HANDLING

Abstract handling will be carried out by:

NewBrooklyn

P.O. Box 73

3620 AB Breukelen

The Netherlands

Tel.: (+31) (0)346 266 110

E-mail: [abstract@newbrooklyn.nl](mailto:abstract@newbrooklyn.nl)

### ABSTRACT SUBMISSION AND DEADLINE

Abstracts need to be submitted online via the website abstract form before 1 April 2009.

Please visit our website: [www.fip.org/istanbul2009](http://www.fip.org/istanbul2009)

### ABSTRACT GUIDELINES

FIP guidelines on writing an abstract and abstract requirements (for example the maximum length of your abstract) are published in this preliminary programme and on the FIP website

[www.fip.org/istanbul2009](http://www.fip.org/istanbul2009)

### AFTER ABSTRACT SUBMISSION

- Submission of an abstract will be confirmed by e-mail within 24 hours. If the author does not receive this an automatically generated e-mail, the abstract is NOT SUBMITTED. The abstract author needs to return to the abstract form and finalise the abstract submission procedure before 1 April 2009.
- The corresponding author will be informed about the review outcome by e-mail.  
Abstract submitted before 1 March 2009 → Confirmation e-mail before 21 March 2009.  
Abstract submitted before 1 April 2009 → Confirmation e-mail before 21 April 2009.
- The presenting author has to register and pay for the Congress before 1 May 2009.  
After 1 May 2009 the corresponding author will be informed by e-mail if the abstract is cancelled because the presenting author has not registered and/or paid for the Congress.

- After 1 June all abstracts accepted for presentation will be listed on the FIP website [www.fip.org/istanbul2009](http://www.fip.org/istanbul2009)

### TOPICS

Abstracts can only be submitted on one of following topics:

#### Pharmaceutical Practice

Academic Pharmacy

Administrative Pharmacy

Clinical Biology

Community Pharmacy

- Quality assurance in community pharmacy

- New pharmacy services in the e-world

- The role of the pharmacist in public health

- Compounding in community pharmacy

#### Screening Officer

Wafa Dahdal

Marion Schaefer

Bernard Poggi

CPS Secretariat

Hospital Pharmacy

Industrial Pharmacy

Laboratory and Medicines

Control Services

Military & Emergency Pharmacy

Pharmacy Information

History of Pharmacy

Rebekah Moles

Adel Sakr

Frans van de Vaart

Jane Dawson

Françoise Pradel

Jacques Gravé

#### Special Interest Groups

Bioavailability/Bioequivalence

Biopharmaceutics Classification

System

Dissolution/In Vitro Release

Performance Testing

Individualised Medicine

Medicinal Chemistry

Natural Products

Nuclear Pharmacy

Pharmaceutical Biotechnology

Pharmacoepidemiology/

Pharmacoeconomics

Vinod Shah

Dirk Barends

Horst-Dieter Friedel

Anke-Hilse Maitland-van der Zee

Ulrike Holzgrave

Toshio Honda

Clyde Cole

Gavin Brooks

Bert Leufkens

## FIP Guidelines on writing an abstract

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 congress attendants a comprehensive yet concise understanding of your research/work.

### What is an abstract for?

The abstract submitted to FIP 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.

The presenting author is invited to indicate a preference for oral or poster presentation. However, the screening officers will make the final decision based on the quality and suitability of the abstracts and availability of space [for the poster] and time [for the oral presentation].

2. Congress Attendants. Based on your abstract, they will decide whether or not to visit your poster, ask questions regarding your research and/or attend your possible short oral presentation. Congress attendants may read hundreds of abstracts to determine which posters to see. Since this screening is made quickly, abstracts should include key words on the area of work so that attendants may quickly determine posters of interest.

# CALL FOR ABSTRACTS

## Overall structure of an abstract

Your abstract must be submitted in ENGLISH. If you are not a native English speaker, you are advised to have your abstract reviewed (for language) preferably by a native English speaker before submission.

Your abstract title should be concise and should not include phone number or emails. 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:

- **Background information:** why is this important? What are the aim and objectives?
- **Setting:** this information will allow quick navigation, e.g. primary care, community pharmacy, hospital pharmacy...
- **Methods:** this part should explain the methodology used for your work/study (including study design and experimental methods);
- **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.
- **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:

- Insure that all listed co-authors have reviewed the abstract, taken responsibility of its contents and accepted to be co-author.
- Make sure that all your co-authors are listed on the abstract form (on the dedicated page 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:

- **Complete:** it covers the main part of your research/work.
- **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.
- **Clear:** your abstract should be easily read, well organised and without too many jargon words (a reader does not want to wade through complicated terms in the abstract). Consider the FIP Congress attendants (pharmacists and pharmaceutical scientists) and target your abstract accordingly.
- **Cohesive:** that is to say the different parts of your abstract are properly linked.

### Presentation

- 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.
- Use numerals to indicate numbers (1 instead of one) except if it is the first word of a sentence.
- Do not include endnotes, graphics/figures or tables in the abstract.
- Proofread your abstract several times.
- 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

The submission of the abstracts must be made using the dedicated website abstract form. Paper submissions, faxed or e-mailed abstracts will not be accepted.

If you have prepared your abstract in a Word document, make sure that no changes have been introduced through copy/pasting into the submission form.

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

## Requirements for your abstract:

- The maximum length of the abstract is 375 words, excluding the title and excluding the name(s) and companies of the authors and co-authors.
- Abstracts should preferably contain previously unpublished results.
- Whenever possible, use non-proprietary (generic) names for quoting a drug.
- It is not allowed to actively promote commercial entities, products or services on a poster at the FIP Congress. These direct commercial activities are reserved for the Exhibition.

These requirements for abstracts and the FIP guidelines for posters are available on the FIP Congress website.

## 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:

- Not properly written or not understandable
- No new information provided
- Preliminary work not yet finalised
- Promotional in nature
- Previously published
- Duplicate of another abstract

## Congress registration

Abstracts will only be accepted for presentation and publication in the Abstract Book if the presenting author has registered and paid for the Congress before 1 May 2009. After 1 May 2009 the abstracts of presenting authors not registered and paid will be cancelled; these abstracts cannot be presented and will not be published.



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## POSTERS

FIP guidelines for poster presenters are published on [www.fip.org/istanbul2009](http://www.fip.org/istanbul2009)

**Instructions for oral presenters** will be available on the website after 1 June.

Depending on the number of abstracts submitted, posters will be on display for two days or for four days. Presenters will be informed about this in due course.

### Poster board size

The net size of the poster boards will be **85 cm wide x 180 cm tall**.

- **Waiver of liability:** All poster presenters are responsible for putting up and removing their own poster in a proper way. If presenters do not remove their poster in time, FIP is not responsible for any damage that might happen to the poster when it has to be removed by staff members.

**PLEASE CHECK OUR  
WEBSITE FOR UPDATES:  
[www.fip.org/istanbul2009](http://www.fip.org/istanbul2009)**

## GENERAL INFORMATION

### BADGES

Participants will be handed their name badges at the registration desk. Due to tight security regulations all participants and accompanying persons must wear their badges throughout the Congress. Participants with white badges will be admitted to the sessions. Accompanying persons (badges in a different color) may attend the Opening Ceremony, social events and tours but will not be allowed to attend sessions. Please note that your badge will be scanned at the entrance and exit of every session, for accreditation and evaluation purposes.

### BREAKS

The coffee breaks during the sessions will be from 10:00 to 10:45 in the morning and from 15:00 to 15:45 in the afternoon. Between the sessions there will be a lunch break from 12:00 to 14:00.

### DRESS

Informal dress is acceptable for all sessions but business attire is recommended for the Opening Ceremony.

### INSURANCE

The FIP Organising Committee and the Turkish Host Committee accept no liability for personal injuries, or for loss of or damage to property belonging to Congress participants and/or accompanying persons, incurred either during or as a result of the Congress. We recommend that each participant acquires personal insurance.

### NO SMOKING

Please note that all FIP Congresses are tobacco-free: Smoking is NOT allowed anywhere, not in the session rooms, not in the exhibition area, not in the poster sessions and not in the registration area.

### PRESS ROOM

The Congress Press Room will offer a number of services, strictly limited for official press representatives and professional journalists. They will have access to written press material (press releases, speakers' presentations, etc.) and to working facilities as well as a chance to socialise with their colleagues. There will also be a series of media briefings highlighting prominent topics. Press accreditation and Press registration are required to have access to the Congress Press Room. For more information, please contact FIP at [press@fip.org](mailto:press@fip.org)

### TECHNICAL EQUIPMENT IN SESSION ROOMS

All session rooms will have LCD projectors and laptops. There will be a technician available in every session room. Speakers will receive detailed instructions with regard to their presentation prior to the Congress.