

CUGH 2021

ADDRESSING CRITICAL GAPS IN GLOBAL HEALTH AND DEVELOPMENT

March 12-14th, 2021 | Satellite Sessions March 11, 2021 | Hilton Americas | Houston, Texas



ABSTRACT SUBMISSIONS FAQs & ABSTRACTS' REQUIRED INFORMATION

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1. Instructions / Information: SCIENTIFIC ABSTRACT SUBMISSION (350 words maximum)

Some Abstracts selected for Oral Presentation may require editing to comply with publication requirements of The Lancet Global Health. Abstract submitters will be contacted if this is the case. Only few selected oral abstracts will be published in The Lancet Global Health.

REQUIRED INFORMATION FOR SCIENTIFIC ABSTRACTS | Abstracts that do not address the required items risk lower scores and therefore greater probability of being rejected for presentation.

BACKGROUND:

- Context
- Why the study was done, in one or two sentences
- Aim: State specific aim/s or hypothesis, if appropriate

METHODS:

- Study Design: Indicate where the study was done – countries and how many centres/hospitals. What was the study design – eg. Randomized controlled. If appropriate, provide information about randomization, masking, and stratification (how were participants allocated to groups? Were participants, investigators, and those assessing outcomes masked to group assignment?)
- Participants: Who were they? How were they recruited? How many were studied? Were they male or female, children or adults? What were the inclusion and exclusion criteria?
- Interventions: If appropriate. For example, for drugs please provide rINN, doses, route and schedule of administration
- Analysis:
 - o What were the primary outcomes; how did you decide on or calculate the number of individuals to be included in the study; what statistical tests did you use? If a randomized controlled trial, was the analysis per protocol or intention to treat, or something else?
 - o Details of ethics approval and patient consent. Was informed consent (written or verbal) obtained from the participant or their guardians? Who approved the study?
- If applicable, please provide registration number and name of trial register

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FINDINGS:

- Provide number of participants assigned and analyzed in each group
- Describe outcomes, data, and statistical tests if appropriate. For example, for randomized controlled trials, the actual numbers and percentages for the primary outcome/s, and estimated effect size (eg., odds ratio) and its precision (eg, 95% CI). Please report SD for mean values and IQR for medians, and give exact p values unless $p < 0.0001$
- Any important adverse events/side-effects

INTERPRETATION: (*optional* / max. 50 words in addition to the 350 abstract words)

- General interpretation of the results and their significance
- Outline limitations and strengths of the study
- (*optional*) Explain how your results could be translated into a global health innovation or policy to solve the problem you are addressing in your abstract.

SOURCE OF FUNDING: (max. 10 words in addition to the 350 abstract words)

Funding: Source of funding, if none – if none, write “none”.

2. Instructions / Information: PROGRAM & PROJECT ABSTRACTS | (350 words maximum)

The following is provided as guideline and not as rule as a number of items may not be applicable to many programs/projects. However, if your programmatic abstract is selected for oral presentation, additional editing may be required to comply with publication requirements of 'The Lancet Global Health'. Abstract submitters will be contacted if this is the case. Some Only few selected oral abstracts will be published in The Lancet Global Health.

BACKGROUND:

- Identify the problem the program is addressing
- Program/Project period and location(s)
- Why the program/project is in place, in one or two sentences
- Program's intervention(s)
- Primary outcomes of the program

METHODS:

- Program/Project Goals, Desired Outcomes
- Participants and Stakeholders: How were they selected, recruited?
- Capacity Building / Sustainability: What is the plan, structure in place to encourage viability?

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FINDINGS:

- To date, what are the successes and outcomes achieved?
- Monitoring & Evaluation Results (if conducted)

INTERPRETATION: (*optional* / max. 50 words in addition to the 350 abstract words)

- General interpretation of the results and their significance
- Outline limitations and strengths of the program/project
- (*optional*) Explain how your results could be translated into a global health innovation or policy to solve the problem you are addressing in your abstract.

SOURCE OF FUNDING: (max. 10 words in addition to the 350 abstract words)

Funding: Source of funding, if none – if none, write “none”.

3. Instructions / Information: GLOBAL HEALTH EDUCATION ABSTRACTS

(350 words maximum)

In addition to the Scientific and Programs/Projects abstract pathways, CUGH is also offering an EDUCATION PATHWAY. The EDUCATION PATHWAY is intended for abstracts relating to

1. Instructional methodology
2. Curriculum and course design
3. Assessment/evaluation of educational programs
4. Experiential learning in global health
5. Administrative issues related to education, including working with university administration and international partners
6. The art and science of teaching and learning
7. Community/Public Education
8. Education in Health Policy or Ethics
9. Global Health Education Research

The EDUCATION PATHWAY is not appropriate for abstracts relating to medical or clinical research of which education is only a component of the overall project (use the SCIENTIFIC PATHWAY) or abstracts relating to global health programs or projects for which education is only a component of the program or project (use the PROGRAMS AND PROJECTS PATHWAY).

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Abstracts should only be submitted for educational programs or projects that have been implemented and evaluated in some way.

Some Abstracts selected for Oral Presentation may require editing to comply with publication requirements of The Lancet Global Health. Abstract submitters will be contacted if this is the case. Only few selected oral abstracts will be published in The Lancet Global Health.

REQUIRED INFORMATION FOR GLOBAL HEALTH EDUCATION ABSTRACTS | Abstracts that do not address the required items risk lower scores and therefore greater probability of being rejected for presentation.

BACKGROUND:

- Identify the educational initiative, curriculum, or intervention being addressed.
- State the significance of the educational initiative, curriculum, or intervention.
- Identify the learning objectives and/or goals of the educational initiative, curriculum, or intervention being described.

METHODS:

- Provide a description of initiative (program/curriculum/intervention)
- Describe the degree of innovation in the topic matter, methods, or perspective of the project.
- Indicate how the initiative in the abstract thoughtfully builds on existing global health educational and pedagogical methods
- Indicate the initiative time period, location of the initiative, participants, and stakeholders

FINDINGS:

- Describe the evaluation, outcomes, and/or results of the initiative, curriculum, or intervention

INTERPRETATION: (*optional* / max. 50 words in addition to the 350 abstract words)

- Describe the evaluation of the initiative and/or impact and broader implications of initiatives and/or lessons learned)
- Describe whether the initiative is scalable beyond the institution where the initiative took place or has relevance to teaching methods and practices across borders.
- Describe the initiative's potential impact on global health practice, education, and/or policy.
- (*optional*) Explain how your results could be translated into a global health innovation or policy to solve the problem you are addressing in your abstract.

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FUNDING: (max. 10 words in addition to the 350 abstract words)

- Source of funding – if none, write “none”.

4. How do I get my username and password?

Go to: <https://m-anage.com/Login.aspx?event=cugh2021>

Click on ‘**Create a new Account**’ and follow the directions.

You will receive a confirmation email which can take up to approx. 30 minutes. If you do not receive the email, please check your spam-folder. Abstract Submission accounts can be used for all future annual CUGH conferences.

5. How do I create a new abstract?

After login please click on the ‘Abstract Submission’ symbol and then ‘Submit an abstract’. If you have started to submit an abstract previously click on ‘View my abstracts’.

On the next page simply click the preferred abstract path button for the type of abstract you wish to create and click on the ‘Next’ button on the bottom of the page. You can create multiple abstracts, choosing a different type for each one.

6. How do I fill in an abstract?

Once you have created your abstract submission, the system will guide you through several steps to complete it. You can take those steps in any order you want, but you cannot submit you abstract before all steps have been completed.

Step 1: Enter the abstract topic / track

Step 2: Add Abstract Title, preferred presentation type & keywords

Step 3: Enter all authors in the correct order and add all affiliations

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Step 4: Select the presenter and add all affiliations

Step 5: Complete COI questions for all authors

Step 6: Upload your abstract body (no abstract title, no authors!) using the Word template that can be downloaded

Step 7: Confirm the various affirmations & conditions

Step 8: review the summary and submit your abstract

7. Step 1: Enter your abstract topic (track)

Only one topic/track can be selected.

8. Step 2: Add abstract title, preferred presentation type & keywords

Type or copy your abstracts presentation title into the respective field (max. 250 characters).

Please select your preferred presentation type (oral v. poster). The final decision will be made by the scientific committee based on the score received through the blinded review.

Enter up to three keywords from the list.

9. Step 3: Add authors

If you are an author on the abstract, click 'I am an author' to add your name. Then add all authors by clicking on 'Add author' (max. 20 authors). You can change the order by clicking on the up / down arrows.

If an author is already in the data base you will be able to select his / her address in the right column. You can use the google.com search button if you wish to search for an institution / address.

You will have to add the **abstract affiliation** in a second step for each author. One author can have several affiliations.

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10. Step 4: Add presenter

Select exactly one presenter from the authors list. It is not possible to select more than one presenter.

11. Step 5: COI

You have to complete the COI questions for each author.

12. Step 6: Upload the abstract body (max. 350 words)

Download the abstract body Word template. The template is locked and includes the sections of the abstract body:

- Background
- Methods
- Findings
- Interpretation (optional / max. additional 50 words)
- Funding (if none, enter 'None' / max. additional 10 words)

Place your cursor next to each section header and type / paste your abstract body text into the template. Do not include the abstract title and / or authors, names of section headers. They will be added by the system automatically once submitted.

No images or tables are allowed.

Once done upload your abstract by using the 'Start abstract document upload' button on the bottom of the page.

13. Step 7: Confirm the affirmations / conditions

You have to confirm various affirmations by clicking the appropriate checkboxes. Please carefully read the text of each affirmation/condition before confirming it.

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14. How do I submit my abstract?

The submit page will display the completion status of each part of your abstract in the right navigation pane. If the abstract cannot be submitted yet because some part is incomplete or missing, you will be informed about this on this summary page.

Below the completion status you will see a summary of the abstract you are about to submit. Please make sure everything is correct before you hit the submit button. The abstract title and authors will be added to the uploaded abstract body by the system once submitted.

You do not have to submit your abstract right away. You can logout and come back later to edit your abstract and make changes. Please remember to return and submit your abstract before the submission deadline ends. **Once submitted, no changes can be made!**

15. Which web browsers are supported?

The abstract submission operates with any current browser, including but not limited to, current versions of Firefox, Chrome, Internet Explorer and Safari.

Using an outdated browser version that is no longer supported/updated by its maker can lead to unexpected behavior. If you run into problems using an old browser, please update to a newer version, or use a different browser.

You can [download the newest version of IE](#) here.

Google Chrome does update automatically in the background. You can [download Google Chrome](#) here.

Newer versions of Firefox do offer automatic updates too. If you have an older version, you can [download the newest Firefox](#) here.

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16. Can I make corrections to a submitted abstract?

No, once submitted your abstract cannot be edited again.

If you are unsure, you can keep your un-submitted abstract in the system right until the submission deadline.

Please remember to return and submit your abstract before the deadline ends.

17. What if my question is not answered here?

If you have any questions, please do not hesitate to contact CUGH: Doris Steinbach dsteinbach@cugh.org.