

## Instructions for Submitting Case Summaries for Consultation Clinics

Consultation Clinics will be held on Saturday morning, November 2, from 7:30 a.m. – 8:45 a.m.

**Interesting, puzzling or problem cases** in CF may be submitted for these sessions. Case summaries will be reviewed, and five cases will be selected for presentation in each session. The conference registration fee will be waived for **one author** per selected case. Consultation Clinics will focus on:

- 1) Nrs: Challenges of Palliative & Hospice Care
- 2) Ntr-Clin: GI/Nutrition
- 3) SW/Psych: Extremely Challenging Family Dynamics

The conference will be held October 31 - November 2, 2019 at the Music City Center in Nashville, Tennessee. Preconference sessions are scheduled on Wednesday, October 30.

A submission should consist of a **one-page** summary and a cover letter.

The summary **must** include the following:

- A **heading**, including a **descriptive title** and the presenter's name, institution, city and state;
- A brief history and an examination and laboratory report;
- A list of issues to be discussed (**Note: summaries submitted without clearly-defined discussion points will not be considered for presentation**); and
- Details on what the presenter hopes to learn.

The cover letter **must** contain the following:

- The presenter's full name, degree, mailing address, email and phone number;
- Confirmation that the case is being submitted as a Consultation Clinic session; and
- Specification for which of the three sessions (noted above) it is being submitted.

**Please note:**

- Only one presenter per case is allowed.
- **Do not** include tables, graphs, growth charts, X-rays, slides, etc. with the submission.
- The CFF and the review committee reserve the right to reassign cases to different sessions.
- Summaries of cases selected for presentation will be available to NACFC attendees, however, all patient identifiable information will be blacked out.
- Submissions should be sent as **one** Microsoft Word attachment (that includes both the cover letter and the actual submission) via email to [nacfc@cff.org](mailto:nacfc@cff.org).
- Five minutes for case presentation and five minutes for discussion will be allotted for each presentation.
- Slides to accompany presentations in these sessions must be prepared using PowerPoint.
- Results of the case selection process will be announced in mid-June via email.

**Deadline for submission is May 15, 2019**

Submit summaries to: [NACFC@cff.org](mailto:NACFC@cff.org)

**We Look Forward to Your Submission!**