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.
- 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
We Look Forward to Your Submission!