

## Instructions for Submitting Case Summaries for Physicians Grand Rounds

The Physicians Grand Rounds session will be held on Thursday, October 31 from 7:30 a.m. – 9:30 a.m. **Teaching cases** in CF should be submitted for this session. Pediatric or Adult CF cases are appropriate.

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.

The Physicians Grand Rounds chairs will review all case summaries submitted, and four cases will be selected for presentation. An expert discussant will also be recruited for each case chosen by the chairs. The conference registration fee will be waived for **one author** per selected case.

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

The case summary **must** include:

- A **heading**, including a **descriptive title** and the presenter's name, institution, city and state;
- A brief history, description of the clinical findings and laboratory data; and
- Information regarding follow-up and outcome, as relevant.

The cover letter **must** contain:

- The presenter's full name, degree(s), mailing address, email, telephone and fax numbers; and
- Confirmation that the case is being submitted for the Physicians Grand Rounds session.

***Please note:***

- Only one presenter per case is allowed.
- **Do not** include tables, graphs, growth charts, X-rays, slides, etc. with the summary.
- Submissions should be sent as **one** Microsoft Word attachment via email.
- Summaries of cases selected for presentation will be reproduced exactly as submitted and provided to NACFC attendees.
- Six minutes will be allotted for each presentation, followed by a 15 minute discussion by the discussant.
  - The session will conclude with 26 minutes of open audience discussion.
- Slides to accompany presentations in this session must be prepared using PowerPoint.
- Fellows should not submit cases for this session. Separate instructions for Fellows' submissions are available at [www.nacfconference.org](http://www.nacfconference.org).
- 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!