



ADULT CYSTIC FIBROSIS CONFERENCE

3–4 December,
2022 | Milan, Italy



INSTRUCTIONS FOR THE ONLINE CLINICAL CASE FORM

1. A clinical case is a detailed report of the symptoms, signs, diagnosis, treatment and follow-up of an individual patient. Clinical cases may contain a demographic profile of the patient, but usually describes an unusual or novel occurrence.
2. Interesting and challenging clinical cases will be considered for presentation at the CF Conference.
3. When preparing your case for submission, please structure it using the following sections: 1. Case history 2. Investigations 3. Results and treatment 4. Conclusions and points for discussion.
4. You can consult the tips on how to write a good clinical case [here](#).
5. Only the name of the case submitter can be entered into the online form. If your case is accepted, you will be able to communicate the name of the co-submitter(s) if applicable.
6. Trade names should not be mentioned in the title. However, trade names in brackets will be accepted in the body of the text.
7. References (two maximum) can be included in the body of the text (*e.g.* Jones, R.A. *et al.* Science 1986; 67:24-30).
8. All submissions must be made in English. Linguistic accuracy is your responsibility.
9. Abbreviations should be defined.
10. No changes in the title and content of the clinical cases will be accepted after the submission deadline.

ADDITIONAL INFORMATION

You may submit up to three cases in any topic related to respiratory failure and mechanical ventilation. Submitters should ensure that a similar clinical case on the same topic has not already been submitted for the Conference by another colleague or from the same institution. The Adult Cystic Fibrosis Conference Programme Committee reserves the right to change the category of submission in order to achieve a well-balanced programme without notifying the case submitters.

REVIEW / NOTICE OF SELECTION

Submitted clinical cases will be reviewed by the ACF Conference Programme Committee.

Clinical cases will be accepted for inclusion in the ACF Conference programme. Notice of selection will be communicated on mid-late October 2022. The scheduled time of presentation will be provided the weeks following the notice of selection.

CASE PRESENTATION / ENTITLEMENTS

Accepted clinical cases will be included in case-based sessions.

Submitters of accepted clinical case(s) do not receive any financial support. If your clinical case is accepted for presentation, you are responsible for registering for the Conference.

ONLINE SUBMISSION NOTES

**Deadline: All clinical cases must be submitted by
Monday, 26 September 2022 at 23:59 CEST**

- Before you create a clinical case, please read the [terms of use](#).
- By submitting a clinical case you accept the terms of use.
- Save your work regularly by selecting the 'Save' button.
- You can log off at any time without submitting your clinical case and return to continue your work at another time by selecting the 'Edit' button.
- You can edit your clinical case, save and log out as often as you like, until the submission deadline. After the submission deadline, you will not be able to process any change to your clinical case(s).
- Download a Word document by clicking 'Export' and print out to proofread the clinical case preview to verify that it is correct before completing the submission process.
- Click on the 'Submit' button only when you are sure that your clinical case is complete.
- Carefully follow the instructions within each section.
- The case description must be submitted in a **PowerPoint format, using the [ERS template only](#)**.
- The dedicated time for a case presentation is 15 minutes maximum, including discussion and Q&A. Therefore, we recommend that submitted cases do not exceed 15 slides.
- Save your work regularly.
- The case can be edited and revised online as many times as needed until the submission deadline.
- Verify that your case content is correct displayed by clicking 'Preview Case'.
- Click on 'Submit' only when you are sure that your case is complete and in final form.
- If you wish to withdraw your case before the submission deadline, click on 'More' and 'Withdraw' After the submission deadline, you need to contact the ERS office.
- Further instructions are available on the case submission platform.

Please contact education@ersnet.org for queries regarding the clinical case submission.