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## IX<sup>th</sup> European Conference of Nurse Educators

# European Federation of Nurse Educators with the RCN Education Forum International Conference 2012

Wednesday 3 – Friday 5 October 2012, Cardiff City Hall, Wales, UK



## Nurse education – developing the art and facing the challenges

**This conference will offer opportunities for educators of nurses globally to come together to share education excellence, evidence and experience, including views from clinical and academic staff and students as well as users and carers within services.**

The scientific committee invite you to submit papers that will explore the themes of the conference and look forward to receiving your submissions from 21 November 2011 via the website [www.rcn.org.uk/fine2012](http://www.rcn.org.uk/fine2012)

### Key dates

The programme for submission of an abstract for oral and poster presentations is as follows:

Submission website opens:  
**21 November 2011**

Closing date for submission:  
**30 March 2012**

Notification of acceptance:  
**27 April 2012**

### Exhibition information

If you are interested in sponsorship or exhibiting opportunities at this event, please contact the exhibitions team on 020 7647 3959 or email [exhibitions@rcn.org.uk](mailto:exhibitions@rcn.org.uk)



Sponsorship is currently being sought for this event

<http://www.rcn.org.uk/fine2012>



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## Abstract submission information

Abstracts are invited for concurrent, poster and symposia presentations and should fall under one of the following conference themes:

- research and innovation in teaching and learning
- enhancing the student experience
- developing nurse teaching competencies
- developing education with nursing practice – facing the challenges
- strategies to implement mobility for teaching and learning in nursing education.

Ideally your submission should relate to one of the above themes, although other areas will be considered. The conference planning team is looking forward to receiving abstracts which reflect these themes and to welcoming you to this year's conference.

### Abstract purpose

The purpose of the abstract is two-fold. Firstly, it will enable the committee to make an informed anonymous decision on the suitability of the abstract for the conference programme. Secondly, the abstract will provide participants attending the conference with written information to support the presentation.

### Concurrent presentations

All concurrent sessions will be 25 minutes in length, including time for questions.

### Poster presentations

Posters should be visually stimulating in design and convey clear aims and outcomes. They have the potential to reach a wide audience and constitute an interactive medium. Posters are displayed for the duration of the conference.

### Symposia

A symposium is a presentation of between three and five papers with a shared focus. The duration of a symposium is normally 60 or 90 minutes. Authors wishing to submit papers as a symposium must nominate a symposium leader to complete a SINGLE abstract.

The abstract must include an outline of the symposium proposed, itemise the individual papers and their authors, explicitly demonstrate how the papers will link together and identify who will chair the symposium. Please note the chair need not be the symposium leader or a presenter. Each paper detailed in the symposium abstract must meet criteria for abstract selection.

For a symposium, the word limit is 300 for each of the individual papers to be included in the symposium (excluding references, authors' details and principal authors' CVs).

### Abstract format

Your abstract should be a concise summary of the main points of your presentation. It should be jargon-free, indicate clear aims and objectives and demonstrate the impact on nursing practice and the patient experience.

Online submission will open on **Monday 21 November 2011**.

### Conference attendance and fees

Conference fees start from just £150.

You can book online at [www.rcn.org.uk/fine2012](http://www.rcn.org.uk/fine2012)

### Conference attendance

All participants chosen to present papers must register for the conference to be eligible to present their paper.

The conference committee regrets that it is unable to meet any accommodation, travel or subsistence expenses.

### Venue

Cardiff City Hall, Cathays Park, Cardiff, CF10 3ND, Wales, UK.

Tel: 02920 871 736

Website: [www.cardiffcityhall.com](http://www.cardiffcityhall.com)

### Conference dinner

Dinner will be £45 and will be held at Cardiff City Hall on Thursday 4 October 2012.

### Accommodation

We have negotiated special rates at the Parc Thistle Hotel, Cardiff.

£95.00 bed and breakfast single occupancy

£105.00 bed and breakfast double/twin occupancy

To book accommodation please call the Cardiff Conference Bureau on +44 (0)29 20872092.

### Further information

Please contact Suzanne Oakley on

**+44 (0) 20 7647 3581** or email [suzanne.oakley@rcn.org.uk](mailto:suzanne.oakley@rcn.org.uk)

### FINE Secretariat

**Mrs Maria do Céu Barbieri Figuerido**, RN, PhD

Email: [ceu@esenf.pt](mailto:ceu@esenf.pt)

You can also visit our websites

[www.rcn.org.uk/fine2012](http://www.rcn.org.uk/fine2012)

[www.fine-europe.eu/en/conferences/prochaine](http://www.fine-europe.eu/en/conferences/prochaine)

## Abstract submission

In order to facilitate the process of selecting and processing abstracts, we require the following information to be compiled by the author. Please submit your abstract on-line at [www.rcn.org.uk/fine2012](http://www.rcn.org.uk/fine2012) by **Friday 30 March 2012**.

Please ensure that you supply all the requested information. Failure to do so may affect your submission.

Applicants will be notified as to whether they have been successful by **Friday 27 April 2012**. If you are a commercial organisation, please contact the Exhibitions Team on **020 7647 3959** or email [exhibitions@rcn.org.uk](mailto:exhibitions@rcn.org.uk) for further details of seminar opportunities.

### Personal information

1. Title (Prof/Dr/Miss/Mrs/Ms/Mr/other)
2. First name and surname
3. Qualifications
4. Job title
5. Workplace
6. If appropriate, co author's name, job title, workplace, mailing address and email address
7. Address at which you would prefer to be mailed, including postcode
8. RCN membership no. (if applicable)
9. Day time telephone number
10. Mobile number
11. Email address
12. If applicable, co-presenter's name(s), qualifications, job title, workplace and mailing address

### Abstract information

13. Title of paper
14. Type of presentation (concurrent/poster/symposium)
15. Aim of paper
16. An abstract of your presentation (maximum of 300 words per abstract)
17. Three intended learning outcomes
18. Include no more than three recommended reading titles
19. Professional biography of main and any co-presenters (written in the third person)
20. First time presenter – yes/no

For more information on the abstract submission process and to submit online from **21 November 2011**, please visit

[www.rcn.org.uk/fine2012](http://www.rcn.org.uk/fine2012)

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### YOUR DETAILS (IN BLOCK CAPITALS)

RCN member Yes  No  RCN member no.

FINE member Yes  No  FINE member no.

Email

Please write your email address clearly as additional conference information will be sent to you by email.

\*Please complete the following as you would like them to appear on your delegate badge

Title  \*First name  \*Surname

\*Job title

\*Organisation  \*Organisation town

Home no  Work no  Mobile no

Home address

Postcode  Country

Specific requirements (dietary, accessibility)

This **must** be completed if you wish to pay the membership rate. If you do not know your RCN membership number, please call RCN Direct on 0345 772 6100

This **must** be completed if you wish to pay the membership rate. If you do not know your FINE membership number, contact the FINE secretariat: Mrs Maria do Céu Barbieri Figueredo, RN, PhD, Escola Superior De Enfermagem Do Porto. Email: ceu@esenf.pt

### CONFERENCE FEES

Early-bird rate until Tuesday 21 August 2012.

RCN / FINE member early bird	£350	<input type="checkbox"/>
RCN / FINE member standard	£410	<input type="checkbox"/>
Non-member standard	£450	<input type="checkbox"/>
Day delegate early bird	£150	<input type="checkbox"/>
Day delegate standard	£180	<input type="checkbox"/>
Day delegate - non member	£180	<input type="checkbox"/>
Conference dinner	£45	<input type="checkbox"/>

### DISCOUNTS

If you are a member of the RCN or FINE, you could be eligible for a discount on the conference fee

- nursing student (pre-registration only) / associate retired / HCA/AP 40% off fee
- accredited RCN Trade Union Representative 25% off fee
- pay using your RCN credit card £15 discount
- group discount – six or more delegates booking at the same time 10% off each fee

Only one discount can be used for each booking, and discounts do not apply to the cost of accommodation or conference dinners.

### PAYMENT

**By cheque:** (made payable to the Royal College of Nursing) I enclose a cheque for £

**Credit card:** I authorise you to debit my VISA / MASTERCARD / MAESTRO (please circle) for £

Card no

Issue number (Maestro)  Card expiry date MM/YY  Card valid from MM/YY  Card security code (3 digit number on back of card)

Cardholder's name and address (if different from above)

Address

Postcode  Telephone no

Email

*(If different from above. For receipt of credit card payment)*

**BACS:** National Westminster Bank Sort code: 60-40-02 Account no: 58898557. (Please send remittance advice with your completed registration form as proof of payment.) If paying by international bank transfer (from outside the UK) please quote: Swiftcode NWBK GB 2L IBAN GB77 NWBK 6040 0258 8985 57

Signature  Date

You will not be registered for this event unless payment accompanies your application. Places cannot be held provisionally. **We regret that we are unable to invoice.**

### HOW TO BOOK

 **On line booking** is now available at [www.rcn.org.uk/fine2012](http://www.rcn.org.uk/fine2012)

**Post** this booking form with payment/remittance advice to: **Event registrations, PO Box 2329, Cardiff, CF23 8YZ.**

**Phone** (payment with credit card/Maestro): 029 2054 6460.

**Fax** this booking form to: 029 2054 6489 with your credit card details.

**Registration confirmation:** All bookings will be confirmed in writing, and nearer to the conference you will receive delegate information, including directions to the venue.

If you want to confirm that you are registered for the event, please contact: RCN Event registrations on 029 2054 6460 Mon-Fri 9.00am – 4.30pm.

### TERMS OF BOOKING

**Conference fees:** The conference fee includes registration for the conference, conference materials, lunch and refreshments. It does not include travel or accommodation.

**Cancellations:** Cancellations received one full month before the start of the event will be refunded, minus a 25% administration fee. No refunds can be processed after this date. Places can be substituted with the prior knowledge and agreement of RCN Events.

It may be necessary for reasons beyond the control of the organisers to alter the content and timing of the programme or the occasional identity of the speakers.

**RCN Events take no responsibility for non-refundable travel/accommodation in the case of a changed programme or cancelled event.**

**Data protection:** We like to keep you informed about services, campaigns, events, publications and new initiatives. It is also important for us to find out your views on a range of issues. FINE would also like to contact you regarding forthcoming events and business. This may be by post, telephone or electronic messaging. SHOULD YOU NOT want us or FINE to do this, please tick this box

Please tick the box if you would like to be informed by post or email of favourable rates on a variety of externally provided services

**Further information:** If you need to enquire about further details of the conference please contact the organiser: **Suzanne Oakley**, RCN Events, Royal College of Nursing, 20 Cavendish Square, London W1G 0RN

Tel: **020 7647 3581** Fax: **020 7647 3411**  
Email: [suzanne.oakley@rcn.org.uk](mailto:suzanne.oakley@rcn.org.uk)  
Website: [www.rcn.org.uk/fine2012](http://www.rcn.org.uk/fine2012)