

## **SUGGESTED GUIDELINES FOR CASE REPORT PRESENTATIONS**

Thank you for submitting a topic to Case Reports in the Sun 1. Speakers for each case report will be allotted a 30-minute period on the program. You should plan to spend 20 minutes for the case report followed by a 10-minute question and answer period guided by the session moderators. This 10-minute period is an important part of the case report under discussion and will add to the overall quality of the information conveyed. Content (at presenters discretion) may be posted on International Perfusion Association (IPA) web site. IPA is a non-profit perfusion education organization. Please sign at bottom of abstract form to exercise this option.

The following guidelines are recommended from past experience to help you communicate most effectively.

### **FORMAT**

1. Title and Introduction Each presenter should give a brief description of the case report and how it pertains to perfusion practice.
2. Case Report The specific case should be described including: patient age, gender, and other pertinent demographics such as height, weight and body surface area, brief medical history, extracorporeal equipment and circuitry, operative and perfusion procedure, outcome and possible follow-up.
3. Discussion This part could include evolution of the technique, history and bibliographic references. Additional experience or expansion of alternative techniques or results by other practitioners can be described. The discussion of problems, speculations or future suggested approaches should be included here.
4. Conclusion A brief concluding statement summarizing the case with the major points should be described.

### **GENERAL GUIDELINES**

Whenever possible, generic drug names should be used; doses of each drug should be stated when appropriate. Laboratory values should be expressed in proper units of measure. Extracorporeal equipment should be described (model number and manufacturer) to give the audience a frame of reference. Medical history of the patient should be brief and contain only information pertinent to the noteworthy aspects of the case report. The year the case was performed should be stated to establish a technological reference point.

Please attach a current C.V. or resume to abstract in order to expedite application for A.B.C.P. CEUs. Thank you.