Late-breaking Abstracts
94th CPS Annual Conference

Submission Deadline: February 1, 2017

The 94th Canadian Paediatric Society (CPS) Annual Conference will be held in Vancouver, British Columbia, May 31- June 3, 2017. Attendees include paediatricians and child and youth health professionals. The CPS Annual Conference Committee invites abstract submissions for consideration. Submission by members and non-members are welcome, and participation is open to health professionals in any field.

Deadline
Abstracts must be submitted using the online abstract submission process (available January 2017). Submissions must be received by the CPS no later than February 1, 2017, 11:59 PM EDT. Abstracts received after this date WILL NOT be considered for presentation. There are NO EXCEPTIONS to the submission deadline.

Submission Fee
- A submission fee of $30 (CAD) per abstract will be charged to cover processing costs.
- Payable by credit card, this fee is nonrefundable and does not depend on abstract acceptance or attendance at the CPS annual conference.
- When registering, select the number of submissions you wish to purchase.
- Note that paying the abstract submission fee does not register you for the conference. All presenters must register for the conference beginning in January 2017.

Ethics
Only those abstracts that present research findings of studies approved by a relevant Research Ethics Board, Animal Study Review Board, or comparable review committee should be submitted.

Conflict of interest
Abstract submissions must include an acknowledgement of all funding sources, particularly of a commercial nature and/or a notice of any actual or potential conflict of interest in relation to the findings to be presented. The intent of this policy is not to prevent an author with a potential conflict from making a presentation. The aim of disclosure is to raise awareness of potential conflict so that participants can evaluate presentation findings in full possession of the facts and interests in play.

Abstracts submitted by pharmaceutical companies
Abstracts submitted by pharmaceutical companies with employees as principal authors and/or co-authors WILL NOT be accepted. Research funded by industry that has been approved by a Research Ethics Board, and for which the principal author is not an employee of the funding company, will be accepted for review.

Multiple abstracts submission
Authors may submit as many abstracts as they wish. If more than one abstract is accepted as a poster, and they fall under different topic codes, a co-author must present the other poster(s).
**Content**
The abstract must present a clear and concise summary of the work, including a concise introduction that provides background information and a clear statement of the rationale and purpose of the study, objectives, methods/approach used, results obtained and conclusion.

It is strongly recommended that abstracts be prepared using a structured format: Background, Objectives, Design/Method, Results and Conclusion.

**DO NOT** include subtitles, instructions, historical data, literature reviews, bibliographies, or mention corporate support. At no point in the abstract should words occur identifying either the city or institution submitting the abstract. If such material is contained in the abstract, the abstract will be withdrawn from consideration.

**Length:**
Abstract submissions may be a maximum of 400 words in length (2850 characters), including any tables and graphics.

**IMPORTANT NOTICE:** Your online application will time out after 60-minutes of inactivity. To avoid losing information, save your submission. You will be able to return and update your submission until the deadline.

**Subject areas:**
Subjects may include any aspect of paediatric medicine, such as adolescent medicine, neonatology, or emergency medicine. Abstract submissions must fall within **ONE** of the topic codes.

**Changes after submission deadline:**
No changes are permitted after the submission deadline. Updates should be made at the time of presentation. Abstracts that are submitted without data, due to incomplete investigations or analyses, will be evaluated only on the information contained in the abstract.

**Your submission is acknowledged by email once processing has commenced.**

A presenting author can revise a submission right up to the deadline. **Note:** Abstract submissions must be completed by the posted deadline to be considered.

**Late-breaking abstract justification:**
Include 2-3 lines describing why the November abstract deadline could not be met.

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Presenting (principal) authors
Abstracts must have a presenting (principal) author. This author needs to disclose any real or perceived conflicts of interest on behalf of all contributing authors involved. (See Conflict of interest.)

The CPS sends information to the presenting author only, who is then responsible for communicating with co-authors. A presenting author also delivers the paper at the CPS Annual Conference and must register and pay the appropriate fees accordingly.

Registration Policy
Presenting (principal) authors also need to register for the conference by March 31, 2017. After this date, abstracts by unregistered authors are no longer eligible for presentation and will not be published in Paediatrics & Child Health.

If a presenting (principal) author cannot attend the annual conference, presentation by a co-author is acceptable. Please advise the Education Department at Abstracts@cps.ca as soon as possible.

Submission Withdrawal
An abstract can be withdrawn before the submission deadline by returning to the submission site. After the deadline, please advise the Education Department at Abstracts@cps.ca.

Publication of abstracts
All abstracts accepted for presentation will be published in the June 2017 supplement of Paediatrics & Child Health. All conference delegates will receive a copy of the abstract supplement as part of their conference materials. Abstracts submitted or presented to other societies or national meetings can be submitted for consideration. Abstracts previously published WILL NOT be considered for presentation.

Abstracts WILL NOT be edited by CPS staff. Typographical and grammatical errors will appear as submitted. The CPS office will not accept any revisions or corrections to abstracts once they are accepted. Make sure to proofread your work prior to submission.

Submissions are eligible for poster presentations
Research work can be showcased as a poster session. Posters can be viewed with presenters available at specified times to discuss their work and are a more informal way to meet and exchange ideas.

Visual presentation is important. A graphic poster is not only more striking but dense information can be transmitted more effectively using images, a figure, or graph.

Poster board size: 7.5' long by 4' high.

Notification of acceptance
A schedule of all abstract presentations will be finalized in March 2017. The presenting author is then notified as to status of the abstract instructed about next steps.

Reviewing and scoring abstracts
Submissions undergo a blind review by an Abstract Review Committee comprised of experts with wide ranging interests in general and subspecialty paediatrics. Abstracts are judged on research quality, scientific merit and relevance. The committee Chair has the ultimate say in terms of accepting or rejecting a given abstract.

Common reasons for rejection
When an abstract is rejected it is usually for one of the following reasons:
- It did not conform to instructions given above,
- It was received after the deadline,
- It seemed disorganized,
- It had been published previously published, or
- It received a low rating because information was dated, the importance of the topic was not made clear, or discussion of study results was vague.

FOR MORE INFORMATION
CPS Education Department
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E-mail: meetings@cps.ca

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