Submission Guidelines: Call for Abstracts

The CPS Annual Conference Committee invites abstract submissions for consideration at the 97th CPS Annual Conference. Conference attendees include paediatricians and child and youth health professionals.

Eligibility Rules

- Submissions by members and non-members are welcome, and participation is open to health professionals in any field.
- 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.
- 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.
- Abstracts will only be accepted with final results; Preliminary results will not be accepted. If unavailable at time of the deadline, the abstract must then be submitted as a Late-breaker abstract in January 2020.
- Abstracts submitted or presented to other societies or national meetings can be submitted for consideration; however, abstracts that have been previously published WILL NOT be accepted.

Submission Regulations

- Abstracts are only accepted via the online abstract submission site.
- A submission fee of $40 (CAD) per abstract will be charged to cover processing costs. This fee is payable by credit card and is nonrefundable.
- Paying the abstract submission fee does not depend on abstract acceptance, nor does it register you for the conference. All accepted presenters must register and pay to attend the conference (see Registration below).
- 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).
- Abstracts must be submitted by no later than November 1, 2019, 11:59 p.m. PST. There are NO EXCEPTIONS to the submission deadline.
- Submissions must be fully completed by the posted deadline to be considered.

Presentation and Publication

Posters
Research work will be presented in a poster format as part of the conference’s poster session. Information on poster size, format and orientation will be distributed upon acceptance.

The presence of the presenting author in the poster session during specified program breaks is mandatory.

Publication of abstracts
All abstracts accepted for presentation at the conference will be published in the June 2020 supplement of Paediatrics & Child Health.

Platform presentations
The abstract review committee may identify your abstract for an oral mini-platform presentation. If your abstract is selected, you will be notified in your acceptance email with instructions.
Content Guidelines

Format
The abstract must present a clear and concise summary of the work in the following format: an introduction that provides background information, a statement of the purpose and objectives of the study, the methods/approach used, results obtained and a conclusion.

DO NOT include subtitles, instructions, historical data, literature reviews, bibliographies, or mention corporate support.

Data
Abstracts that are submitted without data, due to incomplete investigations or analyses, will be evaluated only on the information contained in the abstract.

Subject areas
Subjects may include any aspect of paediatric medicine (e.g. adolescent medicine, neonatology, or emergency medicine). Abstract submissions must fall within ONE of the provided topic codes.

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

Proofreading
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.

Enabling blind reviews
At no point in the abstract should words occur identifying either the city or institution submitting the abstract. This facilitates blinding of the review process. If such material is contained in the abstract, the abstract will be withdrawn from consideration.

Presenting author
Abstracts must have a presenting author. A presenting author delivers the paper at the conference and must attend the poster sessions (see Posters above).

Policies

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.

Revisions
A submission can be revised right up to the deadline. No changes are permitted after the submission deadline. Updates can be added to your poster presentation.

Registration
Presenting authors of accepted abstracts MUST register for the conference no later than March 31, 2020. After this date, abstracts by unregistered authors are no longer eligible for presentation and will not be published in Paediatrics & Child Health.

If changes or replacements to a presenting author are required at any time, please advise us at meetings@cps.ca as soon as possible.

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 meetings@cps.ca.
Awards
Authors may be eligible for the following research awards. To apply, select the appropriate category in the awards section of the online abstract submission form.

Subspecialty research awards
Awards are available for the best subspecialty research abstracts presented by a trainee in the following areas: adolescent health, complex care, child and youth maltreatment, developmental paediatrics, mental health, neonatal-perinatal medicine*, paediatric emergency medicine and respiratory health. Abstracts are judged on-site and principal authors must be present to receive a prize.

*The neonatal-perinatal abstract award requires additional documentation:
- Updated CV – maximum 4 pages
- Supporting Letter from the trainee’s supervisor describing trainee’s role in the research and highlighting their contributions, originality and significance of their research project to the field of NPM. Letter should be on the supervisor’s letterhead and include the name of the award being applied for (NPM Trainee Research Award).

Awards for Excellence
Prizes are awarded to the best trainee research presentations in two categories. Principal authors must present orally to receive these awards. To win, the principal (presenting) author must have had a key role in the design and execution of the work and be eligible under one of the following categories at the time research was completed:

Category 1:
- Residents in core paediatric training in the first 3 years (PGY1, 2, 3 paediatrics) or in a fourth general paediatric year (PGY4 paediatrics).
- Residents who have entered a fourth year of subspecialty training (PGY4 paediatric subspecialty) but conducted the research project in the core paediatric years of training.
- Medical Students.

Category 2:
- Residents in paediatric subspecialty training (PGY4, 5 or 6) or clinical fellows in paediatric subspecialty training who have done their research project as part of their subspecialty program.

Selection and Notification
Review process
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.

Notification of acceptance
A schedule of all abstract presentations will be finalized in January 2020. Poster numbers will be announced in April 2020.

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 had been published previously published, or
- It received a lower rating as part of the peer review process compared with other abstracts submitted

Of note, specific feedback for abstracts is not provided to authors as part of this process.

For more information
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