Submission Guidelines: Call for Resident Advocacy Projects

Submission deadline: February 2, 2020

The CPS Annual Conference Committee invites submissions of resident advocacy projects for consideration at the 97th CPS Annual Conference. Projects may involve concrete community-based initiatives or activities that influence health care policy change at any governmental level. Pilot projects and works in progress can also be considered.

Eligibility Rules

- Submissions by members and non-members are welcome, and participation is open to residents and medical students in any field.
- Projects must have been developed and led by a resident or medical student and initiated during the course of undergraduate or postgraduate training or underway within the first 2 years of completion of training.
- Projects may be part of a local, provincial or national initiative.
- The project should involve the health of children and youth, and/or families at a community level. Its aim is to improve access to care or education around a health topic.
- The project must include community engagement/participation and have an evaluation component. It should be a sustainable and replicable initiative.
- Descriptions of continuing medical education activities, paediatric human resource activities or funding for infrastructure WILL NOT be considered.

Submission Regulations

- Abstracts are only accepted via the online abstract submission site.
- You must certify that this project has been developed and led by a resident or medical student by uploading a letter/document attesting to your involvement in the project. The letter must come from a supervisor, dean or similar authority.
- All accepted presenters must register and pay to attend the conference (see Registration below).
- Abstracts must be submitted by no later than February 2, 2020, 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.

Content Guidelines

Content
Present a clear and concise summary of the project work, with a brief introduction describing rationale, target population, and project objectives. Tell us about the project itself, community partners (if pertinent), and outcomes obtained thus far.

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

Format
Use a structured format: Rationale & Objectives, Project Description, Outcomes and Discussion/Future Directions.

Subject areas
Subjects may include any aspect of paediatric health and determinants of health of children and adolescents. Abstract submissions must fall within ONE of the topic codes OUTSIDE of advocacy.
Length
Abstract submissions may be a maximum of 400 words in length (2850 characters), including any tables and graphics.

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 below).

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 after the deadline. Make sure to proofread your work prior to submission.

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.

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.

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.

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 quality 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 March 2020. Poster numbers will be announced in April 2020.

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

Presentation

Posters
Advocacy projects will be presented in a poster format as part of the conference’s poster sessions. 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.

For more information
CPS Education Department
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meetings@cps.ca