

Submission Deadline: November 1, 2018

The 96<sup>th</sup> Canadian Paediatric Society (CPS) Annual Conference will be held in Toronto, **June 6-8, 2019**. 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. Submissions must be received by the CPS no later than **November 1, 2018, 11:59 p.m. EST**.

## Submission fee

- A submission fee of **\$35 (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 2018.

## 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).

## Preliminary results will not be accepted

Abstracts will only be accepted with final results. If unavailable at time of the deadline, the abstract must then be submitted as a Late-breaker abstract in January 2019.

## Content

- The abstract must present a clear and concise summary of the work, including an introduction that provides background information a statement of the purpose of the study, objectives, methods/approach used, results obtained and a 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. This facilitates blinding of the review process. 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 30-minutes of inactivity. To avoid losing information, save your submission. You will be able to return and update up your submission until the deadline.**

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

**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.

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.**

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

**Registration policy**

Presenting authors **must** register for the conference by **April 1, 2019**. 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](mailto:Abstracts@cps.ca) as soon as possible.

**Publication of abstracts**

All abstracts accepted for presentation will be published in the June 2019 supplement of *Paediatrics & Child Health*. 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.

**Posters**

Research work will be presented in a poster format as part of the poster session.

**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.

**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.

**Awards for Excellence**

Prizes are awarded to the best trainee research presentations in two categories (see below) at the CPS Annual Conference. 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.

### **Application process**

In order to be considered for the award, you must apply by selecting 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, 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.

\*Note: The neonatal-perinatal abstract award requires the following additional documentation be submitted:

- 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)

### **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.**

### **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.

### **Notification of acceptance**

A schedule of all abstract presentations will be finalized in January 2019.

### **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.

### **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](mailto:Abstracts@cps.ca)

### **FOR MORE INFORMATION**

CPS Education Department  
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