



CANADIAN PEDIATRIC ANESTHESIA SOCIETY
SOCIÉTÉ D'ANESTHÉSIE PÉDIATRIQUE CANADIENNE

Guidelines to Abstract Submission for the Canadian Pediatric Anesthesia Society Halifax Meeting - 2018

Submission Deadline: Monday July 30, 2018 at 16:00 AST

Abstracts received after this time will **NOT** be considered.

All abstracts and case reports/series **MUST BE** submitted using the online submission tool.

Before preparing your abstract or case report/series and completing the Submission Application, please read the following instructions.

<http://www.pediatricanesthesia.ca/cpas2018/abstracts/>

SUBMISSION INFORMATION

Eligibility:

Abstracts or case reports/series submitted to other conferences, for example the American Society of Anesthesiologists (ASA), the International Anesthesia Research Society (IARS), or the European Society of Anesthesiologists (ESA), may also be submitted to the CPAS Halifax 2018 meeting.

Submitting more than one abstract from one study is discouraged.

Presenting Author:

All submissions **MUST** identify a presenting author. The presenting author is required to disclose any real or perceived conflict of interest on behalf of all authors, in relation to the material to be discussed.

All correspondence will be sent to the presenting author. It is his/her responsibility to communicate this information to any additional authors.

All presenting authors **MUST** register for the Annual Meeting and pay the appropriate registration fee by **July 31, 2018**. Failure to do so will result in the automatic withdrawal of the abstract from the program. If the presenting author is unable to attend the meeting, please notify us of an alternate presenter. The alternate presenter must register and pay the appropriate registration fee by **July 30, 2018**.

If there is a change in the name or address of the presenting author prior to submission deadline, promptly edit your abstract account in the on-line submission tool. If there is a change in the name or address of the presenting author after the deadline, please email abstracts@pediatricanesthesia.ca

Language:

Submissions **MUST** be in English for the purpose of review.



Guidelines to Abstract Submission

Ethics:

Human Studies: Abstracts describing investigations carried out in humans will not be accepted unless the study was approved by, and carried out according to instructions of the authors' institutional Human Investigations Committee or the Research Ethics Board (REB). This includes studies carried out as QA/QI initiatives. A statement concerning REB approval, or equivalent, and consent for study participation **MUST** appear at the beginning of the Methods section. Any systematic data gathering efforts in patients or volunteers must also be approved by the REB or adhere to local/national regulations. If REB approval or equivalent is not documented in the Abstract Methods section, the abstract will be **REJECTED** by the Scientific Subcommittee.

Patient consent is also required for Case Reports/Case Series in accordance with local institutional guidelines. A statement regarding patient consent for publication **MUST** appear at the beginning of the Clinical Features section.

Animal Studies: Abstracts or case reports/series describing investigations carried out in animals will **NOT BE ACCEPTED** unless the study was approved by, and carried out according to instructions of, the authors' institutional Animal Care Committee (ACC) or equivalent. A statement regarding ACC approval **MUST** appear at the beginning of the Methods or Clinical Features section.

Case Reports/Series:

Case reports may be submitted, however, they will **NOT** be considered for any Competitions or Awards. Please note that patient consent is required as accepted case reports/series will be published.

Character Limit:

The maximum limit of characters for the text of the abstract submission is 2800 characters (450 words). Title, authors and tables/images will **NOT** be counted. Please be aware that only one table **OR** one image may be uploaded.

Anonymity:

Only **FULLY ANONYMOUS** versions of abstracts or case reports/series will be accepted for review. No identification of authors, institution of origin, geographic area, sources of funding, or author references may appear in the Title or Text. For example, do not state 'the study was approved by the University of Ottawa REB', rather, 'Local Ethics Committee approval was obtained'. Abstracts/case reports that are not fully anonymous will be **REJECTED** by the Scientific Affairs Subcommittee.

Judging:

All abstracts and case reports/series will undergo a blind review by the Scientific Affairs Subcommittee.

Abstracts will be judged in five areas:

- Originality (20%)
- Methods (20%)
- Data analysis (20%)
- Conclusion (20%)
- Clinical Relevance (20%)

Abstracts with no data or incomplete data will receive low scores. Marks for originality in the event of multiple submissions from a single study will be negatively impacted.



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Case reports/series will be judged on:

- Novelty (20%)
- Importance (20%)
- Clarity of Presentation (20%)
- Quality of Discussion (20%)
- Background Literature Search (20%)

Acknowledgment:

Receipt of all submissions will be acknowledged by email.

Acceptance:

Notification of acceptance/rejection will be emailed in **August 2018** to the presenting author indicated on the Submission Form.

In order to be included in the list of abstracts presented at the meeting and to be included on the 2018 Meeting Website, the presenting author **MUST** register and pay for the annual meeting no later than **July 30, 2018**. Please direct any questions to email: abstracts@pediatricanesthesia.ca

Withdrawal:

Formal written notification (via fax or email) **MUST BE** sent by the presenting author to withdraw an accepted abstract or case reports/series. Notification can be sent by mail abstracts@pediatricanesthesia.ca. The notification must include the abstract or case report/series title, authors and affiliations (as submitted), the submission confirmation number, and the name, affiliation, phone, fax and email of the correspondent.

Presentation:

All accepted abstracts will be designated by the Chair, Scientific Affairs Subcommittee for presentation at one of the following: Poster Display or Poster Discussion. The presenting author or his/her designate **MUST** be present at the 2014 Annual Meeting to display and discuss the poster at the designated times.

Registration for the Annual Meeting:

Presenting authors **MUST** register for the Annual Meeting and pay the appropriate registration fee. Registration information will be available on the CPAS web site www.pediatricanesthesia.ca in mid-April 2018. Failure to do so by the deadline of **July 30, 2018** will result in the automatic withdrawal of the abstract from the program for non-compliance with CPAS 2018 Guidelines.

Publication:

All abstracts and case reports accepted for the 2018 meeting will be made available on the CPAS website www.pediatricanesthesia.ca.



Guidelines to Abstract Submission

TECHNICAL BOOTH

CPAS members can submit an annual meeting abstract to request a technical booth to promote knowledge of a non-commercial product or service. This is a primary opportunity to showcase new advances and innovation in pediatric anesthesia to meeting delegates attending the exhibit between Friday evening (Welcome Reception) through Sunday lunch. Up to two complimentary booths will be awarded at each annual meeting through the abstract review process.

All technical booths must be submitted using the 2018 online abstract submission program.

Judging of Technical Booth:

The Scientific Affairs Sub-Committee will be responsible for the details of the conduct of the technical booth submissions and will select the best abstracts submitted to the Annual Meeting. The score of each selected abstract will constitute 100% of the final score.

The authors of the two abstracts receiving the highest scores will be invited to organize technical booths at the Annual Meeting.

What is included in the Technical Booth?

- Each booth will measure 10' x 10' and will include an 8' high drapery back wall and a 3' high drapery side wall. All additional requirements, including material handling, electrical service, carpeting and furniture are the responsibility of the exhibitor.
- All booths must be carpeted; it is the responsibility of the exhibitor to arrange for carpeting. Please refer to the Exhibitors' Manual for an order form.
- Each technical booth must display a poster of the accepted annual meeting abstract in the booth. Cost to prepare and display the poster are the responsibility of the exhibitor.
- Booth Fees
- Although there is no rental fee, exhibitors are required to register as annual meeting delegates (either Full Meeting or daily for Saturday and/or Sunday) and must have a valid badge to enter the exhibit hall for each day of the exhibit.
- Technical booths are not subject to GST/HST.

Conditions of Contract

Technical booth exhibitors must abide by all rules, requirements, restrictions and regulations as set forth in the Exhibitors' Prospectus.



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COMPETITIONS AND AWARDS

Currently awards are provided for **Best Poster in Pediatric Anesthesia and Best Technical Booth.**

Awards, certificates and/or plaques awarded will be presented to the presenting author only. Co-authors will not be eligible to receive the award, certificate and/or plaque.

Award for Best Paper: The CPAS will offers a prize of \$500 for overall best abstract.

Award for Best Booth: The CPAS will offer a prize of \$200 for best technical booth. (Award will be activated when there are at least three booth submissions)

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