2012 CAS GUIDELINES TO ABSTRACT SUBMISSION

Submission Deadline: Monday, January 16, 2012 at 16:00 EST

All abstracts and case reports/series must be submitted using the 2012 online submission program.

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

Deadline:
All abstracts or case reports/series MUST BE submitted electronically using this application site [http://cas2012.abstractcentral.com/] by 16:00 EST on Monday, January 16, 2012. Abstracts received after this time will NOT be considered.

Eligibility:
Abstracts (a summary of a text, scientific article, document) or case reports/series (a detailed report of the symptoms, signs, diagnosis, treatment, and follow-up of an individual patient) submitted to meetings of 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 CAS 2012 Annual Meeting.

All Presenting Authors (Authors who have been designated to make the presentation of their abstract at the CAS Annual Meeting) MUST register for the Annual Meeting and pay the appropriate registration fee. Failure to register and pay the appropriate registration fee for the conference by the early bird cut off date of Monday, April 30, 2012 will automatically have the abstract withdrawn for non-compliance of the CAS 2012 Guidelines. If you are unable to attend the meeting, please advise if a co-author will be an alternate presenter. The alternate presenter will need to register and pay the appropriate registration fee by Monday, April 30, 2012.

Submitting more than one abstract from one study is discouraged.

Language:
Submissions MUST be in English for the purpose of review.

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). 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 Affairs Sub-Committee.

**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 in the *Canadian Journal of Anesthesia*.

**Character Limit:**
There is a limit of 3375 characters (450 words) including spaces for the text of your submission (title and authors will **NOT** be counted). Please be aware that you may only create one table (Step 8) OR upload one image (Step 9) TOTAL and it will count as part of your character limit.

**Blinding:**
Only a **FULLY BLINDED** version of your abstract or case report/series is to be submitted for the purpose of review. Blinding means 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 or case reports/series that are not fully blinded will be REJECTED by the Scientific Affairs Sub-Committee.

**Reviewing:**
All Abstracts or Case Reports/series will undergo a blind review by the Scientific Affairs Sub-Committee.

Abstracts will be reviewed 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.

Case reports/series will be reviewed 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 March 2012 to only the Presenting Author indicated on the Submission Form. In order for your abstract to be included in the list of abstracts at the meeting and to be on our 2012 Annual Meeting Abstract CD, 2012 CAS Abstract Supplement, Scientific Program and website, you MUST register and pay for the conference no later than the early bird registration cut off deadline of Monday, April 30th, 2012. If you have any questions, please email casabstracts@congresscan.com or call 416.504.4500.

**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 any information related to the abstract to any additional authors.

The Presenting Author MUST register for the Annual Meeting and pay the appropriate registration fee. Failure to register and pay the appropriate registration fee for the conference by the early bird cut off date of Monday, April 30, 2012 will automatically have the abstract withdrawn for non-compliance of the CAS 2012 Guidelines. If you are unable to attend the meeting, please advise an alternate presenter. The alternate presenter will need to register and pay the appropriate registration fee by Monday, April 30, 2012.

**Withdrawal:**  
To withdraw an accepted abstract or case reports/series, a formal written notification (via fax or email) MUST BE sent by the Presenting Author to Fax 416.504.4505 or email at casabstracts@congresscan.com. This 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:**  
The Scientific Affairs Sub-Committee Chair will designate all accepted abstracts to one of the following:

- Residents' Oral Competition
- Richard Knill Research Oral Competition
- Poster Discussion Sessions
- Poster Displays

The presenting author or his/her designate is expected to be present at the 2012 Annual Meeting to display and discuss the poster.
Abstracts designated to the Poster Displays are expected to have their posters up before the Exhibit Hall opens. Full details will follow upon acceptance.

**Registration:**
All Presenting Authors **MUST** register for the Annual Meeting and pay the appropriate registration fee. Registration will be available on the CAS website at [www.cas.ca](http://www.cas.ca) in mid-March 2012. Presenters, who reside in developing nations, as defined by the Canadian International Development Agency (CIDA), will be eligible for reduced registration fee.

Failure to register for the conference by the early bird cut off date of Monday, April 30th, 2012, will automatically have their abstract withdrawn for non-compliance of the guidelines of the CAS 2012 Abstracts Process.

**Publication:**
The 2012 CJA Abstracts Supplement will contain all presented abstracts or case reports/series. Abstracts or case reports/series presented at the Annual Meeting will be indexed, citable, searchable and available in full text and PDF formats online at www.springerlink.com.

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## Competitions and Best Paper Awards

### Competitions

All accepted abstracts will be designated for entry in one of the following: Residents' Oral Competition, Richard Knill Research Oral Competition, Poster Discussion Sessions or Poster Display. Abstracts in certain Poster Discussion Sessions will be eligible for a best paper in their specified category. Currently awards are provided for Best Paper in Ambulatory Anesthesia, Obstetric Anesthesia, Regional Anesthesia and Acute Pain, Education and Simulation in Anesthesia, Pediatric Anesthesia, CVT Raymond Martineau Prize and the Ian White Patient Safety Award.

All awards will be presented at the Awards ceremony during the CAS 2012 Annual Meeting.

**Residents' Oral Competition**
The objective of the Residents' Competition is to encourage scientific excellence in those physicians training in the specialty of Anesthesia in Canada.

**Eligibility:**
Candidates **MUST BE** resident members of the CAS at the time of the competition and must have occupied the position of resident in a Canadian department of anesthesia when the research was done. Residents training at the master's or doctoral level at any year will be eligible, provided they are concurrently enrolled in anesthesia residency training program in Canada. The work must have been carried out in Canada and completed within the preceding 18 months. Previous winners of the Residents' Competition may submit, provided the work is not directly related to research that has been previously awarded. Case reports will not be considered.

Those abstracts not selected for inclusion in the Residents' Competition may be selected for poster sessions.
Requirements:
An abstract will not be considered as an entry for the Residents' Competition unless the "Resident" check box under Step 6 - authors on the Abstract Submission Form has been checked off (and selected under Step 4 – Presentation Type). Only one abstract per resident is permitted for presentation in the Residents' Competition. In the event that more than one abstract from a resident meets the selection criteria, the Resident will be asked to select the single choice for presentation in the competition. Co-authors must be acknowledged in all abstracts.

Judging:
The Scientific Affairs Sub-Committee will be responsible for the details of the conduct of the competition and will select the best abstracts submitted to the Annual Meeting. The score of each selected abstract will constitute 50% of the final score. The judges will score each candidate for the remaining 50% of the final score according to a previously agreed-upon system.

The authors of the six abstracts receiving the highest scores will be invited to give oral presentations at the 2012 CAS Annual Meeting. Presentations in the Residents' Competition may be given in French, providing that the accompanying visual aids are in English.

At the Annual Meeting, the chairs of Canadian university departments of anesthesia (or their deputies) will act as judges.

Three plaques will be awarded to the three residents with the highest final scores. Each of the presenters in the Residents' Competition will receive a certificate of participation.

Richard Knill Research Oral Competition
All other abstracts (non resident) accepted for presentation at the Annual Meeting of the CAS will be considered for the Richard Knill Research Competition. Only one abstract per study will be considered. Case reports/series will not be considered. The work must have been completed within the preceding 18 months. The presenting authors of the six papers receiving the highest scores will be invited to give oral presentations at the 2012 CAS Annual Meeting.

The Scientific Affairs Sub-Committee will be responsible for the details of the conduct of the competition and will select the best abstracts submitted to the Annual Meeting. The score of each selected abstract will constitute 50% of the final score. The judges constitute the remaining 50% of the final score according to a previously agreed-upon system.

Presentations in the Richard Knill Research Competition may be given in French, providing that the accompanying PowerPoint presentation is in English. Co-authors must be acknowledged in all abstracts.

At the Annual Meeting, final judging of these six papers will be done by members or designates of the Editorial Board of the Canadian Journal of Anesthesia, who will act as judges. A plaque will be awarded, to the author with the highest final score. Each of the presenters in the Richard Knill Research Oral Competition will receive a certificate of participation.
Best Papers

Ian White Patient Safety Award
The Patient Safety Committee of the CAS offers a prize of $500 for the best abstract in the area of patient safety. This paper can be based on research in undergraduate, postgraduate or continuing education, conducted only in Canada. All abstracts submitted for the 2012 CAS Annual Meeting and for which the authors have requested consideration for this award will be evaluated. The abstract will be judged based on the written submission. The presentation will be made to the winner during the awards ceremony at the 2012 CAS Annual Meeting.

Instruction to apply: To ensure your paper is included for this Award, select “yes” in Step 3 “Would you like this abstract to be considered for the Ian White Patient Safety Award?”

Abstracts not selected for inclusion in the Richard Knill Research Oral Competition or the Residents’ Oral Competition, will automatically be selected for inclusion in poster discussion sessions.

Award for Best Paper in Ambulatory Anesthesia
The Ambulatory Anesthesia Section of the CAS offers a prize of $500 for the best abstract in the area of ambulatory anesthesia. All abstracts in the area of ambulatory anesthesia submitted to the 2012 CAS Annual Meeting will be considered for this award.

CVT Raymond Martineau Prize
The Cardiovascular and Thoracic Section of the CAS offers a prize of $1,000 for the best abstract in the area of cardiovascular and thoracic anesthesia. All abstracts in the area of cardiovascular and thoracic anesthesia submitted to the 2012 CAS Annual Meeting will be considered for this award. The abstract will be judged based on the written submission and the oral presentation.

Award for Best Paper in Obstetric Anesthesia
The Obstetric Section of the CAS offers a prize of $1,000 for the best abstract in the area of obstetric anesthesia. All abstracts in the area of obstetric anesthesia submitted to the 2012 Annual Meeting will be considered for this award.

Award for Best Paper in Regional Anesthesia and Acute Pain
The Regional Anesthesia and Acute Pain Section of the CAS offers a prize of $500 for the best abstract in the area of regional anesthesia and acute pain management. All abstracts in the area of regional anesthesia and acute pain (basic and clinical) submitted to the 2012 Annual Meeting will be considered for this award.

Award for Best Paper in Education and Simulation in Anesthesia
The Section on Education and Simulation in Anesthesia of the CAS offers a prize of $500 for a paper in the area of Anesthesia Education and/or Simulation. This paper can be based on research in undergraduate, postgraduate or continuing education. All abstracts in this area will be considered for this award. The abstract will be judged based on both the written submission and the oral presentation.
**Award for Best Paper in Pediatric Anesthesia**

The Section on Pediatric Anesthesia of the CAS offers a prize of $500 for the best abstract in the area of pediatric anesthesia. All abstracts in the area of pediatric anesthesia submitted to the 2012 Annual Meeting will be considered for this award.

Access the application website:  