Abstract, Case Report/Series and Technical Booth Submission Guidelines

Technical Support
If you have any questions concerning the online submission program or have any difficulties submitting your abstract, please contact:

Phone: 613-238-4075, ext. 223
Email: abstracts@intertaskconferences.com

Fee
There is no fee for submitting an abstract for the CAS Annual Meeting

Before preparing your Abstract, Case Report/series or Technical Booth and completing the Submission Application, please read the following instructions.

Deadline - Submissions must be received electronically through the Cadmium system no later than 16:00 (ET) Monday, January 19, 2015. Paper submissions or faxed abstracts will not be accepted. The Cadmium system will identify your submission as complete or incomplete. If incomplete, the system will flag the one or more tasks that need attention. Submissions with incomplete status will not be accepted. The submitter has until the submission deadline to complete the abstract submission.

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 CAS 2015 Annual Meeting. Abstracts previously accepted for the cancelled 2013 Calgary meeting will not be considered for resubmission in 2015, as these have been posted and will be published.

Abstracts or case reports/series - when the work has been published as a journal article prior to the start of the CAS 2015 Annual Meeting, either in print or on-line, will not be accepted.

Submitting more than one abstract from one study is discouraged.

Presenting Author
a) All submissions MUST identify a presenting author.

b) 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.

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

d) All presenting authors MUST register for the Annual Meeting and pay the appropriate registration fee by April 13, 2015. Failure to do so will result in the automatic withdrawal of the abstract from the program for non-compliance with CAS 2015 Guidelines.

e) 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 April 13, 2015.

f) If there is a change in the name or address of the presenting author prior to submission deadline of January 29, 2015, promptly edit the abstract account in the on-line submission tool. After this date, please contact abstracts@intertaskconference.com.

Language - Submissions MUST be in English for the purpose of review.
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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 Affairs Subcommittee.

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.

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

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'.

Submissions that are not fully anonymous will be REJECTED by the Scientific Affairs Subcommittee.

Case Reports/Series will NOT be considered for any Competitions or Awards. Please note that patient or guardian consent is required as accepted case reports/series will be published.

Registration and Attendance at the Annual Meeting: Presenting authors are expected to attend the Annual Conference to present their abstract. All presenting authors must register for the CAS Annual Meeting and are responsible for their own transportation and accommodations. Registration is NOT complimentary.

In order to be included in the list of abstracts presented at the meeting and to be included on the 2015 Annual Meeting Website, the presenting author MUST register and pay for the annual meeting no later than April 13, 2015. Failure to do so by the deadline will result in the automatic withdrawal of the abstract from the program for non-compliance with Guidelines. Presenters residing in countries with a medium or low Human Development Index, as defined by the United Nations Development Program (http://hdr.undp.org/en/statistics), will be eligible for a reduced registration fee.

Presentations: All accepted abstracts will be designated by the Chair, Scientific Affairs Subcommittee for presentation at one of the following: Residents' Oral Competition, Richard Knill Research Oral Competition, Poster Display, Poster Discussion. The presenting author or his/her designate MUST be present at the Annual Meeting to display and discuss the poster at the designated time(s).

Publication: All abstracts and case reports accepted will be made available on the CAS website (www.cas.ca). The CAS website will continue to post abstracts and case reports until the meeting supplement has been published by the Canadian Journal of Anesthesia (CJA). At that time, a link to the CJA's supplement will replace the posted abstracts on the website. The CJA will publish those abstracts and case reports/series PRESENTED at the Annual Meeting, and these will be indexed, citable, searchable and available in full text and PDF formats online at http://link.springer.com/journal/12630.
Abstract, Case Report/Series and Technical Booth Submission Guidelines

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

Abstracts will be judged in five areas:
- Originality (20%)
- Methods (20%)
- Data analysis (20%)
- Conclusion (20%)
- Clinical Relevance (20%)

Case reports/series will be judged on:
- Novelty (20%)
- Importance (20%)
- Clarity of Presentation (20%)
- Quality of Discussion (20%)
- Background Literature Search (20%)

Notice of Status
All abstract submitted must comply with these guidelines to be considered for acceptance. Notification of acceptance or rejection will be emailed in March 2015 to the presenting author identified during the submission process.

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 via fax to +1 613-236-2727 or email to abstracts@intertaskconferences.com. 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.

TECHNICAL BOOTH
CAS members can make a submission in the form of an abstract to request a technical booth to promote knowledge of a non-commercial product or service. This is a prime opportunity to showcase new advances to annual 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 booth submissions must be received electronically through the Cadmium system no later than 16:00 (ET) Monday, January 19, 2015. Paper submissions or faxed abstracts will not be accepted.

Judging - The Scientific Affairs Sub-Committee will be responsible for reviewing technical booth submissions. The score of each selected submission 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.

Complimentary Technical Booth
- A 10’ x 10’ exhibit space with an 8 foot high draped back wall with 3 foot high draped side walls

Responsibility of the Technical Booth Exhibitor
- 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 (order form available in the Exhibitors’ Manual)
- Each technical booth must display a poster of the accepted abstract
- Costs incurred to prepare and display the poster are the responsibility of the exhibitor.
- All exhibitors are required to register for the Annual Meeting and be present at their booth during the exhibit hall hours
- 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 Invitation to Support and the Exhibitor Manual.
Accepted abstracts for the 2015 CAS Annual Meeting may be designated for entry in the Residents' Oral Competition or the Richard Knill Research Oral Competition. All accepted abstracts may be eligible for a best paper in their specified category.

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
- Neuroanesthesia
- Perioperative
- Chronic Pain
- Ian White Patient Safety Award
- Canadian Anesthesiologists' Society Critical Care Medicine Award – new in 2015

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.

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 an 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 for the Residents' Competition unless the "Resident" check box under Presentation Type in the online submission system has been selected. Only one abstract per resident is permitted for presentation in the Residents' Competition. In the event that more than one abstract from the same resident meets the selection criteria, the resident will be asked to identify which abstract should be included 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 authors of the six abstracts receiving the highest scores will be invited to give oral presentations at the Annual Meeting. Presentations in the Residents' Competition may be given in French, providing 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, scoring each candidate for the remaining 50% of the final score according to a previously agreed-upon system.

Three plaques will be awarded, at the discretion of the judges, to the residents deemed to have presented the three best papers at the meeting. 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 will be entered into 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 authors of the six papers receiving the highest scores will be invited to give oral presentations at the 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 authors of the six abstracts receiving the highest scores will be invited to give oral presentations at the Annual Meeting.

Presentations in the Richard Knill Research Competition may be given in French, providing that the accompanying PowerPoint presentation is in English.

At the Annual Meeting, final judging of these six papers will be by members or designates of the Editorial Board of the Canadian Journal of Anesthesia, who will score each candidate for the remaining 50% of the final score according to a previously agreed-upon system.

A plaque will be awarded, at the discretion of the judges, to the author deemed to have presented the best paper at the meeting. Each of the presenters in the Richard Knill Research Oral Competition will receive a certificate of participation.

POSTER SESSIONS
Unless stated otherwise, all abstracts submitted for the 2015 CAS Annual Meeting in the areas listed below will be considered for the applicable award. The presentation will be made to the winner during the awards ceremony at the Annual Meeting.

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.

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 excluding those abstracts selected for either the Residents’ Oral Competition or the Richard Knill Oral Competition. 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.

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.

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 excluding those abstracts selected for either the Residents’ Oral Competition or the Richard Knill Oral Competition. 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 Canadian Pediatric Anesthesia Society offers a prize of $500 for a paper in the area of Pediatric anesthesia. This paper can be based on research in undergraduate, postgraduate or continuing education.
2015 COMPETITIONS AND AWARDS GUIDELINES

Award for Best Paper in Perioperative: The Section on Perioperative Medicine of the CAS offers a prize of $500 for a paper in the area of Perioperative Medicine. All abstracts may be considered for this award at the authors’ request - and must be indicated at the time of submission.

Award for Best Paper in Neuroanesthesia: The Section on Neuroanesthesia of the CAS offers a prize of $500 for a paper in the area of Neuroanesthesia.

Award for Best Paper in Chronic Pain: The Chronic Pain Section of the CAS offers a prize of $500 for the best abstract in the area of chronic pain management (basic and clinical).

Ian White Patient Safety Award: The Patient Safety Committee of the CAS offers a prize of $500 for a paper in the area of Patient Safety. This paper can be based on research in undergraduate, postgraduate or continuing education. All abstracts may be considered for this award at the authors’ request - and must be indicated at the time of submission. This award is only available to research conducted in Canada.

NEW Canadian Anesthesiologists’ Society Critical Care Medicine Award: The Critical Care Medicine Section of the CAS offers a prize of $500 for the best abstract in the area of Critical Care Medicine.