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: 613-238-4870, ext. 3
Email: abstracts@intertaskconferences.com

Fee – There is no fee to submit an abstract for the CAS Annual Meeting

Submission Guidelines
Deadline - submissions must be received electronically through the Cadmium online system no later than Monday, February 11, 2019, 23:59 ET. Late, faxed or mailed submissions will not be accepted. The 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 Annual Meeting as these have been posted and will be published.

Abstracts or Case Reports/Series if the work has been published as a journal article prior to the start of the CAS Annual Meeting, either in print or on-line, it will not be accepted. Submitting more than one abstract from the same study is discouraged.

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

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.

Preliminary Review for Abstract Authors from Developing Countries
New this year, the CAS will be offering optional support to authors from developing countries as defined by the World Bank list of low or lower-middle income countries. Qualifying authors may submit their abstract for pre-review and suggestions from a member of the Scientific Affairs Sub-committee. When submitting the abstract, select "Preliminary Review" as the submission type.

Abstracts for Preliminary Review must be submitted by December 17, 2018, 23:59 ET. The abstract will be reviewed and returned to the submitter by mid-January 2018 to allow for re-submission of the potentially revised abstract by the general deadline of Monday, February 11, 2019, 23:59 ET.

Participating in this program is NOT a guarantee of acceptance of the updated submission and the pre-reviewer will not be involved in the review process. As with all submissions, authors will be responsible for registering and paying the appropriate fees to attend the Annual Meeting, securing travel documents/authorization, and covering all associated costs (travel, hotel, meals in Canada etc.).

Character Limit
The maximum number of words is 450 words. Title, authors and tables/images will NOT be counted. Only one table OR one image may be uploaded.
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Image Upload Requirements
Accepted abstracts will be published electronically in the Canadian Journal of Anesthesia supplement which is posted online. For optimal online viewing, it is recommended that only high resolution images (300 dpi) be used. If submitting scanned pages, ensure pages are first scanned using a high resolution setting. If uploaded images/charts/scans are not legible, they may be omitted from the published abstract.

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 **May 18, 2018**. Failure to do so will result in the automatic withdrawal of the abstract from the program for non-compliance with CAS Guidelines. If the presenting author is unable to attend the meeting, please notify us of an alternate presenter.
• If there is a change in the name or address of the presenting author prior to submission deadline of **Monday, February 11, 2019, 23:59 ET**, edit the abstract account in the on-line submission tool. After this date, please contact abstracts@intertaskconferences.com. **New** authors CANNOT be added to an abstract after the deadline.

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 Ethics approval was waived by the ethics board, please state this along with the reasons for the approval waiver. 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.

**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.

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

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Abstract, Case Report/Series and Technical Booth Submission Guidelines

Withdrawal
Written notification MUST BE sent by the presenting author to withdraw an accepted abstract or case reports/series. Notification can be sent via fax +1 613-236-2727 or email abstracts@intertaskconferences.com. The notification must include the abstract or case report/series title, and submission number.

Publication, Registration and Attendance at the Annual Meeting
Presenting authors (or designate) must register and pay to attend the Annual Conference as a condition to their abstract being published. Registration is NOT complimentary.

All abstracts and case reports will be posted on the CAS website. The Canadian Journal of Anesthesia (CJA) will publish those abstracts and case reports/series PRESENTED at the Annual Meeting, which will be indexed, citable, searchable and available in full text and PDF formats online.

Presenting authors or their designate who do not attend the annual meeting will have their abstract withdrawn from publication.

Presentation Types
All accepted abstracts will be assigned one of the 4 presentation types. Presentation type assigned is based entirely upon the score of the abstract.

Residents' Oral Competition
Top 6 scoring abstracts, of residents enrolled in a Canadian department of anesthesia when the research was completed. Authors must indicate during the submission process if they wish to be included. Residents must be members of CAS to be eligible. Case report/series not eligible.

Richard Knill Research Oral Competition
Top 6 scoring non-resident abstracts. Case report/series not eligible.

Poster Discussion
Top scoring abstracts per category will be invited to give an oral presentation. Case report/series not eligible.

Poster Display
Remaining accepted abstracts not included in the above presentation types and accepted case report/series will be invited to display a large format poster. Presenting author or designate MUST be present at the Annual Meeting to display and discuss the poster at the designated time(s).

Judging
All abstracts and case reports/series will undergo a blind review by the Scientific Affairs Subcommittee. Authors should be careful to avoid submitting multiple datasets from one study as multiple abstracts. Multiple submissions from a single study or dataset will be excluded unless prior clarification and approval is provided.

Abstracts with no data or incomplete data will receive a score of zero (0).

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%)

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• Background Literature Search (20%)

TECHNICAL BOOTH
CAS members can make a submission 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. Up to two complimentary booths will be awarded.

This does not include the cost to attend scientific sessions at the Annual Meeting.

All technical booth submissions must be received electronically through the Cadmium system no later than Monday, February 11, 2019, 23:59 ET. Mailed or faxes submissions 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 submissions receiving the highest scores will be invited to organize a technical booth. Authors must register and pay to attend the Annual Meeting - as do all delegates and exhibitors.

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 and costs associated with 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 submission
• 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.