Abstract, Case Report/Series and Technical Booth Submission Guidelines

SUBMISSION GUIDELINES

- Submissions must be in English for the purpose of review*.
- Headings:
  - Abstract: Abstract title, Authors and Affiliations, Introduction/Background, Objectives, Methods, Results, Conclusion; References (max. 450 words - title, authors and references are excluded from the character count). Text only (no graphics, images or tables are allowed in the abstract body).
  - Case Report/ Series: Title, Authors and Affiliations, Introduction, Case Presentation, Discussion, References (max. 450 words - title, authors and references are excluded from the character count); Text only (no graphics, images or tables are allowed in the case report/series body).
  - Technical Booth: Title/ Name of non-commercial product or service, product or service Description, explanation as to why this product or service should be exhibited at the CAS Annual Meeting (max. 250 words).
- Supporting file – Applicants can submit one image (jpg, jpeg, png or gif - up to 10 MB).
- Only applications that are complete and in accordance with the instructions provided above will be considered for review.
- Submissions must be received electronically through the Aventri online system no later than Thursday, February 20, 2020, 23:59 ET. Late, faxed or mailed submissions will not be accepted. The system will identify your submission as complete or incomplete. Submissions with incomplete status will not be accepted. The submitter has until the submission deadline to complete the abstract submission.
- Browser: for best results we strongly recommend using Chrome or Firefox when submitting your abstract. Do not use Internet Explorer unless necessary.
- To start your submission: CLICK HERE and follow the instructions.

SUBMISSION CATEGORIES

Abstract, case report/ series and technical booth applications can be submitted under the following categories:

- Airway Management
- Ambulatory/Pediatric Anesthesia
- Basic Science
- Cardiovascular and Thoracic
- Chronic Pain
- Critical Care Medicine
- Economics
- Education and Simulation in Anesthesia
- Equipment Monitoring
- Gender Studies
- Health Management
- Neuroanesthesia
- Obstetric Anesthesia
- Pain Management
- Perioperative
- Pharmacology
- Regional and Acute Pain
- Other (please specify)

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 uploaded images are not legible, they may be omitted from the published abstract.
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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 April 30, 2020. 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. The alternate presenter must be a co-author of the research.
• If there is a change in the name or address of the presenting author prior to submission deadline of Thursday, February 20, 2020, 23:59 ET, edit the abstract account in the on-line submission tool. After this date, please contact abstracts@casmeeting.com. New authors CANNOT be added to an abstract after the deadline.

ELIGIBILITY (ABSTRACTS AND CASE REPORT/SERIES)
Abstracts or case reports/series submitted and accepted to other conferences, for example the American Society of Anesthesiologists (ASA), the International Anesthesia Research Society (IARS), or the European Society of Anesthesiologists (ESA), CANNOT be submitted to the CAS Annual Meeting as these have been posted and will be published.

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 MAY NOT be submitted. Applicants MAY NOT submit multiple abstracts from the same research study.

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 the REB approval or equivalent is not provided, the abstract will be rejected.

Animal Studies: Abstracts 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. If the ACC approval or equivalent is not provided, the abstract will be rejected.

Case Reports/Series: Patient or guardian consent is required for Case Reports/Series in accordance with local institutional guidelines. If the patient consent for publication is not provided, the abstract will be rejected. Note that patient or guardian consent is required as accepted case reports/series will be published.

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
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author references may appear in the submission title or text. Submissions that are not fully anonymous will be REJECTED by the Scientific Affairs Sub-Committee.

PRELIMINARY REVIEW FOR ABSTRACT AUTHORS FROM DEVELOPING COUNTRIES
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" option.

Abstracts for Preliminary Review must be submitted by Thursday, February 6, 2020, 23:59 ET. The abstract will be reviewed and returned to the submitter by Thursday, February 13 to allow for resubmission of the potentially revised abstract by the general deadline of Thursday, February 20, 2020, 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.).

JUDGING
All abstracts and case reports/series will undergo a blind review by the Scientific Affairs Sub-Committee. 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%)
• Background Literature Search (20%)

NOTICE OF STATUS
All abstract submitted must comply within these guidelines to be considered for acceptance. Notification of acceptance or rejection will be emailed by Tuesday, March 10, 2020 to the presenting author identified during the submission process.

WITHDRAWAL
Written notification MUST BE sent by the presenting author to withdraw an accepted abstract, case reports/series or technical booth. Notification can be sent via email to abstracts@casmeeting.com. The notification must include the abstract, case report/series or technical booth title and submission number.

REGISTRATION AT THE ANNUAL MEETING
Presenting authors must register and pay to attend the Annual Meeting as a condition to their abstract being published. Registration is NOT complimentary.
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PUBLICATION
All abstracts and case reports/series 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 who do not attend the Annual Meeting will have their abstract withdrawn from publication.

ABSTRACTS 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** (Electronic posters, 5-minute presentation)
  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).

Case Reports/Series will not be considered for any Competitions or Awards.

Abstracts will be allocated to a specific session at the CAS 2020 Annual Meeting, and this does not reflect the award they may be considered for.

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 Thursday, February 20, 2020, 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’x10’ 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.

FEE
There is no fee to submit an abstract, Case Report/Series and Technical Booth for the CAS Annual Meeting.

REGISTRATION
Presenting 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, etc.).

IMPORTANT DATES:
Submission deadline: Thursday, February 20, 2020, 23:59 ET.
Applicants informed of acceptance/ rejection decision by: Tuesday, March 10, 2020
Accepted applicants to confirm their intention to present by: Tuesday, March 17, 2020
Presenting authors to register by: Thursday, April 30, 2020.

QUESTIONS?
If you have any questions concerning the online submission program or have any difficulties submitting your abstract, please contact:
Daniela Nogueira
Secretariat
Phone: 1.888.527.3434 (toll free)/ +1.519.263.6003 (direct)
Email: abstracts@casmeeting.com