

## Abstract Submission Guidelines

There is no fee to submit an abstract.

Abstracts will be accepted for one of two categories:

- Resident/Fellow
- Junior/Mid-career (defined as up to 15 years of first faculty appointment)

The top 5 abstracts for each category will be presented orally on Friday, June 2, 2017 in Toronto. Presenters will have 7 minutes to present their abstracts, and 3 minutes to answer questions. Abstracts not scoring within the top 5 may be asked to prepare and present a poster board. Monetary prizes and plaques will be awarded for the oral and poster sessions for each category of submission (i.e., resident/fellow, junior/mid-career).

Authors are responsible for all costs associated with presenting their abstract including production of the poster, travel and accommodation.

**Deadline** - submissions will only be accepted through the online process and must be received no later than **Sunday, April 30, 2017, 23:59 ET**. Late, faxed or mailed submissions will not be accepted.

**Case Reports/Series** will **NOT** accepted.

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

### Character Limit

The maximum number of words is 400 words. Title, authors, reference and tables/images will **NOT** be counted. Only one table **OR** one image may be uploaded. Underline the author who will present the submission if selected. After the authors' names please state if the submission is to be judged in the resident/fellow or junior/mid-career category.

Please include section titles in your submission.

- a) **BACKGROUND:** A brief statement of the purpose of the study.
- b) **METHODS/RESULTS:** A statement of the method(s) of investigation & a summary of the results presented in sufficient detail to support conclusions.
- c) **CONCLUSION:** A brief statement of results reached – it is not acceptable to state “the results will be discussed”.

- Submission of an abstract constitutes a commitment by the author(s) to present their work.
- There is no limit to the number of abstracts an individual may submit.
- A submitter should not “split” data to create several abstracts from one. If splitting is judged to have occurred, scores of related abstracts will be reduced.
- Abstracts containing identical or nearly identical data submitted from the same institution and/or individuals may be disqualified.
- **Abstracts with no data or incomplete data will receive a score of zero (0).**

### 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 early **May** to the presenting author identified during the submission process.

### Grading and Selection of Abstracts

A group of experts will review and grade the submissions. Experts with any conflicts related to an abstract submission will recuse themselves from evaluating the abstract. These experts will select abstracts for oral and poster presentation based on the merit of the science. Authors are expected to attend the Congress and present their abstract.