



Instructions and Guidelines to Scientific Abstract Submission for the Canadian Pediatric Anesthesia Society Ottawa Meeting - Sept 13-15, 2024.

Submission Deadline: Sunday, June 30th 2024 at 23:59 EST

All abstracts and case reports/series **MUST BE** submitted using the online submission tool.

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

SUBMISSION INFORMATION

Eligibility:

Abstracts or case reports/series submitted to other conferences, for example, the Canadian Anesthesiologists' Society (CAS), American Society of Anesthesiologists (ASA), the International Anesthesia Research Society (IARS), or the European Society of Anesthesiologists (ESA), may also be submitted to the CPAS meeting.

Submitting more than one abstract from one study is not allowed.

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, concerning the material to be discussed. The COI declaration form is found at:

<https://pediatricanesthesia.ca/wp-content/uploads/CPAS2024-COI-Disclosure-Form.pdf>

All correspondence will be sent to the presenting author. It is their responsibility to communicate this information to any additional authors.

If there is a change in the name or address of the presenting author before the submission deadline, promptly edit your abstract account in the online submission tool. If there is a change in the name or address of the presenting author after the deadline, please email science@pediatricanesthesia.ca

All presenting authors **MUST** register for the Annual Meeting, and attend the meeting in person. Failure to do so will result in the automatic withdrawal of the abstract from the program. 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.

Format for preparation and submission of abstract for RESEARCH STUDIES*:

Goal: To present a concise yet complete description of the study question, methodology and results. Sections below should be included for clarity. Each section in abstract should have one to three sentences to describe the most relevant information for brevity; more details can be included in poster.

1. Introduction and study question/aims/hypothesis- This should be clearly stated (may be divided into 2 sections if preferred). Suggest to include one sentence on *what is known* about this topic and *what this study adds* to the field.
2. Methods - How was this performed? What was the study design? What was the study population? What were the primary and secondary outcome variables? How was data analyzed?
3. Results - If table or figure is present, it is not necessary to restate the numbers in the text section - point out the big picture only.
4. Discussion - What do the results mean? Why are they important? Does the data support or refute the stated hypothesis?
5. Conclusions - One sentence will suffice
6. References: 3-5 citations will suffice



Text: Language must be in English for review. Please avoid jargon, and use complete sentences and proper grammar. Use paragraph divisions for the sections - one long run-on paragraph is difficult to read.

Data: This is best presented, or augmented, by the inclusion of a table or figure. Ensure data is legible.

Lack of data: **Submission of research abstracts without data is not encouraged and is likely to get rejected.** It is not acceptable to submit an abstract describing the research plan alone. The best chance of acceptance is granted only to submissions which include data and results. Please state if data reported is interim analysis and how much extra data you expect to present at meeting.

Conclusions: Do not overstate. Be cautious and reasonable, avoid the trap of the statement "safe and efficacious" when the study is not powered to make that statement..

Reporting Guidelines: The abstracts & posters must follow the EQUATOR (Enhancing the QUALity and Transparency Of health Research) guidelines for reporting. Here are examples of commonly submitted categories:

Randomized Controlled Studies - CONSORT guidelines
Observational Studies - STROBE guidelines
Quality Improvement Studies – SQUIRE 2.0 guidelines
Systematic Reviews - SQUIRE guidelines

If there are other study designs, the authors can refer to equator network at this website <https://www.equator-network.org/> to determine the appropriate category of submission and match with the guidelines.

Format for preparation and submission of abstract/poster for CASE REPORTS OR MEDICALLY CHALLENGING CASES*:

(Novel case reports with a discussion and lessons learned have higher chances of acceptance.)

The abstract for case report should include (where pertinent):

1. **Introduction/background** - Please include a brief overview of the problem the case report addresses. Essentially what was the ongoing issue in the case? What is the message for the reader?
2. **Learning objectives** - What do you want the reader to gain after reading this case report?
3. **Body of case report** - This must include:
 1. Patient demographic details
 2. History and presentation
 3. Physical exam findings
 4. Any laboratory test or special investigation results
 5. Preoperative, intraoperative and postoperative course where applicable
 6. Patient outcome
 7. Pictures, graphs, OR records, etc. where applicable (please ensure proper permission obtained and **Protected Health Information** is nowhere visible.
4. **Conclusion and Lessons learnt** - specify how the Case has changed your practice or resulted in additional pertinent research
5. **References** (if any)



Maximum Word count for the abstract text is 450 words and in addition, one table or image is allowed. Please edit carefully for grammar and spelling. Please consider review with senior author/attending prior to presentation.

References:

Rison RA. A A guide to writing case reports for the Journal of Medical Case Reports and BioMed Central Research Notes. J Med Case Rep. 2013;7:239. Published online 2013 Nov 27. doi: 10.1186/1752-1947-7-239. PMID: PMC3879062. [PMC free article] [PubMed] [Google Scholar]

*adopted from <https://www2.pedsanesthesia.org/meetings/2024winter/abstracts/instructions.iphtml>

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.

For studies carried out as a **QA/QI initiative**, a statement of exemption from REB review according to Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans under Article 2.5 must be made. 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 Subcommittee.

Patient consent is also required for Case Reports/Case Series AS per 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.

Character Limit:

The maximum limit of characters for the text of the abstract submission is 450 words. Title, authors, and the table/image 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, the 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/case reports that are not fully anonymous will be **REJECTED**.

Judging:

All abstracts and case reports/series will undergo a blind review by the CPAS Scientific Committee.

Scientific abstracts will be judged 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 judged on:

- Novelty (20%)
- Importance (20%)
- Clarity of Presentation (20%)
- Quality of Discussion (20%)
- Background Literature Search (20%)
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Acknowledgment:

Receipt of all submissions will be acknowledged by email.

Acceptance:

Notification of acceptance/rejection will be emailed **before August 1, 2024** to the presenting author indicated on the Submission Form.

Withdrawal:

Formal written notification (via email) **MUST BE** sent by the presenting author to withdraw an accepted abstract or case reports/series. Notification can be sent by mail to science@pediatricanesthesia.ca. The notification must include the abstract or case report/series title, authors and affiliations the submission confirmation number, and the name, affiliation, phone, and email of the correspondent.

Presentation:

All accepted abstracts will be designated by the CPAS Scientific Committee Chair for presentation at one of the following: Moderated poster discussion or Oral presentation. The presenting author or their designate **MUST** be present at the 2024 Annual Meeting to display and discuss the poster at the designated times.

Registration for the Annual Meeting:

Presenting authors **MUST** register for the Annual Meeting and pay the appropriate registration fee. Registration information is available on the CPAS website at <https://www.pediatricanesthesia.ca/>. Failure to register by that deadline will result in the automatic withdrawal of the abstract from the program. Please direct any questions to email: science@pediatricanesthesia.ca

Publication:

All abstracts and case reports accepted for the 2024 meeting will be made available on the CPAS website at www.pediatricanesthesia.ca.

COMPETITIONS AND AWARDS

Awards are provided for **Best Abstract in Pediatric Anesthesia**.

The CPAS will offer a prize of \$250 for the best abstract, \$150 for the 2nd best abstract, and \$100 for the 3rd best abstract.

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.