Canadian
Respiratory
Conference
2024

Toronto
April 11–13

CANADIAN
THORACIC
SOCIETY

CRC 2024 Poster Abstract Policies and Submission Guidelines

The Scientific Planning Committee of the Canadian Respiratory Conference (CRC) invites you to submit an abstract (research/program or case report) to present at the Canadian Respiratory Conference 2024. The deadline to submit is **October 16, 2023 at 2300 EST**.

Abstracts must be submitted in English using the CRC 2024 online submission form (see link and instructions below).

POLICIES

- The CRC 2024 will be held in-person in Toronto. The presenting author identified in the submission form is expected to register for the conference and pay the registration fee.
- The presenting author agrees to attend, and assume all expenses related to participating in the conference.
- By submitting an abstract for consideration, the presenting author agrees to follow the guidelines for preparing a poster (physical and digital) and to participate in an in-person presentation/discussion as scheduled.
- Posters will be grouped by research topic/theme where possible.
- Poster abstracts accepted for the conference (moderated/unmoderated) must be presented by a listed author and no substitutions will be permitted. Non-authors are not permitted to present.
- Due to time constraints in the program, only one author will be permitted to present the accepted abstract during the moderated poster session but other authors may be in attendance.
- The moderated poster session consists of thematically-aligned poster groupings where authors briefly present their posters followed by discussion led by an expert moderator.
- In addition to the moderated poster session, there may be an unmoderated poster display. Authors of posters accepted for the unmoderated poster display may be asked to be available for interaction with conference delegates at dedicated times.
- Conflict of Interest (COI) and/or any financial support that was received for the research must be clearly identified.
- To be selected, abstracts must contain original data and meet international ethical and scientific standards.
- Poster submissions describing projects, training programs, interesting case reports, or other respiratory health initiatives may be accepted, provided their subject matter is relevant to our diverse audience and they provide data (results).
- Investigators are discouraged from presenting identical work that has previously been presented at other national or international meetings.
- If the research has been published previously, a substantially different abstract must be submitted for this conference.
- Multiple abstracts submitted from a research group must be distinct in their research questions and present distinct results.
- International submissions will be considered, however preference will be given to Canadian submissions.
- The language of presentation for the scientific program, including poster sessions, is English. Simultaneous interpretation will not be provided for the moderated poster session.

- All correspondence will be forwarded to the submitter/identified presenting author.
- The Canadian Thoracic Society does not provide letters of invitation for presenters to obtain visas to attend the conference.
- Late submissions will not be considered.

<p style="text-align:center;color:red;font-weight:bold;">Deadline for Submissions – Monday, October 16, 2023 at 2300 EST.</p>

GUIDELINES FOR SUBMITTING AN ABSTRACT

<u>**WRITING AND SUBMITTING YOUR ABSTRACT**</u>

1. Before you begin, prepare the following information. Please be aware that it is your responsibility to fill in all data correctly and completely. Abstracts will be published exactly as they are received. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author.

<u>ABSTRACT TITLE</u> (max. 35 words) The title should be concise and reflect the content of the abstract. Capitalize the first letter of each word with the exception of transition words. There should be no period at the end of the title.

A blind review and selection process will be used to identify abstracts for acceptance. No identifying features such as names of authors and their affiliations, names of hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract.

<u>ABSTRACT TEXT:</u> Your abstract text cannot exceed 350 words (submissions of text exceeding 350 words will not be permitted). Enter your abstract using the following key elements:

<u>Research/Program Abstract</u>: Rationale, Methods, Results, Conclusions and Information on financial support.

<u>Case Reports</u>: Introduction/Objective(s), Description, Discussion, Conclusion.

Your submission may include graphs, tables, images or figures. Please ensure they are of high quality for printing and publishing online and that the data is included in the abstract word count.

Any description of therapeutic options must use generic names only and not reflect exclusivity and branding. Include any potential conflict of interest.

<u>AUTHORS:</u> List the first and last names of ALL authors in the order you wish for them to appear in publication. Middle initials are optional. Please ensure that you have permission from all authors to submit the abstract and that you have verified their full name and affiliations.

You must identify the <u>presenting author</u> and provide a contact email and phone number. Use the radio button to identify the presenter. The presenting author is expected to register for the conference, pay the registration fee, and follow the guidelines for preparing a poster (physical and digital) and participating in the CRC 2024 poster hall (see policies).

<u>AFFILIATIONS</u>: List each author's hospital, university or organizational affiliation (in full, no acronyms), city, province and country. Use standard abbreviations for the province (e.g., ON, AB, BC).

2. You will be asked to select a Category and Topic from the list below that best describes your abstract content.

CATEGORIES		
Clinical Research	Basic Science	Knowledge Translation/Program Implementation
TOPICS		
Asthma	Environmental & Occupational Health	Patient and Caregiver Perspectives
Bronchiectasis	Home or Community Respiratory Care	Pediatric Respirology
COPD	Interstitial Lung Disease	Pulmonary Rehabilitation
COVID-19	Interventional Pulmonary Medicine and Pleural Disease	Pulmonary Vascular Disease
Critical Care	Lung Cancer	Sleep Disordered Breathing/Neuromuscular
Cystic Fibrosis	Lung Infections/ Tuberculosis	Transplantation

3. You will be asked to disclose any conflicts of interest for all authors.

4. You will be asked if you would like your submission to be evaluated for the *CRGC Louis-Philippe Boulet Poster Award*, *CRHP Research Poster Award* and/or The Canadian Lung Association's *Research Inspiration Award.*

    To be considered for an award, you must be a CTS/CRHP member in good standing, and you must indicate your interest on the online submission form. Industry supported abstracts are not eligible for poster awards at the CRC.

5. Once your abstract is submitted, you will receive an email confirmation that your abstract has been received. We suggest you check your spam and junk email folders before contacting the CRC at crc@cts-sct.ca.

Additional information

•   The language of the poster presentations is English.

•   You are permitted to submit more than one abstract using the same email address and password for each abstract.

•   Accepted abstracts presented at the conference will be published in the *Canadian Journal of Respiratory, Critical Care, and Sleep Medicine* and a link will be shared on the CRC website.

•   CRC 2024 will be held in-person in Toronto, ON. All poster presenters (moderated/unmoderated) must be ready to prepare a poster for posting on a poster board in the conference poster hall. All accepted poster presenters will be asked to prepare an e-poster for online display.

•   Abstracts may be separated into moderated and unmoderated sessions. All session information along with details on the poster hall will be sent to all accepted presenters in future communication.

CTS reserves the right to make changes to the format, policy and guidelines based on public health guidance applicable leading into or during the event.

EVALUATION CRITERIA

Research/Program Abstract

Evaluation criteria considered in the review of abstracts include:

- Relevance to the conference educational and scientific objectives.
- Clarity, originality and quality of content.
- Clear objectives, methodology, data analysis (results) and conclusions.
- Appeal to an interdisciplinary audience.

Case Reports

Evaluation criteria considered in the review of case reports include:

- Significant and novel learning outcomes.
- Discussions affecting differential diagnosis, decision making, management, clinical guidelines and pathology.
- Unusual findings, environments, or outcomes.
- Unexpected findings or association between diseases or symptoms.
- Clearly defined objectives, description, discussion and conclusion.

HOW TO SUBMIT AN ABSTRACT

Step 1 – Review: Take a moment to review this Policy and Submission Guidelines document.

Step 2 – Submit an Abstract: Click here to access the CRC 2024 online submission form. Follow the instructions provided and respond to all questions. You can save and edit information prior to submitting and you can edit your submission any time prior to the closing date of **Monday, October 16, 2023 at 2300 EST.**

New users: Select Register a New Account to create your sign in credentials. This is required to make abstract submissions and amendments.

Returning users: Please sign in using the email and password you used to create your account.

Note: When you click the "Log In" button you will be taken to a screen to create a new abstract submission. Please read the instructions on this screen carefully. If you have already submitted an abstract and you would like to make changes, you can click "Amend A Previous Submission".

Step 3 – Confirmation: Once you have submitted your poster abstract, you will receive a confirmation email quoting your submission number. You can amend your submission at any time prior to the abstract submission deadline.

Abstracts will be reviewed by the CRC Poster Abstracts Sub-Committee. A blind review and selection process will be used to identify abstracts for acceptance to the conference. Submitting authors will be notified of the committee's decision via email.

Visit the CRC website for all conference information and program updates, which will be posted as they become available.