

2020 Call for Abstracts

For the 2020 abstract submissions, Diabetes Canada/CSEM is offering an early bird rate until April 29, 2020 where the administration fee for each submission is **\$25**.

After April 29, a fee of **\$45** will be charged for each submission. **All abstracts must be submitted by 11:59 p.m. EST on May 13, 2020, as there will be no deadline extension.**

Please note, only completed abstracts will be accepted.

PLEASE NOTE THE FOLLOWING DEADLINES:

- ABSTRACT SUBMISSION OPENS **FEBRUARY 24, 2020**
- ABSTRACT REGISTRATION CLOSES **MAY 13, 2020**

DIABETES CANADA AND CSEM ABSTRACT GUIDELINES

Diabetes Canada and the Canadian Society of Endocrinology and Metabolism (CSEM) Professional Conference will be held in Calgary, Alberta from October 28-31, 2020. The Diabetes Canada/CSEM Program Committee invites abstract submissions for consideration.

- **Processing Fee:** A *non-refundable* processing will be charged for each abstract submitted. Payment must be made by a credit card. Major credit cards (American Express®, Visa® and MasterCard®) will be accepted for the secured online payment. **The abstract will not be considered if the fee has not been paid by the submission deadline.**

Please note, the abstract submission fee does **NOT** include registration for the conference. Registration must be done separately.

- **Selection Criteria:** Abstracts will be judged on originality of work, adequacy of data, and clarity of exposition. Please make abstracts as informative as possible, including a brief statement of the purpose of the study, methods, results and conclusions based on the results. Actual data should be included in the abstract. Statements such as “results to be discussed” or “data will be presented” are not sufficient and will result in rejection of the abstract. Graphs and tables must be simple and easily interpreted. They also must be of high enough resolution for printing on a large poster format.
- **Note: Abstracts must not have been published as a manuscript or an abstract prior to the Diabetes Canada/CSEM Professional Conference (October 28-31, 2020).**

- **Encore Presentations:** Abstracts accepted at other national and international conferences in 2020 may be submitted to the 2020 Diabetes Canada/CSEM Professional Conference for consideration. You must:
 - Indicate the submission as an encore presentation.
 - Include the name of the meeting and date on which the paper was originally presented.
 - Please note, encore presentation submissions will be screened under the same criteria as other contributed papers.

- **Authorship Requirements:** There is no limit to the number of abstracts an author may submit; however, an author may only serve as a presenting author on two submissions. It is the author's responsibility to designate a separate presenter for scheduling conflicts that arise due to multiple submissions. If accepted, the presenter **must** be a co-author listed on the abstract at the time of submission. The author listed first in the author block is referred to as the first author and does not have to serve as the presenting author. The corresponding author will receive notification of abstract status. Should the corresponding author prefer, a different email address may be submitted for abstract correspondence and notification of abstract status. An author can be the first, corresponding, and presenting author. Please check off all that apply during abstract submission.

- Changes to abstracts can be made before deadline **May 13, 2020**. A link to your profile will be posted in your confirmation email.

Abstract Reviewing Streams:

- Diabetes Canada: Clinical Practice and Research (e.g. basic science, clinical, metabolism etc.) and Diabetes Education (e.g. pregnancy, education, healthcare-delivery and case reports* etc.)
- CSEM (e.g. hypothalamus and neuroendocrinology etc.)- completed research projects or clinical series

Abstract Categories

Please choose the abstract categories under which you would like your abstract reviewed. From the abstract categories listed below, please select a category under which you would like to have your abstract reviewed. The Diabetes Canada/CSEM Professional Conference Program Committee reserves the right to move an abstract that has been inappropriately categorized without notifying the author(s).

Review Categories

Choose which stream is more appropriate:

Diabetes Canada OR CSEM

Choose all that apply (to a max of 3):

Basic Research: basic physiological or molecular biological research, e.g. using cell cultures or animal models

Clinical Research: endocrine/diabetes research focused on specific disease states, e.g. evaluation of diagnostic techniques or therapies

Case Series: interesting, challenging, new or informative clinical cases in endocrinology/diabetes care

Quality Improvement: systematic analysis of practice and performance improvements related to endocrine/diabetes care and management

Education: new or improved approaches and techniques for teaching and learning on endocrine/diabetes topics

Health-Care Delivery: innovative methods or approaches for improving health care of patients with diabetes/endocrine conditions

***Case Series:** Case series may be submitted to the Diabetes Canada stream for consideration. The chosen submissions for the case series will be presented as an oral session at the conference.

Case Series will be selected based on the following:

Originality of report, adequacy of data, and clarity of exposition are the determinants in the selection of case series. These should be as informative as possible using the following format:

- a. Introduction: This consists of one or two sentences to describe the context of the case.
- b. Case presentation: Several sentences to describe the history and results.
- c. Management and Outcome: Simply describe the course of the patient's journey. Where possible, refer to any outcome measures which you used to objectively demonstrate how the patient's condition evolved through the

If you have questions about completing the abstract form, contact the Coordinator, Professional Conference at professional.conference@diabetes.ca.

Completing the Forms

Character Count and Writing Standards

Character Count: Abstracts are limited to **250 words**, not including spaces. The abstract title, body and tables count toward the word limit. Abstracts can have a maximum of two tables and/or images. Graphs and tables must be simple and easily interpreted. They also must be of high enough resolution for printing on a large poster format.

Note: Abstracts are published as submitted. Please proofread your work carefully to avoid errors. All abstracts must be written in English with accurate grammar and spelling. Abstracts **WILL NOT** be edited by Diabetes Canada/CSEM Professional Conference staff. Typographical and grammatical errors will appear as submitted. Revisions or corrections to abstracts will not be permitted once abstracts are accepted.

ABSTRACTS MUST ADHERE TO THE FOLLOWING FORMAT:

- The first letter of major words in the title should be capitalized.
- **Author(s) first name and last name should be listed in all caps.** Authors with multiple abstracts should list their names the same way on all abstracts.
- To submit your abstracts, there will be two screens. Screen 1 will be used for the unblinded abstract for publishing and Screen 2 for the blinded abstract for review.
- All abstracts must be submitted in both blinded and unblinded formats. For the blinded format, identifiers such as city, province or institution name should not be included within the title or body of the abstract. This ensures that both the reviewers and the authors are concealed to allow a fair review process.
- The use of standard abbreviations is required. Examples include kg, g, mg, mL, L, meq, m, mmol/L and %. Abbreviated terms should be expanded at first mention with the abbreviation in parentheses. The abbreviation can then be used throughout the rest of the abstract. Use numerals to indicate numbers, except when beginning sentences.

- Following the [National Standard of Support for Accredited CPD Activities](#), it is required that any description of therapeutic options utilize generic names and not reflect exclusivity and branding.
- Simple tables or special symbols may be included.
- The Diabetes Canada/CSEM Professional Conference Program Committee will consider presentation preferences. An abstract marked as “Only” indicates that the authors do not want the abstract considered for any other type of presentation. If an abstract is marked as “Oral Only” and is not selected for an oral presentation, the committee will not place it in a poster session. Marking an abstract as “Oral Only” will not guarantee its selection for the program.
- All author(s) must complete the conflict disclosure form included on the site.
- If the research presented in the abstract has been supported, in whole or in part, by a grant from Diabetes Canada, please indicate so by checking the appropriate box. Accepted abstracts with Diabetes Canada funding will be highlighted in the conference program. Responses provided to this question will not affect the acceptance of the abstract.

Abstracts will be rejected if the:

- Abstract did not conform to instructions.
- Abstract lacks data or includes inconsistent/ambiguous data.
- Abstract is not well-organized information is dated, the importance of the topic is not clear or discussion of study results is vague or conclusion is not supportable based on the data presented.
- Clinical research did not abide by the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#)

Submission Methods

Upon successful submission using the online abstract submission website, the corresponding author (and additional email address if provided) will receive an acknowledgement of receipt. Please email Sujena Sukumar at professional.conference@diabetes.ca if you did not receive your email confirmation within 48 hours after submitting your abstract.

The final decision with respect to selection, programming and/or publication of any abstract will be made by the Diabetes Canada/CSEM Professional Conference Program Committee.

Abstract Status

A letter of notification of the abstract status and appropriate accompanying materials will be sent by email to the presenting author in **late June 2020**.

- **Oral Presentation:** Oral presentations are 15 minutes in length. Those selected for an oral presentation will receive their presentation details (date/time) in their acceptance letter.
- **Poster Presentation:** Posters must be displayed for the two days (Thursday and Friday) in the poster hall. The Presenting Author must be available on his/her assigned Poster Session presentation day to answer questions from attendees and award judges (if applicable). Those accepted for a Poster Presentation will receive their presentation details (date/time) in their acceptance letter.

Expenses associated with the submission and presentation of the abstract are not the responsibility of the Diabetes Canada/CSEM Professional Conference.

The final decision with respect to selection, programming and/or publication of any abstract will be made by the Diabetes Canada/CSEM Professional Conference Program Committee.

Diabetes Canada/CSEM Professional Conference Abstract Travel Award (Optional Application)

Description:

The Diabetes Canada/CSEM Professional Conference Abstract Travel Award encourages outstanding research conducted in Canada by diabetes educators and scientific trainees in the field of diabetes and other endocrine disorders. Awards consist of a Travel Voucher up to a maximum of CAD \$500, to be provided upon receipt of original receipts for travel, accommodation and registration expenses. Awards will be based on highest abstract rating scores.

Prospective applicants will be considered for an award if:

- All the eligibility requirements outlined below are met.
- The Travel Award section of the online abstract submission form has been completed.
- The box has been checked, indicating that the abstract should be considered for an Abstract Travel Award.

Eligibility:

The Abstract Travel Award will be awarded for research conducted by a Canadian citizen or landed immigrant in the field of diabetes or other endocrine disorders at a Canadian institution.

The applicant must be the first author on the abstract submitted for review and must be prepared to present the work should it be accepted for presentation.

All applicants or their supervisors must be current members of the Diabetes Canada Professional Section or CSEM.

Only trainees (graduate students or postdoctoral fellows) training with a member of the Diabetes Canada Professional Section or CSEM will be eligible for review by the Diabetes Canada Professional Section or CSEM Program Committees. Supervisors must agree to supplement the trainee's travel if the abstract wins, and must sign the application agreeing to these commitments.

CSEM Abstract Trainee Awards:

CSEM offers a number of awards to honor its contributions of their members to research, leadership, teaching and service to the Canadian endocrine community. Accepted abstracts to the 2020 Diabetes Canada/CSEM Professional Conference are eligible for the following awards:

Dr. John Dupré Award:

Two \$500 honoraria and certificates will be awarded to the trainees who present the two-highest ranked oral or poster clinical research projects at the DC/CSEM Annual Professional Conference.

Dr. Charles Hollenberg Award:

Two \$500 honoraria and certificates will be awarded to the trainees who present the two-highest ranked oral or poster basic science/translational research projects at the DC/CSEM Annual Professional Conference.

Eligibility:

1. Accepted abstract to the 2020 Diabetes Canada/CSEM Professional Conference.
2. Presenting author is identified as a trainee and credentials provided from the abstract submission platform.
3. Presenting author agrees to be considered for the abovementioned awards by clicking a checkbox on the abstract submission platform.
4. Presenting author must be a CSEM Resident or Research Associate Member (Free – Join at <https://csem.wildapricot.org>).

All abstract submissions must conform to the abstract guidelines.