

Guidelines: Abstracts, Case Reports/Series and Technical Booths

The CAS Annual Meeting offers the opportunity to make your work known among the Canadian anesthesia community through several submission formats: Abstracts, Case Reports/Series and Technical Booths.

There is no fee to submit an Abstract, Case Report/Series or Technical Booth for the Annual Meeting, and we welcome submissions from a diversity of subspecialties and areas of interest. Authors of accepted Abstracts must present **in person** at the Annual Meeting. We encourage [CAS membership](#), but you do not need to be a CAS member to submit an abstract.

All submissions are reviewed by the Abstracts Subcommittee (formerly the Scientific Affairs Subcommittee). Accepted abstracts can be included in poster sessions and are eligible for a “Best Abstract Award” in their specified category. The highest scoring abstracts will be selected to compete in the Residents' Oral Competition (if they are written by a Canadian resident) or in the Richard Knill Research Oral Competition (abstracts not written by a Canadian resident).

All accepted Abstracts and Case Reports/Series presented at the Annual Meeting will be published in *Canadian Journal of Anesthesia* and posted on [cas.ca](#).

IMPORTANT DATES (*subject to change*):

- **December 16, 2024** – Preliminary review deadline. To increase inclusivity and opportunity CAS is offering *optional* support to authors from [low or lower-middle income countries](#) and to those who self-identify as requiring accommodation or special assistance. Authors who access this service will receive suggestions and feedback on their submission from a member of the Abstracts Subcommittee. Abstracts and/or Case Report/Series will be reviewed and returned to the submitter by January 6, 2025, to allow for final submission by the general deadline. See further details in the guidelines below.
- **January 26, 2025** – Submission deadline
- **March 3, 2025** – Applicants informed of decision
- **March 16, 2025** – Deadline for accepted applicants to confirm their intention to present
- **March 23, 2025** – Deadline for presenting authors to register for the Annual Meeting

SUBMISSION CATEGORIES

Abstract, Case Report/Series and Technical Booth applications can be submitted under the following categories:

- Airway Management
- Ambulatory Anesthesia
- Basic Science
- Cardiovascular and Thoracic
- Chronic Pain
- Critical Care Medicine
- Economics
- Education and Simulation in Anesthesia
- Environmental Sustainability
- Equipment Monitoring
- Gender Studies
- Health Management
- Neuroanesthesia
- Obstetric Anesthesia
- Pain Management
- Patient Safety
- Pediatric Anesthesia
- Perioperative
- Pharmacology
- Regional and Acute Pain
- Other

Abstracts may be reassigned to a more appropriate category at the discretion of the Abstracts Subcommittee.

ELIGIBILITY (ABSTRACTS AND CASE REPORT/SERIES)

Only Abstracts or Case/Report Series that have not been posted or published before are eligible for submission. Please do not submit the following as they are **not** eligible for the CAS Annual Meeting:

- Abstracts or Case Report/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), as these have been posted and will be published.
- Work that has been published as a journal article prior to the start of the CAS Annual Meeting, either in print or online.

Applicants **cannot** submit multiple abstracts from the same research study. Multiple submissions from a single study or dataset will be excluded unless prior clarification and approval is granted.

SUBMISSION GUIDELINES

Submissions must be submitted through the online submission system; mailed or emailed submissions will not be accepted. Incomplete submissions will not be accepted. Submissions must be in English and include the following information.

Abstract	Title, Authors and Affiliations, Introduction (max 150 words), Methods (max 200 words), Results (max 150 words), Discussion (max 100 words), and References (max 5 references) <u>Text only</u> (no graphics, images or tables are allowed in the Abstract body).
Case Report/Series	Title, Authors and Affiliations, Introduction (max 150 words), Case Presentation (max 250 words), Conclusion (max 100 words), and References (max 5 references) <u>Text only</u> (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 (max. 250 words), explanation as to why this product or service should be exhibited at the CAS Annual Meeting (max. 150 words).

Applicants may submit one image as a supporting file: (jpg, jpeg, png or gif; up to 10 MB, high resolution – 300 dpi recommended). Please keep in mind that accepted Abstracts will be published electronically in the *Canadian Journal of Anesthesia* supplement. 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.

Browser: For the best results we strongly recommend using Chrome or Firefox when submitting your Abstract. If using a corporate or institutional web platform, please ensure the link to the [online submission platform](#) is not blocked, as this will not allow you to submit.

Complete submissions must be received electronically through the online platform by **Sunday, January 26, 2025**. The system will mark your submission as complete or incomplete, and you have until the deadline to make any necessary updates.

PRESENTING AUTHOR

All submissions must identify a presenting author who will present in-person (no virtual option is



available). All presenting authors **must** register for the Annual Meeting in-person and pay the appropriate registration fee by March 23, 2025. Registration is NOT complimentary. Failure to do so will result in the automatic withdrawal of the Abstract or Case Report/Series.

Note:

- For awards with oral presentations (Richard Knill Research Oral Competition, Residents' Oral Competition) the first/principal author must present their work*
- For abstracts submitted and accepted for presentation but not for an award; any listed author may present

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 **January 26, 2025**, you may login to your online submission account and edit the profile. After this date, please contact abstracts@casmeeting.com should there be any changes. New authors **cannot** be added to the submission after the submission deadline.

Abstracts must be free of commercial bias, and the presenting author or alternate presenter must disclose any real or perceived conflicts of interest on behalf of all authors related to the material being presented.

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

* Oral presentations for Richard Knill Research Oral Competition and Residents' Oral Competition will take place on Saturday or Sunday in person at the conference.

ETHICS

Abstracts

Human Studies: Abstracts describing investigations involving the recruitment of human participants 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 conducted as QA/QI initiatives. 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 stated, the abstract will be rejected.

Animal Studies: Abstracts describing investigations involving the use and care of animals will not be accepted unless the study was approved by, and conducted 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 Report/Series in accordance with local institutional guidelines. If the patient consent for publication is not provided, the submission will be rejected. Note that patient or guardian consent is required as accepted Case Report/Series will be published.

Commercial drug names: The generic name must be used. The trade name may also be included (in brackets) after the first use of the drug name.



TECHNICAL BOOTH

Active CAS members may make a submission to request a Technical Booth to promote knowledge of a non-commercial product or service. This is an excellent opportunity to showcase the latest advancements in the profession to Annual Meeting delegates.

All Technical Booth submissions must be received electronically through the online submission system by **Sunday, January 26, 2025**.

Up to two complimentary booths will be awarded to the authors of the two submissions receiving the highest scores in the Abstracts Subcommittee review. Technical Booth exhibitors must abide by all rules, requirements, restrictions, and regulations as set forth in the acceptance notice and the Exhibitor Manual, which will be provided by the Annual Meeting Secretariat after acceptance.

ANONYMITY

Only **FULLY ANONYMOUS** Abstracts or Case Report/Series submissions will be accepted for review. No identification of authors, institution of origin, geographic area, sources of funding, or author references may appear in the submission title, text or supporting file. This includes specific identification of the ethics review board. Submissions that are not fully anonymous will be **rejected** by the CAS Abstracts Subcommittee.

Only applications that are complete and in accordance with the instructions provided above will be considered for review and acceptance to the conference.

To start your submission: [CLICK HERE](#) and follow the instructions.

PRELIMINARY REVIEW

To increase inclusivity and opportunity CAS is offering **optional** support to authors from low or lower-middle income countries as defined by the World Bank list of [low or lower-middle income countries](#) and to those who self-identify as requiring accommodation or special assistance. Qualifying authors may submit their Abstract or Case Report/Series for pre-review; they will receive suggestions and feedback on their submission from a member of the Abstracts Subcommittee. When submitting the Abstract or Case Report/Series select the "Preliminary Review" option.

Abstracts or Case Report/Series for preliminary review must be submitted by **Monday, December 16, 2024**. Submissions will be reviewed and returned to applicants by Friday, January 6, 2025, allowing for re-submission of any revised abstracts or Case Reports/Series by the general deadline of Sunday, January 26, 2025.

Participating in a preliminary review does not offer a guarantee of acceptance of the updated submission and the pre-reviewer will not be involved in the final 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 etc.).

JUDGING

All Abstracts, Case Report/Series and Technical Booths will undergo a blind review by the CAS

Abstracts Subcommittee.

Submissions will be judged on:

Abstracts

- Originality (20%)
- Methods (20%)
- Data analysis (20%)
- Conclusion (20%)
- Clinical Relevance (20%)

Case Report/Series

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

NOTICE OF STATUS

Notification of acceptance or rejection will be emailed by **Monday, March 3, 2025**, to the presenting author identified during the submission process.

WITHDRAWAL

The presenting author must send written notification to withdraw an accepted Abstract, Case Report/Series or Technical Booth. Notification can be sent via email to abstracts@casmeeting.com. The notification must include the submission title and ID number.

ABSTRACT PRESENTATION TYPES

All accepted Abstracts will be assigned one of several presentation types based entirely upon the review score. Case Report/Series will not be considered for competitions or awards.

Poster presentations: Selected authors will be invited to present a 5-minute Poster oral presentation, followed by a 2-minute moderated discussion. The use of the provided Poster template is mandatory.

Onsite oral competitions: The top scoring abstracts submitted by CAS members are selected to compete in the **Richard Knill Research Oral Competition** and the **Residents' Oral Competition** (for residents enrolled in a Canadian department of anesthesia when the research was completed). See eligibility of the oral competition format below.

PUBLICATION

All Abstracts and Case Report/Series will be posted on the [CAS website](#). *The Canadian Journal of Anesthesia (CJA)* will publish all Abstracts and Case Reports/Series presented or displayed at the Annual Meeting. These publications will be indexed, citable, searchable, and accessible online in full-text and PDF formats.

Presenting authors who do not attend and/or present at the Annual Meeting will have their abstract withdrawn from publication.

QUESTIONS?

For queries regarding the submission process or if having technical difficulties, please contact:

2023 CAS Annual Meeting Secretariat

Email: abstracts@casmeeting.com

Phone: 1.888.527.3434 / +1.519.263.5050 / +1.519.263.6002 (direct line)

See below for Awards and Competitions guidelines

AWARDS AND COMPETITIONS

Accepted abstracts for the CAS Annual Meeting may be designated for entry in the **Residents' Oral Competition** or the **Richard Knill Research Oral Competition**. All accepted abstracts may be eligible for a **Best Abstract Award** in their specified category. Case Reports/Series will not be considered.

ORAL COMPETITIONS (RICHARD KNILL RESEARCH ORAL COMPETITION & RESIDENTS' ORAL COMPETITION)

The authors of *up to six (6) abstracts* receiving the highest scores will be invited to give oral presentations at the Richard Knill and Resident competitions at the Annual Meeting. Only one abstract per candidate is allowed for presentation in the oral competitions. If more than one abstract from the same candidate meets the selection criteria, the candidate will be asked to identify which abstract should be included in the competition.

The **Residents' Oral Competition** aims to celebrate scientific excellence among physicians training in the specialty of Anesthesia in Canada, in addition to showcasing the highest ranked abstracts submitted by residents.

Eligibility

- Must be a resident CAS member at the time of the competition
- Must have occupied the position of resident in a Canadian department of anesthesia when the research was done.
- Residents training at the master's or doctoral level at any year will be eligible, provided they are concurrently enrolled in an anesthesia residency training program in Canada.
- The work must have been completed within the preceding 18 months (July 26, 2023 – January 26, 2025).
- Work conducted internationally must have been subject to Canadian University Ethics approval.
- Previous winners of the Residents' Competition may submit again, provided the work is not directly related to research that has been previously awarded.

The **Richard Knill Research Oral Competition** aims to celebrate scientific excellence among physicians practicing in the specialty of Anesthesia in Canada, in addition to showcasing the highest ranked abstracts submitted.

Eligibility

- Candidates must be CAS members.
- Only one abstract per study will be considered.
- The work must have been completed within Canada the preceding 18 months (July 26, 2023 – January 26, 2025).

Format of Oral Competitions

- Presentations in both competitions may be given in English or French. Although not required, we encourage the usage of bilingual slides.
- Presentations are a *maximum* of 8 minutes.
- Q&A is a *maximum* of 4 minutes.
- The timer begins when the presenter starts speaking.

To assist the competitors, a timekeeper will present a 'one minute' sign at the one-minute mark for the presentation and Q&A period. Once time is expired the timekeeper will say "time". The time of presentations and Q&A periods cannot be combined.

Judging

The Abstracts Subcommittee is responsible for the details of the conduct of the written competition and selects the best abstracts eligible for the oral competitions. The initial review score of each selected abstract will constitute 50% of the final score. The oral competition will constitute the remaining 50% of the score.

The Residents' Oral Competition is endorsed by Canadian University Departments of Anesthesia (ACUDA). A selection of ACUDA chairs, or their delegates, will act as on-site judges for the oral competition. A lead judge will be appointed.

The Richard Knill Research Oral Competition is endorsed by the Editorial Board of the *Canadian Journal of Anesthesia*. A selection of CJA editors, or their delegates, will act as on-site judges for the oral competition. A lead judge will be appointed.

The oral presentation is judged on: originality (20%), methods (20%), results (20%), impact (20%), and the quality of the presentation (20%). The maximum score available is 50 points (10 points per area). Based on a combination of the written and oral scores the respective lead judge has the authority to delegate a winner and if applicable, any Honourable Mentions.

BEST ABSTRACT AWARDS

Abstracts not selected for the oral competitions above remain eligible for poster discussion or display in the category they were submitted in. All abstracts submitted for the CAS Annual Meeting in the areas listed below will be considered for the applicable **Best Abstract Award**.

Abstracts will be judged by the Abstracts Subcommittee in five areas: originality (20%), methods (20%), data analysis (20%), conclusion (20%), clinical relevance (20%). The maximum score available is 50 points (10 points per area). A minimum score of 32 is required to win a Best Abstract Award.

Ian White Patient Safety Award

Submitting authors are requested to indicate if they wish to be considered for the Ian White Patient Safety Award. Note that the research must have been conducted in Canada, and only abstracts that have a clear patient safety focus will be considered for this award. You must describe how your research project has a current and direct impact on patient safety.

See below for listing of Best Abstract Awards.



Focus Area	Award	Supported by	Prize
Ambulatory Anesthesia	Award for Best Abstract in Ambulatory Anesthesia	The Ambulatory Anesthesia Section	\$500
Cardiovascular and Thoracic	CVT Raymond Martineau Prize	The Cardiovascular and Thoracic Section	\$1,000
Chronic Pain	Award for Best Abstract in Chronic Pain	The Chronic Pain Section	\$500
Critical Care Medicine	Award for Best Abstract in Critical Care Medicine	The Critical Care Medicine Section	\$500
Education and Simulation in Anesthesia	Award for Best Abstract in Education and Simulation in Anesthesia	The Section on Education and Simulation in Anesthesia	\$ 500
Environmental Sustainability	Award for Best Abstract in Environmental Sustainability	The Environmental Sustainability Section	\$500
Neuroanesthesia	Award for Best Abstract in Neuroanesthesia	The Neuroanesthesia Section	\$500
Obstetric Anesthesia (anesthesiologists)	Award for Best Abstract in Obstetric Anesthesia	The Obstetric Section	\$1,000
Obstetric Anesthesia (residents/medical students)	Award for Best Abstract in Obstetric Anesthesia (resident/medical student)	The Obstetric Section	\$500
Patient Safety	Ian White Patient Safety Award	The Quality and Patient Safety Committee	\$500
Perioperative	Award for Best Abstract in Perioperative	The Section on Perioperative Medicine	\$500
Regional Anesthesia and Acute Pain	Award for Best Abstract in Regional Anesthesia and Acute Pain	The Regional Anesthesia and Acute Pain Section	\$500

CAS reserves the right to not present an award each year.

Awards, certificates and/or plaques will be awarded to the presenting author only.

QUESTIONS?

Please contact:

Lori Saggars

Secretariat

Phone: 1.888.527.3434 (toll free)/ +1.519.263.6002 (direct)

Email: abstracts@casmeeting.com