



Trauma Association of Canada
Association Canadienne de Traumatologie

Annual Conference
May 8-10th, 2024
Halifax, NS

ABSTRACT SUBMISSION INFORMATION AND GUIDELINES

General Guidelines and Information for Abstract Submissions

1. **The deadline for submission is 2359 hours EASTERN time on January 12th, 2024.**

SUBMIT YOUR ASTRACT HERE:

<https://www.xcdsystem.com/trauma/abstract/index.cfm?ID=GnCS3m5>

2. Abstracts must be original and not previously published.
3. Your abstract must be separated into four sections with the following headings: Background and objectives (75 words), Methods (75 words), Results (225 words) and Conclusions (75 words). Abstracts that do not contain any results but make promises of providing data at the Conference, will not be considered.
4. The abstracts are blind reviewed. **DO NOT** include the names of the authors or institution in the abstract itself. Please submit the author names as requested in the "add authors" section in the submission module.
5. Please complete all the requested information in the abstract submission module or your abstract may not be able to be considered.
6. Please note (by checking the appropriate box), whether you wish your oral or poster abstract to be considered for the following awards:
 1. **Best trainee:** Primary author must be a trainee at the time of abstract submission to be considered for this award.
 2. **Injury prevention:** project must be focused on Injury Prevention and will be presented in the injury prevention stream.
 3. **Interdisciplinary Trauma Network of Canada (ITNC)** primary author must be an ITNC member.
 4. **Trauma Registry Information Specialists of Canada (TRISC):** primary author must be a TRISC member.
7. Once your abstract is submitted you will be assigned an ID# to use for future reference. You will receive an acknowledgement of successful submission of your abstract.

8. **All Correspondence will be with the Primary Author ONLY.** Please ensure your email address is entered correctly. This individual is responsible to notify all co-authors.
9. Abstract acceptance will be communicated to the Primary Author by February 23rd, 2024.
10. The Primary Author **MUST** reply with acceptance of presentation within 1 week of notification. Failure to do so may result in the abstract being removed.
11. If an abstract is accepted for presentation (oral or poster) and the author has accepted the offer to present, subsequent withdrawal from presentation (outside of extenuating circumstances) will result in both the presenting and senior author being excluded from abstract submission at TAC for one year (i.e., they will be ineligible to submit an abstract for next year's meeting). This notification will be sent to the presenting and senior authors, as well as copied to the Department Chair (or equivalent) of the relevant University (or organization) the author is affiliated with.
12. It is presumed that **the Primary Author will present the abstract.** It is the responsibility of the primary author to communicate with both the Scientific Program Chair and TAC Executive Director if this is not the case.
13. If your abstract is accepted for presentation, the **presenting author is required to register and pay appropriate registration fees** for the TAC Annual Scientific Assembly.
14. Accepted abstracts will be published on the TAC website after the completion of the meeting..
15. The Scientific Program Chair for 2024 is Dr Kelly Vogt from London, Ontario. She can be reached at Kelly.vogt@lhsc.on.ca.
16. You may also contact Cheryl Connors, TAC Executive Director, at cconnors@traumacanada.org or by phoning 1-855-403-5463.

Specific Submission Guidelines

Please pay particular attention to the font and case sensitivity requested and please check for spelling errors before you submit or your abstract.

1. Abstracts cannot exceed the word count limitations in each section.
2. Abstracts must not contain any citations.
3. There are no tables, graphs, figures to be submitted within the abstract.
4. **TITLE:** Calibri 12 pt font, BOLD. Avoid abbreviations in title. Sentence case-capitalize **ONLY** the first word in the title and any proper nouns and end with a period. (e.g., **Seatbelt injuries in children in Nova Scotia: a retrospective review from 2009-2019.**)

5. **AUTHOR NAMES:** Enter authors' names in italics and bold, in the appropriate section of the abstract submission. Do not include in the body of the abstract. Spell out authors names in full (initials for middle name); Affiliations must be in the following order: Dept, Institution, City, Province/State; Affiliations must be listed in the same order as the author names as in the following example:

Example:

Forward aeromedical evacuation team composition: Do different teams impact clinical outcomes? Descriptive systematic review. *Colin Laverty¹, Homer Tien², Andrew Beckett³, Avery Nathens⁴, Luis Teodoro Da Luz⁴* . From the ¹Canadian Field Hospital, Gloucester, ON; ²Ornge, Mississauga, ON; ³McGill University, Montreal, QC; and the ⁴Sunnybrook Health Sciences Centre, Toronto, ON.

6. **BACKGROUND AND OBJECTIVES:** Calibri 12 pt font, limit of 75 words. In this section briefly describe the purpose of the study in a clear and concise manner.
7. **METHODS:** Calibri 12 pt font, limit of 75 words. The methods are briefly described in general terms in this section. Please describe the study design, duration, data, and analysis.
8. **RESULTS:** Calibri 12 pt font, limit of 225 words. The Results section should provide a clearly organized report of the data. Ensure the correct units are used with numerical data and provide statistical significance where possible. No figures, tables or graphs are to be included.
9. **CONCLUSIONS:** Calibri 12 pt font, limit of 75 words. In this section, draw conclusions and convey the significance of the results. Only one or two concise sentences are generally required.