General Guidelines and Information for Abstract Submissions

1. The **deadline** for submission is **2359 hours EASTERN time on December 19th 2025**.
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 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 abstract to be considered for the following awards:
    - **Best Trainee:** Presenting Author must be a trainee at the time of abstract submission to be considered for this award.
    - **Injury Prevention:** Project must be focused on Injury Prevention and will be presented in the injury prevention stream.
    - **Interdisciplinary Trauma Network of Canada (ITNC)**: Presenting Author must be an ITNC member.
    - **Trauma Registry Information Specialists of Canada (TRISC):** Presenting 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 Presenting Author ONLY. Please ensure your email address is entered correctly. The Presenting Author is responsible to notify all co-authors.
9. Abstract acceptance will be communicated to the Presenting Author by January 23rd 2026.
10. The Presenting Author **MUST reply with acceptance of presentation within 2 weeks 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 the responsibility of the Presenting Author to communicate with both the Scientific Program Chair and TAC Executive Director **if the Presenting Author changes –** AT LEAST 4 weeks before the conference date.

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 Meeting & Conference.
14. Accepted abstracts will be published on the TAC website after the completion of the meeting.
15. The Scientific Program Chairs for 2026 are Dr. Mélanie Bérubé and Dr. Lynne Moore. They can be reached at melanie.berube@fsi.ulaval.ca and lynne.moore@fmed.ulaval.ca, respectively.
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.
5. **AUTHOR NAMES:** Calibri 12 pt font. Do not include in the body of the abstract. Only include where requested in the abstract submission module. Spell out authors names in full (initials for middle name). Identify the presenting author with an asterisk. Affiliations must be in the following order: Dept, Institution, City, Province/State. Affiliations must be listed in the same order as the author names.
6. Do not include in the body of the abstract. Only include where requested in the abstract submission module. 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.
7. **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.
8. **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.
9. **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.
10. **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.
11. **SUBMISSION:** Abstracts must be submitted through TAC's online Abstract Submission Portal.

Submit your Abstract proposal here!