



CALL FOR ABSTRACTS
51st Annual Meeting of the
Canadian Association of Paediatric Surgeons
September 19-21, 2019

Hotel Le Concorde, Quebec City, Quebec, Canada



The CAPS Program Committee invites the submission of abstracts for presentation at the 51st Annual Meeting of the Canadian Association of Paediatric Surgeons to be held in historic Quebec City, QC, from Thursday, September 19th to Saturday, September 21st, 2019. A web-based format for the submission of abstracts will be available on the CAPS website at www.caps.ca, through the link in the “Annual Meeting” menu, under “Call for Abstracts”.

We are interested in all topics related to Paediatric Surgery including laboratory and clinical research, patient series, education, non-cardiac thoracic surgery, quality/safety, trauma and urology. Submissions will be accepted in the forms of original papers as **oral or poster presentations that include quality and safety, innovation and technical reports**. The word limit for the abstract submission is **250 words** (see details below). Please note: there will be no specific video session this year. Additionally, there will be no “2-minute 2-slide format” and therefore, case reports will not be accepted. Papers presented at the meeting (oral or poster format) will be eligible for manuscript submission and consideration for publication in the CAPS edition of the Journal of Pediatric Surgery.

CAPS Prize Categories- at each CAPS Annual Meeting, prizes will be awarded to the best presentation by a student, best bilingual presentation, best oral presentation, best poster presentation and the Innovation prize.

Abstract categories: original papers, posters, innovation, technical reports

DATES TO REMEMBER

Submission DEADLINE: Monday, March 25th, 2019 (midnight, EST)

Acceptance/rejection notification: Monday, April 29th, 2019

PLEASE NOTE THAT THE SUBMISSION OF YOUR ABSTRACT TO THE 2019 CAPS ANNUAL MEETING MEANS YOU AGREE TO THE FOLLOWING:

1. **All material submitted must be original**. Originality requires that the data are not part of any other work previously published or presented (except locally), or pending acceptance by any book, journal or national/international meeting. The work may not be submitted elsewhere prior to the date of the CAPS meeting. **Failure to comply in this regard or withdrawal of a paper that has been accepted for presentation will preclude the presenter and/or senior author of the paper from presenting at the next two CAPS meetings**. In addition, the authorship and content of the abstracts accepted for presentation may not be altered after acceptance. No changes to the accepted abstract will be permitted and the abstract title, author and affiliations will be published in the CAPS Annual Meeting website and handbook based on the abstract submitted.
2. **ALL presenters must register for the CAPS Annual Meeting.**
3. **A Senior Author/Co-Author MUST attend the meeting for all papers/reports presented by their Trainees**. Should unforeseen circumstances preclude this from occurring, a senior co-author of the abstract from the Trainee’s institution may take this place upon notification of and confirmation by the Program Chair. **This person attending the CAPS meeting in lieu of the senior author should be a co-author and be prepared to participate in the presentation discussion in the senior author’s absence. Failure to comply in this regard, without valid reason, may preclude the**

trainee from being eligible for a prize and will preclude the senior author of the paper from presenting at the next two CAPS meetings.

INSTRUCTIONS FOR ABSTRACT SUBMISSION- PLEASE NOTE THAT NEW INSTRUCTIONS HAVE BEEN ADDED FOR 2019!

The abstract(s) you are about to submit will be reviewed and considered for the 2019 CAPS Annual Meeting. Incomplete abstracts or abstracts withdrawn from the online submission site will NOT be considered for presentation. ALSO NOTE that it is the responsibility of the submitting author to provide a valid email address for the receipt notification for the completed abstract submission- please ensure that your spam filters are configured to NOT AUTOMATICALLY DELETE such notifications and please check your inbox. The CAPS Program Committee cannot be responsible for failure to receive notification receipts. **If you have completed the online abstract submission but DO NOT RECEIVE an email notification within 48 hours, please contact the CAPS Program Chair at program@caps.ca. Failure to contact the Program Chair prior to abstract closing date in this situation will result in the loss of the abstract for review and presentation consideration.** Please note the deadline for abstract submission- there will be NO EXTENSIONS granted for this deadline. For additional meeting information, please visit the CAPS website www.caps.ca.

Authors will be notified of the review outcome by e-mail by **April 29, 2019**. Notifications are sent only to the corresponding author's e-mail address provided with the submission. *It is the submitter's responsibility to provide a reliable e-mail address, notify CAPS Program Chair of any e-mail address changes and inform the rest of their abstract team of CAPS notifications.*

ABSTRACT SUBMISSION REQUIREMENTS:

ABSTRACT TITLE

Short and descriptive titles are preferred.

DISCLOSURES

Authors MUST disclose any financial interest/relationship that they have with any commercial interest related to the content of the presentation. In addition, authors must identify any off-label or experimental uses of any drugs that are presented in the abstract.

Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC) approval must be indicated for all studies involving human subjects and/or animals. IRB approval is also required for retrospective reviews. Indication on the abstract form that IRB/IACUC approval has been obtained implies that written approval from the appropriate institutional committee has been obtained. Authors of abstracts that are exempt from IRB approval must provide documentation of exemption in the form of a letter from the chair of their IRB, or provide a letter from the senior CAPS member author on the abstract attesting to the fact that the study design meets all criteria for exemption from IRB review and approval. The program committee reserves the right to refuse claims of exemption if, in the opinion of the

program committee members, the study design does not meet criteria for exemption. IRB/IACUC requirements must be satisfied upon submission of the abstract. Failure to comply with this requirement will result in the abstract being automatically withdrawn. There will be no exceptions to this rule. More detail about each approval type is below.

INFORMED CONSENT and IACUC APPROVAL

Any studies involving human subjects must conform to the principles of the Declaration of Helsinki of the World Medical Association (Clinical 57 Research 1966; 14:103) and must meet all of the requirements governing informed consent of the country in which it was performed. To complete your abstract submission you will be required to upload a copy of your IRB/IACUC approval (or equivalent of) or exemption for the abstract to be considered. If you are submitting an abstract based on a co-operative group trial results (COG), your institutional IRB for that specific trial will suffice.

ABSTRACT TEXT

1. Authors and institutions **MUST NOT** be included in the body of the abstract to avoid confounding the blinded review process. Non-conforming abstracts will NOT be considered.
2. Abstracts must be limited to 250 words. One graphic element or table is permitted. A graphic element will count as 35 words against the 250 word limit. Tables are limited to a maximum of 5 columns and 10 rows. All tables, regardless of size, are the equivalent of 35 words against the 250-word abstract limit.
3. For best resolution, images should be a jpg or gif file, 300 dpi with a maximum file size of 15K.
4. Avoid using tables, figures or graphs unless they are simple and illustrate the central theme of the abstract not represented in the text.
5. The abstract should state clearly the **purpose** for the study or review, the **results** obtained and the **conclusions**. Promises to explain the work or vague presentations of data will result in rejection.
6. Abstracts submitted in the “Purpose-Methods-Results-Conclusion” format will provide clarity for reviewers:
 - o The **Purpose** should be a concise statement of the research question or hypothesis to be addressed.
 - o The **Methods** section provides details on the clinical setting, sampling criteria and inclusive dates. The control group should be adequately described. Specific mention should be made of the number of experimental subjects or patients in groups (n=). The statistical method and levels of significance should be included.
 - o The **Results** should be stated in sufficient detail to support the conclusion and enough interpretation to indicate relevance.
 - o The **Conclusion** should summarize the abstract (“We conclude...”) with a brief statement of findings clearly supported by the data, consistent with the research purpose, and with a minimum of further suggestions or inferences. The conclusion should be readable as a short, stand-alone statement.

7. The reviewers will consider abstracts submitted in different styles only if the above-described format is inappropriate to the content.
8. Abbreviations are discouraged and non-standard abbreviations should be avoided. There should be no abbreviations used in the conclusion. Authors agree to copy editing of the abstract.

****ONCE AGAIN FOR 2019- MCQ FOR CPD/CME CREDITS****

Each abstract will be required to have an accompanying multiple choice question (MCQ) that will serve as part of the CAPS Annual Meeting's Continuing Professional Development/ Continuing Medical Education requirement for maintenance of certification credit. More details will be provided on the abstract submission website. **If the author fails to provide this MCQ with the abstract submission, the abstract will be deemed "incomplete" and will not be accepted for consideration after submission closes on March 25th, 2019.**

AUTHORS

Credit for authorship implies substantial contributions to conception, design, analysis and interpretation of data, and to writing and revising the abstract. The number of authors should be reasonable, given the subject and experimental design. Data generated from multiple institutions should include an author from each institution or permission from a representative from each institution to use the data.

SPONSORSHIP- NEW REQUIREMENTS!

If none of the authors are members of CAPS, a CAPS member must sponsor the abstract. The sponsor agrees to assume the responsibilities above and attend the CAPS meeting. In addition to making sure the abstract is valid, ethical and understandable, the sponsor must also make sure the presentation is of value to the membership. The sponsor is expected to assist the presenter with editing should a manuscript be submitted to the *Journal of Pediatric Surgery*. **The sponsor and authors MUST provide a signed letter uploaded with the abstract submission by March 25, 2019, affirming this level of supervision and assuring the program committee that oversight will continue through preparation of the presentation and the manuscript. Any abstract submission by a non-member without an accompanying CAPS sponsor's letter will be deemed an incomplete submission and will not be considered for presentation.**

CORRESPONDING AUTHOR

A corresponding author must be designated for each abstract. The **corresponding author must provide a reliable email at the time of abstract submission and must notify the CAPS Program Chair of any changes.** In addition to acting as the liaison for the abstract(s), the duty of the corresponding author is to warrant to CAPS he or she has reviewed the material to assure the quality and integrity of the work, and will supervise preparation of the presentation and the manuscript.

INNOVATION AND TECHNICAL ABSTRACTS

In an effort to encourage and disseminate novel ideas, authors are encouraged to submit abstracts detailing new techniques, therapies, or devices that have the potential to improve the treatment of pediatric patients. Abstracts may be submitted by attending surgeons or trainees as poster or podium presentations and will be judged on the uniqueness and potential impact of the idea, as well as the quality of the presentation. Submissions designed to promote a particular product are discouraged.

NOTIFICATION

The corresponding author for each abstract will be notified of the status of their abstracts via e-mail by **April 29, 2019**. It is the responsibility of the corresponding author to notify the rest of the team.

MANUSCRIPTS

Authors of accepted abstracts, especially podium presentations, are encouraged to submit a manuscript for publication in the CAPS edition of the Journal of Pediatric Surgery. Additional information will be provided in April, 2019, following abstract acceptance notification. Video abstracts are not eligible for manuscript consideration. **It is the responsibility of the senior/corresponding author and/or CAPS sponsor to review, edit and approve the final manuscript for submission in the format required by the Journal of Pediatric Surgery.** The CAPS Publications Committee will not provide additional editing services and is not responsible for any revisions required to ensure full compliance of journal requirements before final publication. Details on the Journal of Pediatric Surgery manuscript requirements and format can be found at: <http://www.jpedsurg.org/content/authorinfo>.

So, mark your calendars for September 2019- we look forward to seeing you in beautiful and historic Quebec City!