



## CANADIAN CONFERENCE ON DEMENTIA ABSTRACT SUBMISSION GUIDELINES

Join us on October 3<sup>rd</sup> – 5<sup>th</sup>, 2019 at the Québec City Convention Centre for the 10<sup>th</sup> Canadian Conference on Dementia. Come and share your newest and best initiatives, innovations and research in any area of Dementia and help us create another year of rich programming. Click [here](#) to visit the website for more information about the conference.

### Regulations and Procedures for Abstract Submission

- All abstract submissions must be made by the authors of the abstract.
- Authors may offer more than one abstract for submission.
- Presenting authors must be fully paid CCD registrants. Abstracts attributed to presenting authors not registered by September 6<sup>th</sup>, 2019 will be considered withdrawn and will not appear in the abstract publication.
- Abstracts must total 500 words or less. Scientific characters are acceptable. Diagrams and graphs will not be accepted. To upload your presentation, please follow the instructions on the submission form.
- All abstracts are to be submitted online. Abstracts submitted via email will not be accepted.
- All those who submit must certify that their abstract is an original work and has not been, and will not be, published in a Canadian journal prior to the 10<sup>th</sup> CCD.
- All abstracts that are approved will be presented as posters during the CCD poster session.
- All abstracts that are approved for the oral presentations will be given 10 minutes to present.
- The official language of the 10<sup>th</sup> CCD conference is English. Translation services will not be provided.

### Deadline

All abstracts must be submitted no later than **June 28<sup>th</sup>, 2019** for work that is completed by the conference date (October 3<sup>rd</sup>, 2019).

### Abstract Review Process

- All abstracts will be reviewed by the 10<sup>th</sup> CCD Scientific Committee.
- The Committee will evaluate appropriateness and completeness of the information as well as scientific merit.
- All submissions will be acknowledged and assigned an abstract number.
- All abstract rejections made by the Committee will be final.

### Notice of Status of Abstract

You will be contacted by the beginning of August, 2019 if your abstract submission has been accepted or not. All accepted abstracts will be presented as posters. The Scientific Committee will only choose 6 posters for oral presentations during the conference.



## Submission Guidelines

### Step 1: Add Primary Author

- First and Last Name
- Credentials (e.g. BSc)
- Affiliation (please submit only 1)
- Mailing address with postal code
- Phone number
- Email

### Step 2: Add Co-Author

- First and Last Name
- Credentials (e.g. BSc)
- Affiliation (please submit only 1)
- Email

### Step 3: Title

Type the title as a sentence beginning with a capital and capitalizing only proper names

### Step 4: Abstract

Please address the following sections: Background/Objectives; Methods/Overview; Results; Conclusions

Note: Please do not include tables, or graphs.

### Step 5: Preferred Presentation Format

Would you be willing to do an oral presentation? Yes or No

### Step 6: Consent

I certify that this abstract is an original work and has not been, and will not be, published in a Canadian journal prior to the 10<sup>th</sup> CCD.

### Step 7: Submit Abstract

Click submit and a confirmation screen will appear. The primary author will also receive a confirmation email.

## Review or Edit your Abstract

Click on View all Abstracts in the left hand menu. Click action and then click view. This will take you to your abstract submission where you can review and make any changes. Ensure to click Submit once all changes are complete.

## Questions?

Conference Services

[conferences@uhn.ca](mailto:conferences@uhn.ca)

416-597-3422 ex 3448