Using the CACCN Abstract Submission System

A TUTORIAL

(5 MINUTES RUN TIME)
Dynamics of Critical Care Conference 2020 Abstract Submission

You are beginning a new Abstract.
Click "Start Abstract" below. Additional items will become available afterwards.

1. ✍️ Start Abstract
2. ⚽️ Authors
Abstract Submission Closes: January 10, 2020 @ 1600 hrs ET

1. Call for Abstracts
2. Creating an Impressive Abstract
3. Creating an Impressive Abstract (VoiceOverPP)
4. Abstract Preparation Worksheet
5. Submission Instructions
6. Submission Agreement
7. APA Reference Resource

Questions: caccn@caccn.ca or 866-477-9077

Resources
Read the Submission Instructions!
Scroll down to start your submission!
Abstracts cannot have any identifying information included.

Remove all identifiers before submission.
Language
May submit and present in English or French

Title
Be clear and concise!

Key Words
List keywords to link your presentation

Language of Presentation *
- English
- French

Abstract Title *
Provide a clear, concise and creative title for your presentation. The title should draw in the audience you think would most benefit from your talk. Note: titles are subject to revision by the CACCN Conference Education and Evaluation Committee (CEEC)

Maximum 50 words

How to submit an abstract

Key words *
Keywords are ideas and topics that define what your content is about. Add keywords for your presentation.

Maximum 5 keywords

submission, abstract, Dynamics
<table>
<thead>
<tr>
<th>Presentation Type</th>
<th>Educational Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral - Fast and Focused (45 minutes)</td>
<td>Clinical Practice</td>
</tr>
<tr>
<td>Oral - Concurrent (60 minutes)</td>
<td>Education</td>
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<tr>
<td>Oral - Mastery Session (120 minutes)</td>
<td>Leadership</td>
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<tr>
<td>Poster - Printed Poster</td>
<td>Research</td>
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<tr>
<td></td>
<td>Other</td>
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</tbody>
</table>

**Presentation Type**
Select the type of presentation you would like to have.

**Educational Stream**
Select the type of presentation you are submitting.

If your submission doesn’t fit the four domains listed, select “other” and provide information on the presentation type.

The CACCN Conference Education and Evaluation Committee (CEEC) and the Dynamics 2019 Local Operations Committee, reserves the right to make the final decision for determination of session type. Types / length of presentations are subject to change.
Educational Stream
If your submission doesn’t fit the four domains listed, select “other” and provide information on the presentation type.

Learning Level
Select the learning level for your presentation.

Age Specific Population
Select the patient population for your presentation.
Session Description *

Describe the most important information that you will convey in the presentation in a clear and concise two (2) to three (3) sentence statement. Do not use bullet points or numbering and do not include references in your Session Description.

The session description will be published in the Dynamics of Critical Care Conference brochure to assist delegates with session selections.

Maximum 100 words

Describe the most important information that you will convey in the presentation in a clear and concise two (2) to three (3) sentence statement.

Do not use bullet points or numbering

Do not include references in your Session Description.

The session description will be published in the Dynamics of Critical Care Conference brochure to assist delegates with session selections.

Maximum 100 words
Pre-requisites

Oral Presentations Only

List any pre-requisite "must have" knowledge and/or skills required for the delegates attending your session.

Maximum 50 words
Learning Outcomes

Provide a minimum of two (2) and a maximum of five (5) learning objectives for your session/poster. Learning objectives should start with an action verb such as, identify, explain, demonstrate, apply, outline, analyze, etc. Avoid using non-action verbs/phrases such as recognize, understand, be able to and become familiar with.

Maximum 25 words

Outcome 1 *
- Explain the abstract submission process

Outcome 2 *
- Demonstrate the ease of submission

Outcome 3
- Outline the requirements for abstract submission

Outcome 4

List the learning outcomes – minimum of 2, maximum of 5.

Ensure the outcomes start with an “action verb”.
Abstract

This is the most important part of the submission process. Ensure you adhere to the maximum 250 words – be clear and concise.

Do not include any identifying information.

Do not use bullet points/numbering.

Do not include references in the abstract.

Proofread / spell check!!

Ensure your abstract is print-ready!
Mastery Sessions ONLY - Additional Information

MASTERY PRESENTATIONS ONLY

If you are submitting a Mastery Session (120 minutes), provide the following information in a word document uploaded to the system:

- Participant Engagement Strategies
- Facilitator to Learner Ratio/Suggested Audience Size
- Participant Preparation
- Audio Visual needs
- Venue Requirements (group size, room set up) and
- Sponsor Participation (if applicable)

Mastery Session

Upload a WORD document providing responses to the information requested. Sponsor participation requires approval by CACCN; and will include a sponsorship fee (min $1,000 for the session) and possibly, Exhibit booth purchase.
References

Include a MAXIMUM of 3 references in APA format.
Upload in a WORD document.

If you do not have references, clearly identify this information at the time of submission by uploading an explanation in a WORD document.
Conflict of Interest.
If yes, provide an explanation in the box provided.

Conflict of Interest * THIS IS REQUIRED

Conflict of interest, for the purposes of this declaration, is defined as any activity related to a presentation that may influence the author's judgment, such as having/holding: received fees for consulting, received research funding, been employed by a related company, stocks or shares in a company which might be affected by the publication of your paper and/or received funds reimbursing the author(s) for attending a related symposium or talk.

- Yes - I have a conflict of interest
- No - I do not have a conflict of interest

Conflict of Interest = Yes
If you have indicated a conflict of interest, please explain.

[Blank space for explanation]
I / We, the listed author(s), submit this abstract for presentation consideration to CACCN.

/Dynamics and confirm the following:

Abstract Submission

1. Submission of the abstract indicates acceptance of and compliance with the guidelines outlined in the Call for Abstracts document and on the CACCN website under Abstract Submission. Failure to adhere to these guidelines may result in rejection of the
2. The author is submitting an abstract that is "print-ready" for publication should the abstract be accepted. Abstract revisions will not be accepted once the abstract submission process.
3. The author is submitting the abstract with references in the required APA format or an explanation as to why references have not been submitted. The author understands the CACCN Conference Education and Evaluation Committee and the Dynamics Local Operations Committee may determine references are required.

Abstract Publication

1. Abstracts will be published in Canadian Journal of Critical Care Nursing, Summer Issue.
2. Abstracts will be published in the form and manner submitted through the CACCN/Dynamics Abstract Submission.
3. The authors of accepted abstracts are required to agree to the copyright transfer acceptance noted below before submitting an abstract.
4. Abstracts that have not been accepted for presentation will not be printed.

Copyright Transfer Agreement

We affirm and agree that:
Agreement/Acceptance

First authors (i.e. submitter) certifies for all authors

Agree: As the first author, I acknowledge that I have read, understand and accept on behalf of ALL authors on the presentation, the CACCN/Dynamics Abstract Submission Agreement/Acceptance, as outlined above.

Disagree: As the first author, I acknowledge that I have read, understand and disagree on behalf of ALL authors on the presentation, the CACCN/Dynamics Abstract Submission Agreement/Acceptance, as outlined above. We withdraw the abstract submission on this basis.
Thank you for your submission

After Submission

• Once you submit your abstract, you will receive a confirmation email with your submission information and assigned identification number.

Revisions

• Ensure your abstract is ‘print-ready’! You may login at any time prior to January 10, 2020 @ 1600 hrs EST to make revisions to the abstract.

Co-Authors

• After submitting your abstract - ensure you add all co-author for the submission. Co-author information includes: name, credentials, full address (not the hospital mailing address), telephone number, email address and a brief biography.
• Authors cannot be added after the submission deadline.

If you have missed information, you may update at any time prior to January 10, 2020 @ 1600 hrs EST.

Click SUBMIT ABSTRACT
Add Additional Authors!

First, Last Name
Credentials
Full Address
Telephone Number
Email
Biography (max 200 words)
Dynamics of Critical Care Conference 2020 Abstract Submission

You are editing Abstract: D20-1

Click here if you are finished editing your Co-Authors

This submission is considered complete. It may be edited until the system is closed.

Add/Edit Authors

The following information is required for ALL authors/presenters at the time of submission:
- First, Last Name
- Credentials
- Full Address
- Telephone / Cell Phone Number
- Email
- Biography (maximum 200 words)

Scroll down to access Author search by last name Add new author
Current Authors In Order

Drag and drop to change order

Christine Halfkenny-Zellas
Canada
cacn@cacn.ca

Primary Presenter

Add New Author

You may enter an existing contact on the left side. Begin by typing part of their last name. Make sure to select the correct person, in the correct organization.

If you are adding a new contact, you must enter their e-mail address. Some contact information may also be required. The contact will be added to your submission and sent an e-mail message. The contact will have their own account which they may update after they login. The contact will not be able to edit this submission unless you mark them as the 'Primary Presenter'.

Add Existing Contact Profile as Co-Author

Enter last name, first name to find contact
Adding author from existing contacts.
Search by last name.
Make sure you select the correct person if you find a ‘match’.
If correct, select “Add Co-Author”
Continuing searching the database for your additional authors by selecting “Add/Edit Authors”. If you have found your co-author at this time, select “I am Done”.

Please review your Author list:
1. Christine Halfken-Zellas (Presenter)
2. Lissa Currie, St. Boniface General Hospital

You may continue to edit your Author or continue to the next step.
Add an author not in the database.
Select “I have looked for my Author and they do not exist”
Each contact must have a unique email address. 
To prevent duplicate contacts, first search for an existing contact using the search box above.

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Add Hospital Area of Focus Area of Employment Position Nursing Registration # Member CNA, RNAO?
Certification (CNCC, CNCCP)
- Yes
- No

Certification Year
2015

Member Referral

If a CACCN Member Referred you - add their name. For more information about Membership Referral: Click here.

Add Co-Author

NOTE
The information is not shown on the screen shots, but you will need to add the co-author Biography on this form.
The system will do another search for your Co-Author. A pop up window will appear with options.

If your co-author is on the list, select your co-author.

If your co-author is not on the list, select Add Author
Once all authors have been added ... select “I am Done” and Log Out.