

## Canadian Critical Care Nursing Conference

### Abstract Submission Information

**Please read this document before starting the abstract submission process**

#### GENERAL INFORMATION FOR ABSTRACT SUBMISSION

The CACCN Board of Directors and the Canadian Critical Care Nursing Conference Local Operations Committee are interested in receiving abstract submissions that reflect up-to-date clinical care, contemporary issues, and evolving trends in critical care practice.

Abstract submissions should reflect current evidence-based or best available evidence and/or information on the topic or subject proposed and should be of interest to critical care providers and high-acuity health care professionals.

This document will assist you to create a succinct, focused, and effective abstract. The required components for each abstract are listed below. While the abstract submission period is open, you will be able to return at any time to update your submission.

#### IMPORTANT DATES



Particulars	Date
Submissions Open	November 15, 2022
Submissions Deadline	February 15, 2023 @ 2359 hrs ET
Acceptance Notification to Primary Author via email	By March 17, 2023
Author Acceptance Deadline	March 31, 2023

#### ABSTRACT SELECTION PROCESS

Abstracts for consideration should be of interest to critical care providers and high-acuity health care professionals.

All submitted abstracts will be blind peer-reviewed for relevance, quality and fit with CACCN's Mission/Vision and Conference Educational Objectives<sup>1</sup>. Decisions of the Canadian Critical Care Nursing Conference Local Operations Committee will be final.

### IMPORTANT INFORMATION

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Abstracts must be original and not previously published.

Complete all required information in the abstract submission module or your abstract may not be considered.

Word limitations exist for each section. Please be succinct and concise.

Upon completion of the submission, an ID# will be assigned and an automatic acknowledgement of successful submission will be emailed.

Submissions may be revised up to the closing date of the Call for Abstracts.

After the submission is accepted, presenters must enter **all additional author** information. Co-Authors/Co-Presenters cannot be added after the abstract submission system closes.

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## IMPORTANT INFORMATION AND REQUIRED ABSTRACT COMPONENTS

### IDENTIFYING INFORMATION

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Abstracts will be **blind peer-reviewed** for relevance, quality and fit with CACCN's mission/vision and conference educational objectives.

#### REMOVE ALL IDENTIFYING INFORMATION



#### NOTE

This includes author names, organizations, affiliations, cities, provinces, countries, and other information that could identify the abstract. Ensure no identifying information is included in the abstract title, session description, learning outcomes, abstract, and references. ***Abstracts containing identifying information may be removed from the blinded review process and may not be considered for presentation.***

### LANGUAGE

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Abstracts may be submitted in **English** or **French**. You must clearly identify at the time of submission which language your presentation will be offered.

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<sup>1</sup> The Conference Education and Evaluation Committee is committed to providing a quality, relevant and scientifically rigorous educational product to its members and associate delegates. The committee recognizes the role the Canadian Critical Care Nursing Conference plays in maintaining the educational requirement for current critical care nurses and in developing the next generation of critical care nurses. The committee is tasked with providing opportunities to nurture the academic growth of conference delegates.

## **PRIMARY AUTHOR**

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All correspondence will be with the PRIMARY author ONLY. Please ensure your email address is correctly entered and this individual is, upon notification of acceptance of the abstract, responsible for notifying all co-authors.

## **ABSTRACT ACCEPTANCE**

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Abstract acceptance will be communicated to the Primary Author. The Primary Author must communicate acceptance of abstract presentation within 10 days of notification by the Conference Committee.

## **PRESENTERS**

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It is presumed the **Primary Author will present the abstract**. Any variation from this will require approval by the Conference Committee.

## **CONFERENCE REGISTRATION FEES**

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It is understood if the abstract is accepted for presentation, the Presenting Author is required to **register** and **pay appropriate registration fees** for the conference.

## **AUTHOR / PRESENTER INFORMATION**

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The following information is required for **ALL** authors/presenters at the time of submission. Following the submission of the abstract you will be requested to add the author information.

- First, Last Name
- Credentials
- Full Address
- Telephone / Cell Phone Number
- Email
- Biography (**maximum 200 words**)

## **ABSTRACT TITLE**

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**(Maximum: 50 words)**

- Provide a clear, concise, and creative title for your presentation.
- The title should draw in the audience you think would most benefit from your presentation.
- Capitalize only the first word in the title, any word after a colon and any proper nouns and end with a period.



**Sample 1:**  
Wounded from the moral distress of a work-related critical incident.

**Sample 2:**  
Building burn care competency in intensive care: A case study.

## KEY WORDS

(Maximum: 5 keywords)

- Keywords are key ideas and words that define what your content is about.
- i.e.: Title: Proportional-Assist Ventilation (PAV)—another tool in the weaning toolbox;  
**Keywords:** Ventilation, PAV, Tools, Weaning

## PRESENTATION TYPE

There are currently **three (3) types of ORAL presentations** and **two (2) types of POSTER presentations**. The Dynamics of Critical Care™ Local Operations Committee, reserves the right to make the **final decision** for determination of session type. Types / length of presentations are subject to change.

ORAL	Total Time Allotted	Description
<b>Fast and Focused</b>	<b>45 minutes</b> (5-10 min Q&A)	Designed to speak to a well-defined, singular topic
<b>Concurrent</b>	<b>60 minutes</b> (5-10 min Q&A)	Designed to deliver a more in-depth presentation about a topic or topics.
<b>Mastery</b>	<b>120 minutes</b> (5-10 min Q&A)	Designed to provide a more in-depth, detailed exploration of topic areas and may involve lecture, workshop, and hands-on activities. Sessions should allow for question/answer periods from the audience.

POSTER	Description
	These presentations are mounted on a poster board. Final presentations may be up to a maximum size of 3' 9" wide by 7' 7" long.

**Printed**

Poster presenters must be available during the reception, breaks and lunches to respond to inquiries/questions about their poster.

## EDUCATIONAL STREAMS

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Select the educational stream that best fits your presentation:

- Clinical Practice
- Education
- Leadership
- Quality
- Research
- Other - please provide the proposed educational stream - Maximum **3 words**

## LEARNING LEVEL

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Identify the **level of learning** that your presentation is geared towards. There are four levels for consideration at Dynamics:

- **Novice:** Content is focused on delegates with limited exposure to the topic area(s). These sessions should address fundamental principles and basic concepts.
- **Intermediate:** Content is directed at delegates with a solid understanding of the topic area(s). These sessions should build on the fundamental knowledge and skills and introduced more advanced concepts in the subject area.
- **Proficient:** Content is aimed towards delegates with consolidated theoretical and practical knowledge and skills in the topic area(s). These sessions should address advanced concepts and complex application of knowledge in the subject area.
- **Applicable to All:** Content is applicable to all Critical Care Nurses/high acuity health care professionals.

### NOTE

*The learning level assigned for each session is to help delegates choose presentations that can best facilitate achieving their individual learning objectives. However, delegates may choose to attend any session at any level.*

## AGE-SPECIFIC POPULATION

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Please select the population of focus for your session.

- Neonatal
- Paediatric
- Adult
- All Ages

### **SESSION DESCRIPTION**

**(Maximum: 100 words)**

Describe the **most valuable information** that you will convey in a clear and concise two (2) to three (3) sentence statement. The purpose statement provides an overall summary of your key message(s).

The session description **will be published** in the conference electronic brochure to assist delegates with session selections.

Include a brief paragraph describing your proposed session, including identification of the main topic(s) or issues(s) that you will address.

Session descriptions should be creative, engaging, and identify all the essential components of your proposed session.

#### **NOTE**

**Do not use** bullet points or numbering and **do not include** citations/references in the session description.



**Sample: This purpose of this session is to introduce nurses to proportional-assist ventilation (PAV) as an advanced mode of ventilation used in the prevention of patient-ventilator desynchrony and liberation of patients from prolonged mechanical ventilation**

### **PRE-REQUISITE**

**(Maximum: 50 words)**

Please list all pre-requisite knowledge and/or skills required by the delegates.

This will allow delegates to select sessions most applicable to their individual learning goals and needs. For example, it is beneficial to have a basic understanding of the pulmonary artery (Swan-Ganz) catheter before attending a session on "Advanced Hemodynamics."

Pre-requisite knowledge or skill is helpful; however, it is **NOT** a mandatory requirement for attendance to the session. Delegates may choose to attend (at their discretion) any session, any level of session, or any session regardless of the level or identified pre-requisites.

**LEARNING OUTCOMES****(Maximum: 25 words per outcome)**

Provide a **minimum** of **two (2)** and a **maximum** of **five (5)** learning objectives for your session/poster. What do you want your audience to leave your session knowing or learning?

The 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.



**Sample:** By the end of this session, attendees will be able to:

1. Describe the features of the toxidrome related to CCBs/BBs
2. Describe the mechanism of action of insulin in general, and as well as how it relates to HIET therapy
3. Identify how to safely utilize HIET in a clinical context with respect to bedside management and safety

**ABSTRACT****(Maximum: 250 words)**

**This is the most important part of the submission for the review process.**

From your abstract, the Canadian Critical Care Nursing Conference Local Operations Committee **must be able to fully envision** what you are presenting and how you intend to convey the information to the audience (i.e., theoretical review, case study, audience polling, etc.).

**NOTE****Do not use / include:**

- Bullet points or numbering.
- References/citations in the body of the abstract.
- Figures, tables, graphs, photos.

**ABSTRACT SUBMISSION HELPFUL HINT**

We strongly recommend a thorough review of your abstract for readability, spelling, and grammar (have a colleague or friend review for you prior to submission). Keep an electronic **and** hard (paper) copy of your abstract.

**MASTERY SESSIONS – ADDITIONAL INFORMATION**

If your presentation submission is for a **Mastery Session (120 minutes)**, provide the following information in a **word document uploaded** to the system:

- Participant Engagement Strategies
- Participant Pre-requisite knowledge or skill

- Audio Visual Requirements
- Venue Requirements (room set up)
- Sponsor Participation - *sponsors should be prepared to provide a sponsorship fee (\$1,000) to the conference for the session.*

## REFERENCES

References are evidence of rigour in developing a current evidence-based/informed presentation and will provide resources in your topic areas for delegates.

Include a **maximum** of **three (3)** references cited in the **American Psychological Association (APA) 7<sup>th</sup> edition** format.

- References must be provided in a **word document uploaded to the system.**
- It is strongly suggested that, should your abstract be accepted for presentation, presenters have a full and complete list of their up-to-date references for delegates attending their session.

### NOTE

***If you are unable to provide references, or have limited, outdated or no existing literature exists on your topic, you must clearly identify this information at the time of abstract submission.***

***Information must be uploaded in a word document in the Reference section of the submission process.***



### American Psychological Association (APA) 7<sup>th</sup> edition

#### Resources:

1. <https://libguides.uww.edu/apa/format>
2. <https://apastyle.apa.org/blog>
3. <https://apastyle.apa.org/blog/basics-7e-tutorial>
4. [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)
5. <https://www.youtube.com/playlist?list=PL8F43A67F38DE3D5D>
6. [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/documents/APA%20Poster%2010.22.12.png](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/documents/APA%20Poster%2010.22.12.png)

## REMINDER – IDENTIFYING INFORMATION

**REMOVE ALL IDENTIFYING INFORMATION:** This includes author names, organizations, affiliations, cities, provinces, countries, and other information that could identify the abstract. Ensure no identifying information is included in the abstract title, session description, learning outcomes, abstract, and references.



**Abstracts containing identifying information may be removed from the blinded review process and may not be considered for presentation.**

## **AUTHOR ABSTRACT AGREEMENT AND ACCEPTANCE**

The first / submitting author must accept the Author Abstract Agreement and Acceptance information for all authors – review the information carefully.

Conference Author Abstract Agreement and Acceptance Information

All authors will be required to accept the Author Abstract Agreement and Acceptance information. The listed author(s), submit this abstract for presentation consideration to CACCN / CCCNC and confirm the following:

**Abstract Submission:** Submission of the abstract indicates acceptance of and compliance with the guidelines outlined in the Call for Abstracts document and the submission guidelines located on the CACCN website under Abstract Submission. Failure to adhere to these guidelines may result in rejection of the abstract from the review process:

1. The author(s) is submitting an abstract that is "print-ready" for publication should the abstract be accepted.
2. Abstract revisions will not be accepted once the abstract submission process closes.
3. The author(s) is submitting the abstract with references in the required APA format 7th or an explanation as to why references have not been submitted.
4. The author understands the CCCNC Local Operations Committee may determine references are required.

**Abstract Publication:** Abstracts may be published in Canadian Journal of Critical Care Nursing™, Summer Issue or a special Conference publication. Abstracts will be published in the form and manner submitted through the CACCN/ CCCNC Abstract Submission.

The authors of accepted abstracts are required to agree to the copyright transfer acceptance noted below before submitting an abstract. Abstracts that have not been accepted for presentation will not be printed.

**Copyright Transfer Agreement:** The author(s) affirm and agree that:

1. The material presented in the abstract is original material and it does not infringe on the copyright or other proprietary rights of another party.
2. The abstract has not been published at any time prior to the abstract submission through CCCNC conference.
3. The abstract will not be submitted/published at any time within six months after the CCCNC conference **without approval** from the CACCN National Office. This includes presentations at CACCN Chapter Events.
4. The author(s) has/have participated sufficiently in developing the work presented in the abstract to take public responsibility for the content.
5. The first author is obligated to ensure the above noted information is correct for all authors listed on the abstract submission, and

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6. The author(s) grant permission for CACCN / CCCNC to publish the abstract in CACCN / CCCNC conference materials, the Canadian Journal of Critical Care Nursing™ (CJCCN), a special conference publication and/or in any electronic format, via internet.

**Presentation:** The author(s) are expected:

1. To be available to present the ORAL abstract on one of the three conference days, and/or to have the POSTER or colour photocopies of the poster presentation (if unable to register/attend for all three days) available for the three days of the conference.
2. The author(s) understand, CACCN / CCCNC does not return posters left on poster boards at the end of the conference.

**Tuition Discount Coupons:** CACCN provides a complimentary one-day tuition coupon for one presenter per accepted abstract (approx. value \$220). The following conditions apply:

1. Tuition coupons are abstract specific.
2. May be used by **any one** author listed on the **ORIGINAL** abstract submission.
3. ALL presenters must register for the conference, minimally - the day of the presentation.
4. Travel, accommodations, etc. are not provided.

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#### **Withdrawal of an Accepted Abstract**

Notification of withdrawal/cancellation of an accepted abstract must be provided in writing to CACCN National Office [caccn@caccn.ca](mailto:caccn@caccn.ca) by June 30.

#### **QUESTIONS?**

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Contact CACCN National Office  
Email [caccn@caccn.ca](mailto:caccn@caccn.ca)  
Toll free 866-477-9077  
Direct dial 519-207-7007