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Submission Statement

The Diabetes Canada and CSEM Scientific Program Committees invite abstract submissions for consideration with the understanding that if you are accepted to present your abstract, you will be expected to travel to the conference.

Abstract Submission Categories

When considering your submission, all diabetes mellitus abstracts are to be submitted under Diabetes Canada and all other endocrinology and metabolism topics, excluding diabetes mellitus, are to be submitted under the CSEM.

Diabetes Canada	CSEM
<p>Clinical Care & Education Stream: <u>Health-Care Delivery:</u> innovative methods or approaches for improving health-care of patients with diabetes/endocrine conditions <u>Education:</u> new or improved approaches and techniques for teaching and learning on endocrine/diabetes topics</p>	<p>General Stream: <u>Basic Research:</u> basic physiological or molecular biological research (e.g. using cell cultures or animal models) <u>Clinical Research:</u> diabetes research focused on specific disease states (e.g. evaluation of diagnostic techniques or therapies) <u>Quality Improvement*:</u> systematic analysis of practice and performance improvements related to endocrine/diabetes care and management</p>
<p>Science Stream: <u>Basic Research:</u> basic physiological or molecular biological research (e.g. using cell cultures or animal models) <u>Clinical Research:</u> diabetes research focused on specific disease states (e.g. evaluation of diagnostic techniques or therapies)</p>	<p>Resident Stream: <u>Clinical Vignette:</u> an interesting case for oral or poster presentation (for clinical trainees) <u>Research Project:</u> an overview of a proposed or in-progress basic science or translational research project for poster presentation (for research trainees, including PhD candidates)</p>
<p>Indigenous Science and Content Stream: Clinical or scientific research with an Indigenous focus on Diabetes related topics; Indigenous knowledge/lived experience</p>	

*Resident Quality Improvement or research projects that have been completed should preferably be submitted to the CSEM general stream of the Diabetes Canada/CSEM Professional Conference for oral or poster presentation.

Case Series

Case series may be submitted and selected based on the originality of report, adequacy of data, and clarity of exposition are the determinants in the selection of case series. These should be as informative as possible using the following format:

- Introduction: This consists of one or two sentences to describe the context of the case.
- Case presentation: Several sentences to describe the history and results.
- Management and Outcome: Simply describe the course of the patient's journey. Where possible, refer to any outcome measures you used to objectively demonstrate how the patient's condition evolved through the management. Include any strategies used to facilitate self-management education and support.

Chosen case series submissions can be presented as an oral or poster session at the conference.

Authorship Requirements

Abstracts MUST be written and submitted independently by physicians, researchers, or health-care professionals, Indigenous scholars, or patient partners unaffiliated with commercial entities. There is no limit to the number of abstracts an author may submit; however, an author may only serve as a presenting author on two submissions. Author role choices are submitting, first, presenting and co-author; when submitting, please check off all author roles that apply. It is the author's responsibility to designate a separate presenter for scheduling conflicts that may arise due to multiple submissions. If accepted, the presenter must be a co-author listed on the abstract at the time of submission. The author listed first in the author block is referred to as the first author and does not have to serve as the presenting author. The submitting author can also assume other author roles, and will receive all notifications of abstract status. Should the submitting author prefer, a different email address for the purpose of communications may be submitted for abstract correspondence and notification of abstract status. Correspondence will be directed to the designated author only. Diabetes Canada/CSEM will not communicate with medical education firms or industry representatives regarding abstract submissions.

Industry Authorship

Abstracts MUST be written and submitted independently by physicians, researchers, or health-care professionals, Indigenous scholars, or patient partners unaffiliated with commercial entities. Research funded by industry that has been approved by a Research Ethics Board, and for which the principal investigator/principal author is not an employee of the funding company, will be accepted for review. Industry support must be declared as per the DC/CSEM Conflict of Interest Policy. Industry support may be recognized with a statement of acknowledgement as per [The National Standard for Support of Accredited CPD Activities](#); industry logos and branding are not permitted in presentations. Sample recognition statement, "This research/program/project has received an educational grant or in-kind support from (names of funding organizations)". Abstracts deemed to contain commercial content, commercial products, or service-related advertisements or opinions lacking rigorous scientific data will be rejected.

Submission Fees & Deadlines

General Stream

Diabetes Canada/CSEM is offering an early bird rate of \$25 for each general stream submission until May 21, 2024. After May 21, a fee of \$45 will apply for each general stream submission.

CSEM Resident Stream

Residents are offered the early bird rate of \$25 for each submission.

GENERAL STREAM DEADLINE: Monday, June 17, 2024, by 11:59 p.m. EDT. No Exceptions.

RESIDENT STREAM DEADLINE: Monday, September 16, 2024, by 11:59 p.m. EDT. No Exceptions.

The submission fees are non-refundable. Payment must be made by credit card. Major credit cards (American Express®, Visa® and MasterCard®) will be accepted for the secured online payment. The abstract will not be considered if the fee has not been paid by the submission deadline.

Registration must be done separately; the abstract submission fee does NOT include registration for the conference. Expenses associated with the submission and presentation of the abstract are not the responsibility of the Diabetes Canada/CSEM Professional Conference.

Character Count & Writing Standards

Abstracts are limited to 250 words, not including spaces. The abstract title, body, and tables count toward the word limit. Abstracts can have a maximum of two tables and/or images. Graphs and tables must be simple and easily interpreted. They also must be of high enough resolution for printing on a large poster format.

Abstracts are published as submitted. Please proofread your work carefully to avoid errors.

All abstracts must be written in English with accurate grammar and spelling. Abstracts **WILL NOT** be edited by Diabetes Canada/CSEM Professional Conference staff. Typographical and grammatical errors will appear as submitted. Revisions or corrections to abstracts will not be permitted once abstracts are accepted.

Abstracts must adhere to the following format:

- The first letter of major words in the title should be capitalized.
- Author(s) first name and last name should be listed in all caps. Authors with multiple abstracts should list their names the same way on all abstracts.
- The use of standard abbreviations is required. Examples include kg, g, mg, mL, L, meq, m, mmol/L, and %. Abbreviated terms should be expanded at first mention with the abbreviation in parentheses. The abbreviation can then be used throughout the rest of the abstract. Use numerals to indicate numbers, except when beginning sentences.
- Language can have a profound impact on the lives of people with and at risk for diabetes. Inappropriate language has a negative impact on self-efficacy, well-being, and confidence which can seriously undermine experiences with health-care providers and, more broadly, can contribute to diabetes stigma. We encourage you to use language that is consistent with [Diabetes Canada's consensus statement](#). Specifically, we would like to draw your attention to [this table](#) presented in the statement. It outlines phrases and words to avoid using, as well as appropriate replacements to promote and help guide the use of inclusive, equitable, and value-based language in diabetes clinical practice, health-care, and

research settings. We hope that greater attention to the language used when speaking of diabetes will contribute to enhancing public understanding of diabetes and its complications, decreasing the stigma, stereotypes, and prejudices associated with it.

- Following the [National Standard of Support for Accredited CPD Activities](#), it is required that any description of therapeutic options utilize generic names and not reflect exclusivity and branding.
- Special symbols may be included.
- The Diabetes Canada/CSEM Professional Conference Program Committee will consider presentation preferences. An abstract marked as “Only” indicates that the authors do not want the abstract considered for any other type of presentation. If an abstract is marked as “Oral Only” and is not selected for an oral presentation, the committee will not place it in a poster session. Marking an abstract as “Oral Only” will not guarantee its selection for the program.
- All author(s) must complete the conflict disclosure form included on the site.
- If the research presented in the abstract has been supported, in whole or in part, by a grant from Diabetes Canada, please indicate so by checking the appropriate box. Accepted abstracts with Diabetes Canada funding will be highlighted in the conference program. Responses provided to this question will not affect the acceptance of the abstract.

If you have questions about completing the abstract form, please contact Gareth Willows Tribe, Coordinator, Professional Conference at Gareth.WillowsTribe@diabetes.ca.

Abstract Review Criteria

Please note, only completed abstracts will be accepted. Abstracts will be judged on originality of work, adequacy of data, and clarity of exposition. Please make abstracts as informative as possible, including a brief statement of the purpose of the study, methods, results, and conclusions based on the results. Actual data should be included in the abstract. Statements such as “results to be discussed” or “data will be presented” are not sufficient and will result in rejection of the abstract. Graphs and tables must be simple and easily interpreted. They also must be high resolution for electronic display on a widescreen monitor. The Diabetes Canada/CSEM Professional Conference Program Committee reserves the right to move an abstract that has been inappropriately categorized without notifying the author(s).

Abstract Rejection Criteria

Abstract will be rejected if:

- Abstract did not conform to instructions.
- Abstract lacks data or includes inconsistent/ambiguous data.
- Abstract is not well-organized, information is dated, the importance of the topic is not clear, discussion of study results is vague, or conclusion is not supportable based on the data presented.
- Clinical research did not abide by the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#)
- Abstracts deemed to contain commercial content, commercial products, or service-related advertisements or opinions lacking rigorous scientific data will be rejected.

Abstract Review Decisions

The final decision with respect to selection, programming, and/or publication of any abstract will be made by the Diabetes Canada/CSEM Professional Conference Program Committee. Decisions and instructions will be sent by email to the submitter/presenting author in **mid-July 2024**.

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Submission Methods

Abstract submissions are uploaded through the [Conference Management System](#) website. The abstract submission process involves successfully completing a series of tasks:

- Author Information
- Abstract Details
- Conflict of Interest Disclosure
- Payment

Authors of successfully submitted abstracts will receive an acknowledging email of receipt. If you do not receive confirmation within 48 hours after completing your submission, please email Gareth Willows Tribe at Gareth.WillowsTribe@diabetes.ca.

Changes to General Stream abstracts can be made before the **June 17, 2024, deadline** while changes to Resident Stream abstracts can be made before the **September 16, 2024, deadline**. A link to your profile will be posted in your submission confirmation email.

Presentation Formats

Accepted abstracts will be awarded an oral or poster presentation decision. Presenters are expected to attend the conference in entirety.

Oral Presentations

Oral presentations will be given a total of 10 minutes; 7-minutes for presentation and 3-minutes for question and answer. Presenting authors are expected to attend the conference in-person. Presentation information including tasks, dates and times will be shared by email.

Poster Presentations

All selected posters will be assigned a 15-minute presentation timeslot; 5-minutes for presentation, 5-minutes for question and answer, and 5-minutes to wrap up for the next scheduled presentation. Presenting authors are expected to attend the conference in-person and present their poster at the scheduled time. All poster presenters will be assigned a date and time to present during Research Hour⁺ on Thursday, November 21 and Friday, November 22 from 11:45 AM – 13:15 PM AT. CSEM trainees who apply for an award will present in front of a judge during Research Hour. Presentations will be displayed in the Electronic Poster (ePoster) Gallery for the duration of the conference both in-person, through the conference app, and website. Posters must consist of a one-page PDF and 5-minute narrated slide presentation describing your poster. Presentation information including tasks, dates and times will be shared by email. Presenters must accept their scheduled time; changes may be considered upon request in special circumstances only.

Awards

Diabetes Canada Professional Conference Abstract Travel Award (Optional Application)

The Diabetes Canada/CSEM Professional Conference Abstract Travel Award encourages outstanding research conducted in Canada by diabetes educators and scientific trainees in the field of diabetes and other endocrine disorders. Awards consist of a Travel Voucher up to a maximum of CAD \$500, to be provided upon receipt of original receipts for travel, accommodation, and registration expenses. Awards will be based on highest abstract rating scores.

Prospective applicants will be considered for an award if:

- All the eligibility requirements outlined below are met.
- The Travel Award section of the online abstract submission form has been completed.
- The box has been checked, indicating that the abstract should be considered for an Abstract Travel Award.

Eligibility:

- The Abstract Travel Award will be awarded for research conducted by a Canadian citizen or landed immigrant in the field of diabetes or other endocrine disorders at a Canadian institution.
- The applicant must be the first author on the abstract submitted for review and must be prepared to present the work should it be accepted for presentation.
- All applicants or their supervisors must be current members of the Diabetes Canada Professional Section or CSEM.

Only trainees (graduate students or postdoctoral fellows) training with a member of the Diabetes Canada Professional Section will be eligible for review by the Diabetes Canada Professional Section. Supervisors must agree to supplement the trainee's travel if the abstract wins and must sign the application agreeing to these commitments.

CSEM Abstract Trainee Awards and Resident Travel Grants

Awards

CSEM recognizes member trainees who have received the highest ranking oral or poster presentation, as decided by a Judge at an assigned presentation time during Research Hour. The prestigious awards are the [Dr. Sonia Salisbury Resident Clinical Vignette Award](#), the [Dr. John Dupré Award](#), the [Dr. Charles Hollenberg Award](#), and the [Quality Improvement Award](#), which is open to PGY-6 endocrine residents submitting completed research.

Eligibility:

PhD candidates, Internal Medicine Residents (PGY1-3) and Endocrine Residents (PGY4-6) who are enrolled in an accredited Canadian Training Program can select to be considered for a CSEM Trainee Award.

Travel Grant

CSEM offers a modest stipend intended to help offset travel and accommodation expenses in support of Resident members who are presenting an abstract at the Diabetes Canada/CSEM Professional Conference and participating in the Annual Residents' Day Review Course.

Conditions and Eligibility:

- You must be registered for the 2024 Professional Conference as well as Residents' Day.
- Your abstract is accepted for presentation at the 2024 Diabetes Canada/CSEM Professional Conference.
- The presenting author is identified as a trainee and credentials provided from the abstract submission platform.
- The presenting author agrees to be considered for the above-mentioned awards by clicking a checkbox on the abstract submission platform.
- Presenting author must be a CSEM Resident or Research Associate (PGY4-5) or a Student of CSEM (PGY1-3) Member (Free to Join: <https://csem.wildapricot.org>).

All abstract submissions must conform to the abstract guidelines.

Policies

Encore Presentations

Abstracts submissions must not have been published as a manuscript or an abstract prior to the Diabetes Canada/CSEM Professional Conference (November 20-23, 2024). Abstracts accepted for presentation, but not publication, at other national and international conferences in 2024 may be submitted to the 2024 Diabetes Canada/CSEM Professional Conference for consideration. You must:

- Indicate the submission as an encore presentation.
- Include the name of the meeting and date on which the paper was originally presented.

Please note, encore presentation submissions will be screened under the same criteria as other contributed papers.

Embargo Policy

Diabetes Canada's embargo policy for submitted abstracts for the Canadian Journal of Diabetes (CJD):

- Accepted abstracts for CJD may not be published, broadcasted, posted online, or placed in the public domain before the embargo date and time. In 2024, all accepted abstracts are embargoed until the posted embargo date and time.
- Abstract authors can present the findings of their submitted papers with experts for comment and at professional meetings to colleagues but should be clearly identified as embargoed and include the embargo date and time. It is the responsibility of the authors to ensure embargo policies are honoured by third parties. Should an author be planning to make such a presentation, we ask the author to inform Diabetes Canada of those intentions.

- The press may not distribute embargoed materials in the public domain before the embargo date. However, embargoed materials may be distributed to the media by press officers up to seven days before the embargo date. Press releases must be clearly identified as embargoed and must include the embargo date and time. It is the press officer's responsibility to ensure embargo policies are honoured by third parties.
- Participation in news conferences is open after the posted embargo date and time.

Should you have any questions about the embargo policy, please contact Diabetes Canada's Professional Conference team at professional.conference@diabetes.ca. A full statement of the policy is emailed to authors upon acceptance of their abstract for publication in CJD.