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## Abstract Submission Guidelines

The Canadian Cardiovascular Congress (CCC) is the largest gathering of cardiovascular health professionals and researchers in Canada, drawing participants from across the country and around the globe. The CCC is a unique opportunity for updating and maintaining scientific knowledge through accredited education opportunities, while also providing an ideal forum for networking, and research advancement. We are currently seeking submissions for abstracts for CCC 2019.

Submissions are accepted in the following tracks:

- **ASO:** Atherosclerosis, Basic Vascular
- **CAD General:** Chronic Coronary Artery Disease.
- **CAD ACS & AMI:** ACS, AMI, Critical care for cardiovascular diseases.
- **CSI:** Coronary and Structural Intervention, PCI, Interventional procedures.
- **CONG:** Pediatrics and Congenital Heart Disease.
- **EP:** Electrophysiology, Sudden Cardiac Death, Arrhythmology.
- **EDU:** The process of educational learning and dissemination of knowledge or skills relevant to cardiovascular sciences.
- **HF:** Heart Failure, Heart Function, Cardiomyopathy, Transplant.
- **HTN:** Hypertension.
- **IMAG:** Imaging Techniques, Nuclear Cardiology, MRI, Echo.
- **PREV:** Prevention.
- **PLCY:** Quality improvement, healthcare policy and administration related to cardiovascular sciences.
- **SURG:** Cardiac Surgery and Anesthesia.
- **VASC:** Vascular disease and vascular complications of diabetes and obesity specifically affecting the non-coronary vasculature, such as the cerebral arteries, lower extremity arteries, aorta, or pulmonary arteries.

### Technical Support:

If you have any questions concerning the online submission program or have any difficulties submitting your abstract, please contact:

Email: [abstracts@ccs.ca](mailto:abstracts@ccs.ca)

Phone: 613-569-3407 Ext: 408

Toll free: 877-569-3407 Ext: 408

### Fee:

There is no fee for submitting abstracts for CCC.

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### Submission Deadline:

Abstracts must be received electronically through the online submission system by:

**May 1, 12:00 noon (EDT).**

Faxed, mailed or emailed workshop submissions will not be accepted.

The online submission system will identify your abstract as complete or incomplete. If incomplete, the system will flag the one or more tasks that require attention and completion. Incomplete submissions will not be accepted. The submitter has until the deadline to complete the abstract submission without exception.

### Acceptance Guidelines:

- If you are submitting a related abstract to multiple meetings (including the AHA, ACC and ESC) please ensure that you are fully aware of their submission guidelines and regulations for all meetings.
- Accepted abstracts will be published in a special October supplement of the *Canadian Journal of Cardiology*. Authors whose abstracts are accepted give CCS permission and authority to submit and have published their abstract, without compensation, in the *Canadian Journal of Cardiology*.
- An abstract that will be published as a journal manuscript prior to October 1, cannot be presented at the CCC.
- Submission of an abstract constitutes a commitment by the author(s) as to the integrity of the data and that they agree with the submission.
- Misrepresentation of affiliations, trainee status for the Trainee Research Award, or other information will result in disqualification or withdrawal of the abstract and may affect future abstract acceptance.

### General Formatting Guidelines:

- a) Use standard abbreviations (LV, RBC, mEQ). Place unusual abbreviations in parenthesis after the full word, the first time it appears. Please keep abbreviated terms to a minimum;
- b) Use numerals to indicate numbers except to begin sentences;
- c) Use non-proprietary (generic) names for drugs;
- d) Symbols can be embedded in the abstract body. The CCS will not be responsible for any symbols, graphics, fonts or special characters which do not appear or are lost in translation due to software or hardware incompatibilities with the file submitted.

### Abstract Submission Guidelines:

The word limit for an Abstract Submission is **400 words**. The table and image are not included in the word limit.

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The following section titles will be included in your submission.

- a) **BACKGROUND:** A brief statement of the purpose of the study;
  - b) **METHODS/RESULTS:** A statement of the method(s) of investigation and a summary of the results presented in sufficient detail to support conclusions. One image and one table may be submitted. Images and tables must be added under supporting documents. Ensure that your image is legible once uploaded. If not legible, adjust the quality or format of your image and upload again;
  - c) **CONCLUSION:** A brief statement of results reached – it is not acceptable to state “the results will be discussed”.
- Conflict of Interest Disclosure Statement – For each abstract submitted, a conflict of interest disclosure form identifying commercial relationships must be completed online for each author (prompted by the online submission system). The submitting author is to ensure all conflicts are identified for all authors, and can complete the disclosure on behalf of all authors, but must be done so in consultation with each individual listed. By disclosing any direct or indirect conflicts of interest, the submitter authorizes the Canadian Cardiovascular Society to disclose conflict. Disclosure information for accepted abstracts will be made available upon request.
  - Submission of an abstract constitutes a commitment by the author to present their abstract at CCC.
  - There is no limit to the number of abstracts an individual may submit.
  - If an author’s name appears on more than one abstract, their names must appear identically as that author would enter it. This consistency will streamline the process of facilitating proper indexing in both the CCC app and the CJC Supplement. Do not list authors with initials only.
  - Submitters may return to the online system to edit abstracts, revise information, or delete abstracts at any time before the submission deadline. After the submission deadline, the online submission system will be closed and completed abstracts will be included in the review process.
  - Your abstract, if selected, will be published in print and electronic version as submitted. Please note that the entire Abstract (Background, Method/Results and Conclusion) will be available for viewing in both the printed CJC Supplement, in the online CJC Supplement, in the CCC Event app, as well as the MULTILEARNING App.
  - No change in abstract title, content, and names or order of authors will be accepted after the submission deadline, May 1, 12:00 noon EDT.
  - A submitter should not “split” data to create several abstracts from one. If splitting is judged to have occurred, scores of related abstracts will be reduced.
  - Abstracts containing identical or nearly identical data submitted from the same institution and/or individuals may be disqualified.
  - **Accepted Abstract Withdrawal** - Withdrawal of accepted abstracts must be received at [abstracts@ccs.ca](mailto:abstracts@ccs.ca), no later than July 24 to avoid publication in the *Canadian Journal of Cardiology*.

### Featured Research (FR)

CCS invites abstract submitters to a special Featured Research Session which celebrates excellence in research and education. Three abstracts of the best science will be selected for presentation, moderated by discussants who are leaders in CV research.

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- In addition to a standard abstract submission, a short manuscript (1000 words, including references, plus one page of figures(s)) is a requirement for submission. This manuscript should be uploaded on the Supporting Documents step of the online submission system.
- If the submitter is chosen as a Featured Research presenter, they will be required to prepare an oral presentation, as well as a moderated presentation or an ePoster.
- Accepted Featured Research abstracts will be published in a special October supplement of the *Canadian Journal of Cardiology*. Authors whose abstracts are accepted give CCS permission and authority to submit and have published their abstract, without compensation, in the *Canadian Journal of Cardiology*.

### **Grading and Selection of Abstracts**

Abstract grading is performed by blinded review by a group of experts within a particular field. The review committee is responsible for grouping the abstracts appropriately for their particular specialty or association. Abstracts are selected on the basis of scientific criteria of merit.

Authors are expected to attend CCC to present their abstract. All presenting authors must register for the CCC and are responsible for their own transportation and accommodations to and at the host city. Registration will be open in June at [www.cardiocongress.org](http://www.cardiocongress.org).

**Registration is NOT complimentary.**

### **Notice of Status of Abstract**

All abstracts submitted must comply with these guidelines to be considered for acceptance. Notification of acceptance or rejection of abstracts will be emailed in July. Submitters can also check the status of their submission online through the online submission system in July.

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