

2018 ANNUAL CAHSPR CONFERENCE

HOW RESEARCH INFORMS THE FUTURE  
OF THE CANADIAN HEALTH SYSTEM

MAY 29-31, 2018

HOTEL BONAVENTURE ► MONTREAL



## 2018 CAHSPR Conference Call for Abstracts Guidelines

### Join us in Montreal

CAHSPR's annual conference is Canada's largest gathering of health care policy makers, managers, researchers, students and stakeholders. Held at a different location every year, it is attended by 600+ delegates annually. Don't miss out on the chance to feature your work. [Submit an abstract today!](#)

### Important Dates

**Abstract submission opens:** Thursday, October 26<sup>th</sup>, 2017  
**Abstract submission due:** Friday, January 19, 2018  
**Notification of decisions:** Week of February 12<sup>th</sup>, 2018  
**Registration Opens:** Monday, February 19<sup>th</sup>, 2018  
**Submit online:** [Click here!](#)

### Questions?

If you have any questions about abstracts, please contact:  
Tammy Parent by email at [tammy@f2fe.com](mailto:tammy@f2fe.com)



# Presentation Format

## Oral Presentations

The majority of the CAHSPR Conference is dedicated to presentations of oral format. These sessions are grouped by the Scientific Program Committee into thematically related areas. Each oral presenter will be given **15 minutes** to share their work. Abstracts submitted as oral presentations can subsequently be considered for poster presentations if not accepted for the oral format.

## Poster Presentations

Poster presentations will be on display at the conference. The viewing times and the schedule for the posters will be confirmed after the call for abstracts is completed and presentations are selected. Posters must remain on display for the assigned presentation day.

**Poster sizes should not exceed 45 inches wide. (Poster boards are 8ft tall and 4ft wide with a frame). Posters must be portrait style.**

In an effort to bring more attention to posters at the conference, CAHSPR will once again be having “**rapid fire poster presentations**”. Top ranked poster presenters will be invited to participate in a rapid fire poster session.

## Panel Presentations

A small number of slots will be available for panels that address developing and/or highly topic theme areas. These panels should bring together a group of experts and add significant value over and above individual presentations.

Because the qualifications of individuals involved in special thematic panels are an important part of the value added, panel abstracts **will not be** “blinded” of the presenters’ identities. It is **expected** that all panel participants will be identified and confirmed prior to abstract submission.

**NOTE:** Panel presentations selected from the call for abstracts will be presented during concurrent sessions at the conference. There are limited spaces available for this format.

# Abstract Submission Content Guidelines

The online process will collect contact information for the presenter, sources of funding, and whether the submission represents a student’s project.

## Oral Presentations and Posters

To facilitate peer review, abstracts must be submitted in a structured format comprising four sections:

- Objectives (50-word limit);
- Approach (100-word limit);
- Results (125-word limit);
- Conclusion (50-word limit).

The abstract submitted should not exceed 325 words. You are encouraged to submit abstract based on methods as well as content.

## Panel Abstracts

Panel abstracts will comprise a maximum of 500 words and can be in any format. Each submission should communicate the overall objectives of the panel and the unique contributions made by grouping the (maximum of five) presenters together.

**Please note:** Panel abstracts **will not** be “blinded” of the presenters’ identities.

# Instructions, Guidelines & Important Information

(Please read the information below carefully)

- Each abstract is to be submitted for one of three (3) formats:
  - Oral Presentations
  - Poster Presentations
  - Panel Presentations
- Proposals for presentations of any format (oral, poster, or panel) must identify the presenting author as the main contact. The presenting author information should not be included in the content of the abstract itself.
- All abstracts must be submitted using CAHSPR's online abstract submission process.
- The text should appeal to CAHSPR's interprofessional membership of decision makers, managers, researchers, and trainees.
- All presenters accepted through the abstract submission process and/or presenting at the conference must register for and pay to attend the conference, and are responsible for their own related expenses. In addition, if the accepted presenter invites additional speakers to present with them at the conference, they must also register for and pay to attend the conference. Anyone only attending the conference to present their abstract must register for the conference (one day rate available). Travel and accommodation costs will not be covered. **All presenters must be registered by the early bird deadline for registration.** More details regarding registration as an abstract presenter will be provided upon acceptance of the abstracts for the conference.
- There is no limit to the number of abstracts an author may submit; however, the number of accepted oral presentations are likely to be limited for each presenter. Groups of authors are therefore encouraged to share presenting responsibilities.
- Accepted abstracts will be published in the conference program which will be distributed to the conference delegates and will be made available electronically on the CAHSPR site following the conference.
- **French submissions are encouraged** – presenters are permitted to submit in the language of their choice and to present in the language of their choice.
- Abstract submissions for oral or panel presentations should be for research that is either complete or will be complete by the conference dates. Posters are more appropriate for work in progress, novel ideas, and other things that people wish to present in order to receive feedback from peers.
- Abstracts are to be presented in the format for which they have been accepted.
- Names of authors and organizations must not appear in the text of the abstract (for orals and poster presentations only) to allow for blind peer review. (**Note:** you do not need to “blind” abstracts for panels that would bring together uniquely qualified leaders/experts to discuss a related topic).
- Avoid specialized jargon and undefined abbreviations. Do not include tables, figures, diagrams, footnotes, references, or acknowledgements in the text of the abstract.
- The conference office will aim to meet all reasonable requests for audio-visual equipment, based on the type and duration of the presentation. Upon acceptance, the conference secretariat will confirm audio visual details for your presentation.
- Please be sure to note specific requirements or considerations when submitting your abstract online.
- There will be selected opportunities in the abstract competition for oral presentations by researcher and Aboriginal partners given our desire to encourage health services and policy research relevant for Aboriginal groups. We would encourage researcher/decision maker/Aboriginal partners to co-present posters, where applicable.

## Abstract Areas of Focus

Abstracts submitted for the conference should identify which of the areas of focus below best describe the abstract being submitted.

- Access & Equity  
(including aboriginals, immigrant and other priority populations)
- Cancer
- Chronic Disease Management
- Collaborative Healthcare Improvement Partnerships
- Health Economics/Financing/Funding  
(including cost and economic analysis)
- Health Human Resources
- Health Policy, Healthcare Reform, and Health Accord  
(includes priority setting, politics)
- Health System Performance  
(including quality, safety, efficiency, leadership)
- Home Care, Long Term Care and Aging
- Knowledge Translation & Exchange  
(includes KTE methods)
- Maternal and Child Health
- Mental Health
- Patient Engagement
- Pharmaceutical Policy
- Primary Health Care
- Other

## Methods

Abstracts submitted for the conference should identify which of the methods below best describe the abstract being submitted. When submitting you will also have the ability to identify whether your preference would be for grouping by area of focus or method.

- Data Mining/Big Data Analytics
- Economic Analysis or Evaluation
- Mixed Methods
- Policy Case Study
- Program or Policy Evaluation
- Qualitative Research Methods
- Statistics/ Econometrics
- Survey Research Methods
- Emerging methods (e.g. new developments in observational study design)

## Evaluation Criteria for Oral and Posters

Using a blind review process, the Scientific Committee will review oral and poster abstracts using the following criteria:

- Relevance to health services and policy research
- Importance of topic
- Clarity of the aim(s)/research question
- Appropriateness of methods
- Robustness of results
- Potential impact of the findings or conclusions on health outcomes, practice, programs and/or policy
- Likely interest value

## Evaluation Criteria for Panels

The Scientific Committee will review panel abstracts using the following criteria:

- The clarity of the objective of the presentation;
- The relevance to the conference themes or high priority health system issues
- The quality of the presenters

[Click here](#) to submit your abstract!