CFDR Research Showcase – DC Conference 2020
Late Breaking Abstract Submission Guide

The Canadian Foundation for Dietetic Research (CFDR) will be hosting its annual Research Showcase June June 11th, 12th, and 13th, 2020 at the Dietitians of Canada (DC) Conference in Saskatoon, Saskatchewan.

Accepted abstracts will be Oral ePosters to be presented on Friday, June 12th, 2020. The precise timing of the Oral ePosters will be determined after final scheduling. The ePosters will be on display for the duration of the Conference on the ePoster boards.

Benefits
- This program provides an excellent opportunity for dietitians, and especially for students, to network, to showcase their work to an audience of professionals from across Canada, and to build a network of colleagues.
- All accepted abstracts will be displayed at the Conference on the ePoster boards.
- All accepted abstracts (presented or not) will be posted on the CFDR website.
- Abstracts presented at the Conference will be posted on the Conference mobile app.
- Student authors (or their preceptors) of accepted abstracts are eligible for the Conference Early Bird registration rate (registration must be completed by May 22, 2020 to receive this rate). Non-student authors are offered the regular conference registration rate.

Eligibility
- The Late Breaking Abstracts are primarily for students.
- Presenting Authors are considered students if they are dietetic interns, summer students, undergraduate and graduate students in the field of dietetics and nutrition.
- Dietitians of Canada members as well as non-members (professionals and students) may submit abstracts.
- Only one abstract may be submitted per Presenting Author.
- Presenting Authors may be co-authors on other abstracts, but they may represent only one project.
- Abstracts must represent original work only: abstracts must not have been presented and/or published previously in association with a scientific or professional conference or journal.
- In the case of large and/or multi-faceted projects, it is acceptable to submit a new abstract to report on previously unreported aspects of the project.
- At least one member of the author team must be registered for the Conference, in order for an abstract to be displayed at the Conference. This author is considered the Presenting Author.
- Preceptors may become the Presenting Author for up to three of their students’ abstracts.

Key dates and links
Submission portal opens: February 10, 2020
Submission portal closes: April 6, 2020 at 4 PM EDT
Notification of Committee Decision: May 19, 2020 – Contact CFDR no later than May 21st, 2020 if you have not received notification.
Conference registration: May 22, 2020
Proof of Conference registration: May 25, 2020
Completion of student abstracts: May 25, 2020 at 4 PM EDT
CFDR Abstract information webpage, which includes a sample of the submission form:
http://www.cfdr.ca/sharing/conference.aspx

Abstract Submission Link:
https://www.xcdsystem.com/DC/
Coming by December 16, 2019.

Dietitians of Canada National Conference webpage:
http://dcconference.ca/

PLEASE REVIEW THE INFORMATION BELOW PRIOR TO SUBMITTING YOUR ABSTRACT

ABSTRACT SUBMISSION CRITERIA

- There is **NO** abstract submission fee for **students/trainees**.

- **There is a $25 non-refundable abstract submission fee for the Late Breaking abstracts for professionals.**
  - Payment of the abstract submission fee does not guarantee acceptance of abstract
  - The abstract submission fee is **NOT** your registration fee for the Conference
  - The abstract submission fee must be paid **BEFORE** submitting the abstract
    - by cheque to the CFDR office (see footer for address); OR,
    - by phone call to the DC office to pay by credit card (Contact Teri at 416-642-9304).

*Allow at least **ONE WEEK** for processing of the payment. The receipt/payment confirmation email **must be uploaded** to the abstract submission system.*

- There are two categories of abstracts:
  - Research: these are reports of original research.
  - Experience Sharing: these are reports focusing on current issues or new developments in nutrition or dietetics (e.g., the process used to develop a new program or produce a valid research instrument)

- Abstracts may be submitted in English or French.
- All abstracts will be peer-reviewed (blinded review)
- Reviewers will consider elements (e.g., objective(s), methods), significance, and writing quality.
- The Abstract Review Committee reserves the right to decline any submitted abstract.
- All accepted abstracts will be ~ 2-3 minute Oral ePosters. The precise timing of the Oral ePosters will be determined by CFDR.

**For Professionals**
- The abstract submission **MUST** include results from completed research.
- Professionals submitting Late Breaking abstracts are **NOT** eligible for the Early Bird registration rate after the DC deadline for Early Bird registration.
- The Presenting Author **MUST** be registered for the conference in order for the abstract to be displayed and presented at the Conference.

**For Students**
- Work in progress can be submitted by the Late Breaking deadline.
- Abstracts are required to contain the following at the time of submission:
  - **Introduction**
  - **Objective(s)**
  - **Methods**
Significance to the field of dietetics

Note: **Results and Conclusions** must be incorporated into the final abstract and electronic poster.

- Accepted abstracts for work in progress must be completed and re-submitted by **May 25, 2020 at 4:00 PM EDT**
- The Student Presenting Author OR his/her preceptor **MUST** be registered at the conference in order for the abstract to be displayed and presented at the Conference.
- Students who are Presenting Authors at the conference, must provide email addresses that are **ACTIVE** after the end of the academic year.
- If a student Presenting Author is unable to attend, his/her Advisor/Preceptor will be invited to become Presenting Author on that student's behalf. Contact information for Advisors/Preceptors must be listed on the submission form.
- Preceptors may become Presenting Authors for up to **three** accepted abstracts from their students.
- Presenting Authors who are students or preceptors are eligible for the Conference Early Bird registration rate.

**ABSTRACT WRITING GUIDE AND FORMAT INSTRUCTIONS**

- Please submit your abstract only **once** in order to avoid charges for additional submissions (where applicable).
- You may revise your submission until **April 6, 2020 at 4 PM EDT**.
- **First time users** are required to create a profile before accessing the system.
- **Returning users** are requested to update their account information.

**Presenting Author First Name**

**Presenting Author Last Name**

**Abstract Type** *(research or experience-sharing)*

**Topic Area** *(select one choice from list)*

**Presenting Author Short Bio**

- This field requires the full name, credentials, professional title and short biography of the Presenting Author/Preceptor.
- If the abstract is accepted, the text as written will be appended to the abstract and displayed on the CFDR website and the Conference mobile App.

**Presenting Author’s Email**

**Presenting Author’s Secondary Email (if available)**

**Abstract Title**

- Insert the title in sentence case.
- The first letter after a colon, proper names, and acronyms, may be either in sentence case or in uppercase.

**Format Example:**
Evaluation of tools: Participant satisfaction in Toronto using the Dining Assessment Protocol (DEP)

**Names, Organizational Affiliations, and Locations of all Authors**
The names (first initial + last name), author order, organizational affiliations, cities (province acronyms) of all Authors are to be entered.
- Do not enter credentials.
- Information as written here will be placed with the abstract published/displayed.
- You will be prompted to enter the contact emails for all Co-Authors later in the submission process.

**Format Example:**
B. Smith¹, C. John²
¹Brown Institute, London, ON, ²Green Space University, Edmonton, AB

Tip: Use the X² (superscript) button to format the author number.

**Abstract**

- The abstract must include the 6 sections relevant to your abstract type (research or experience sharing).
- The abstract is text only.
- Tables are not allowed.
- Do not include the names of authors or abstract title here.
- For students' work in progress, include all the section headings with the note 'work in progress' next to the Results and Conclusions or Conclusions and Recommendations sections.
- Do not use the maximum word count for an incomplete abstract.
- The maximum for this field is 300 words.
- Do not insert extra carriage returns between paragraphs.

Reviewers base their decisions on whether to accept an abstract solely on the written information submitted. Chances of having an abstract accepted are increased by the application of a clearly written, precise, informative abstract. If accepted, your abstract becomes the permanent published record of your work. Consider the following when writing the abstract:

- **Does** the abstract describe a research study or experience-sharing project that would be of interest to a wide variety of DC Members?
- **Is** the study or project advancing research and practice by describing new findings, or the development of an innovative program or new educational materials?

**Research Abstracts must** contain the following 6 sections. (For students’ work in progress, include all the section headings with the note 'work in progress' next to the Results and Conclusions sections. Do **not** use the maximum word count for an incomplete abstract).

- **Introduction**
- **Objective(s)**
- **Methods**
- **Results** (This must be a summary of results to support the conclusions)
- **Conclusions** (It is not satisfactory to say "the results will be discussed")
- **Significance (to the field of dietetics)**

*Please include these section headings in your abstract.*

Reviewers also base their scores on the scientific merit, relevance to dietetics/nutrition, validity of results, and summary of results to support the conclusions and original research. Research abstracts are rated from 1-5 (poor–excellent).
Experience-sharing Abstracts must contain the following 6 sections. (For students' work in progress, include all the section headings with the note 'work in progress' next to the Conclusions and Recommendations sections. Do not use the maximum word count for an incomplete abstract).

- Purpose
- Process or summary of content
- Systematic approach used, including supporting information
- Conclusions
- Recommendations
- Significance (to the field of dietetics)

Please include these section headings in your abstract.

Reviewers also base their scores on whether the abstract relates to current issues, new developments and the relevance to dietetics/nutrition. Experience-sharing abstracts are rated from 1-5 (poor–excellent).

The format of a structured abstract can be viewed at the following link:

Research Support

- Enter the name of the source of funding as Funded by xxx/or None.

Original Work

- Abstracts must not have been presented and/or published previously in association with a scientific or professional conference or journal.
- Does this abstract represent original work that has not been published, submitted or accepted for publication elsewhere?

Transfer of Copyright

- This field requires acknowledgement of transfer of copyright.
- Abstracts presented at the conference will be published in the on-line version of the Canadian Journal of Dietetic Practice and Research.
- The publisher of the Journal, Dietitians of Canada (DC), owns the copyright for all materials included in the publication.
- All accepted abstracts will be posted to the Canadian Foundation for Dietetic Research (CFDR) website.
- All authors are required to assign copyright of their published materials to DC and CFDR.
- Assigning copyright to DC and CFDR does not mean you cannot submit a full manuscript with similar content elsewhere.
- By assigning copyright you are providing DC and CFDR with the right to publish your works in the DC's Journal and anywhere else we might choose to publish, including in electronic databases that have access to DC's online Journal and the CFDR website.

You will be asked to confirm the following statement:

Transfer of copyright statement

I confirm that all authors of this abstract hereby transfer all copyright ownership to the Canadian Foundation of Dietetic Research [CFDR] and to Dietitians of Canada [DC]

Co-Authors' Review and Notification
- After selecting the submit button, you will be prompted to add the names of all Co-Authors and their email addresses.
- **You must add all Co-Authors.**
- This step allows each Co-Author to receive a system notification of submission.
- The system notification email will include your contact information and their login information.
- All Co-Authors have **Read only access to the entire submission**, unless you assign a Co-Author to be a presenter.
- Presenters have Read and Write access.

You will be asked to confirm the following statement:

**Statement:** I confirm that all Authors have reviewed this abstract and have consented to this submission. I further agree to provide the email addresses for all Co-Authors in the next step of the submission process so that they may receive the system notification of submission.

**Student**

- Indicate if you are a student (includes dietetic interns, summer students, undergraduate and graduate students in the field of dietetics and nutrition) or not a student.

**Advisors' / Preceptors' Contact Information**

- Provide name, e-mail address, and telephone number or enter N/A if not a student.

**Conference Attendance**

- Indicate whether you or your preceptor will attend the conference if your abstract is accepted.

**Abstract Fee Receipt or Payment Confirmation Email for Professionals**

**Proof of enrollment/attendance for students**

For professionals, this field requires the upload of the abstract fee payment receipt or the payment confirmation email.

For students upload proof of enrollment, a course timetable/schedule, enrollment letter, etc.