



**CANADIAN FOUNDATION FOR DIETETIC RESEARCH
LA FONDATION CANADIENNE DE LA RECHERCHE EN DIETETIQUE**

**CFDR Research Showcase – DC Conference 2020
Early Bird Abstract Submission Guide**

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

The CFDR Research Showcase provides a unique opportunity for authors to present their research orally, either as a ‘Lightning Round’ (10-minute oral presentation within a Conference concurrent session) or as an Oral ePoster (~10-minute oral presentation using the ePoster format). The precise timing of the Oral ePoster presentations will be determined after final scheduling.

Benefits

- The CRDR Research Showcase provides an excellent opportunity for dietitians and students/trainees to showcase their work to an audience of peers from across Canada and to build a network of colleagues.
- Employers are often likely to support the attendance of a presenter.
- Results of the peer review for the Early Bird abstracts will be available in time for abstract authors to take advantage of the Early Bird Conference registration rate.
- Accepted abstracts will be assigned to either: a) ‘Lightning Rounds’ (10-minute Oral ePoster presentations during the DC Conference concurrent sessions over the 3 days of the Conference; or, b) Oral ePoster presentations that will take place on Thursday, June 11th, 2020.
- Accepted Early Bird abstracts that are awarded a 10-minute ‘Lightning Round’ in a concurrent conference session:
 - will be presented with a slide deck prepared by the Presenting Author
 - will be posted on the Conference mobile app
 - will be posted on the CFDR website
 - will be posted in the CFDR Research Room
 - will be published in the Fall 2020 edition of the Canadian Journal of Dietetic Practice and Research (the Journal,) provided that the Presenting Author is present for the ‘Lightning Round’. Proof of Conference registration will be requested.
- Accepted Early Bird abstracts that are awarded an Oral ePoster (precise timing of the Oral ePoster presentation will be determined after acceptance):
 - will be displayed throughout the Conference on the ePoster boards
 - will be presented at the Conference using the ePoster
 - will be posted on the Conference mobile app
 - will be posted on the CFDR website.
 - will be posted in the CFDR Research Room
 - will be published in the Fall 2020 edition of the Journal, provided that the Presenting Author is present at the Conference. Proof of Conference registration will be requested.
- Accepted Early Bird abstracts for which the authors are unable to attend the conference:
 - will be invited to submit ePosters for display at the Conference
 - will be posted on the CFDR website
 - will be posted in the CFDR Research Room

Notes: The DC Conference committee and CFDR will decide which abstracts will be assigned to ‘Lightning Rounds’ within the Conference concurrent sessions or Oral ePosters based on the topic and rating by the Early Bird Abstract Review Committee. All abstracts will undergo blinded peer review. More details on

the presentations will follow once final programming decisions have been made by CFDR and the Conference committee. All decisions of CFDR and the DC Conference committee are final.

Eligibility

- DC members as well as non-members (**professionals and students**) may submit abstracts.
- The abstract submission **MUST** include results from **COMPLETED** research.
- Only **ONE** abstract may be submitted to CFDR for 2020 per Presenting Author.
- Presenting Authors may be co-authors on other abstracts, but they may be Presenting Author on only one abstract.
- 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 a large and/or multi-faceted project, it is acceptable to submit a new abstract to report on previously unreported aspects of the project.
- The Presenting Author must be registered for the Conference in order to present. Proof of registration will be requested.

Key dates and links

Submission portal opens	January 7, 2020
Submission portal closes	February 3, 2020
Notification of Committee Decision	By March 16, 2020 – <i>Contact CFDR no later than March 20, 2020 if you have not received notification.</i>
Early Bird Conference registration deadline	April 22, 2020
Proof of Conference registration	May 1, 2020

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/abstract/index>

Dietitians of Canada National Conference webpage:

<http://dcconference.ca/>

PLEASE REVIEW THE INFORMATION BELOW PRIOR TO SUBMITTING YOUR ABSTRACT

ABSTRACT SUBMISSION CRITERIA

- **There is a \$25 non-refundable abstract submission fee for ALL Early Bird abstracts.**
 - 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: reports of original research; and,
 - Experience Sharing: 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.
- The abstract **MUST** include results from **COMPLETED** research.
- All abstracts will be peer-reviewed (blinded review).
- Reviewers will consider elements (e.g., objectives, methods, results, and conclusions), significance, and writing quality.
- The Abstract Review Committee reserves the right to decline any submitted abstract.
- Presenting Authors **MUST** be registered for the conference in order to present. Proof of registration will be requested.
- All accepted abstracts must be posted to the CFDR Research Room (instructions will be sent with notification of acceptance).

ABSTRACT WRITING GUIDE AND FORMAT INSTRUCTIONS

- Please submit your abstract only **once** in order to avoid charges for additional submissions.
- You may revise your abstract until **February 3, 2020 at 4 PM EST**.
- **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*)

Presentation Preference

- ‘Lightning Round’: 10-minute oral presentation in a Conference concurrent session with slides, or
- Oral ePoster: ~ 10-minute oral presentation using the ePoster, or
- No preference

The DC Conference committee and CFDR will make the final decision about the presentation format.

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.
- If the abstract is accepted, the text as submitted may 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

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 is text only.
- Tables are not allowed.
- The maximum for this field is 300 words.
- Do not insert extra carriage returns between paragraphs.
- Do not include the abstract title, names of authors, or research support here.

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?
- Is it evident that your project has been completed?

Research abstracts must contain the following **6** sections:

- **Introduction**
- **Objectives**
- **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:

- **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:

https://www.nlm.nih.gov/bsd/policy/structured_abstracts.html

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?

You will be asked to confirm that the abstract represents original work.

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.

Abstract Fee Receipt or Payment Confirmation Email

This field requires the upload of the abstract fee payment receipt or the payment confirmation email.

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