



## 45<sup>th</sup> Annual Shields Research Day Abstract Submission Guide

### IMPORTANT DATES

- Call for abstracts Monday, January 29, 2024
- Registration Opens Friday, March 1, 2024
- Deadline for Abstract Submission Friday, March 8, 2024
- Notification of accepted abstract Wednesday, April 3, 2024

### GUIDELINES FOR ABSTRACT SUBMISSIONS

**Please read these guidelines carefully before beginning your application:**

#### General Rules:

1. All trainees affiliated with the Department of Anesthesiology & Pain Medicine are invited to submit abstracts.
2. Faculty members are **not** eligible for abstract submission as primary authors.
3. Research assistants/coordinators are also invited to submit their abstracts, but their work will **only** be considered for a poster presentation.
4. Submitted abstracts should fall into one of four categories: Basic Science, Clinical Science, Education or Quality Improvement
5. Maximum number of abstract submissions per first author: three
6. Maximum one oral presentation and one poster presentation per first author
7. Submitted abstracts must be original and must not have already been published.
8. The first author of the submitted abstract ensures that all co-authors have read and approved the abstract content before submission.
9. Submission of an abstract constitutes a commitment by the first author to present the abstract on Shields Day if it is accepted. However, exceptions can be made in case of illness.

#### Abstract Format:

1. **Abstract title:** It must be concise and in capital letters
2. **Author details:** Include all authors and their affiliations
3. **Abstract Content:** The abstract should not exceed 400 words, excluding tables, figures, and references. It must include:

- a) Data and results related to completed projects or nearly completed projects.

- a. **NOTE:** *study protocols, plans for future research, plans for analysis of existing data without generated results, case reports or clinically challenging cases are **not** eligible for submission.*
  - b) An introduction
  - c) Material and Methods (including a statement of IRB approval/waiver, patient informed consent)
  - d) Results
  - e) Discussion
  - f) Conclusion
  - g) Acknowledgements (if applicable)
  - h) References (maximum of 5)
  - i) Table: only 1 table (in .jpg, .jpeg, .png format) is allowed
  - j) Figure: only 1 figure (in .jpeg format) is allowed
- 5.** No promotional or commercial content is permitted
- 6.** Any off-label use must be clearly indicated in the abstract
- 7.** Generic names of drugs or products should be used only
- 8.** All authors must disclose Conflicts of Interest and/or Financial Disclosures
- 9.** It is recommended that abstracts align according to best practices of Equity, Diversity, and Inclusion (EDI). (E.g., Consider incorporating EDI principles in your research team, methods, etc.)

Follow the steps below to start your abstract submission.

1. Login to the conference portal [Shields Research Day 2024](#)

**Shields Research Day 2024**

**NEW TO EX ORDO?**

Email Address  
albert.einstein@example.com

First Name  
Albert

Last Name  
Einstein

Password  
\*\*\*\*\*

Create Account →

**LOGGED IN PREVIOUSLY?**

Email Address  
marie.curie@example.com

Password  
\*\*\*\*\*

OR

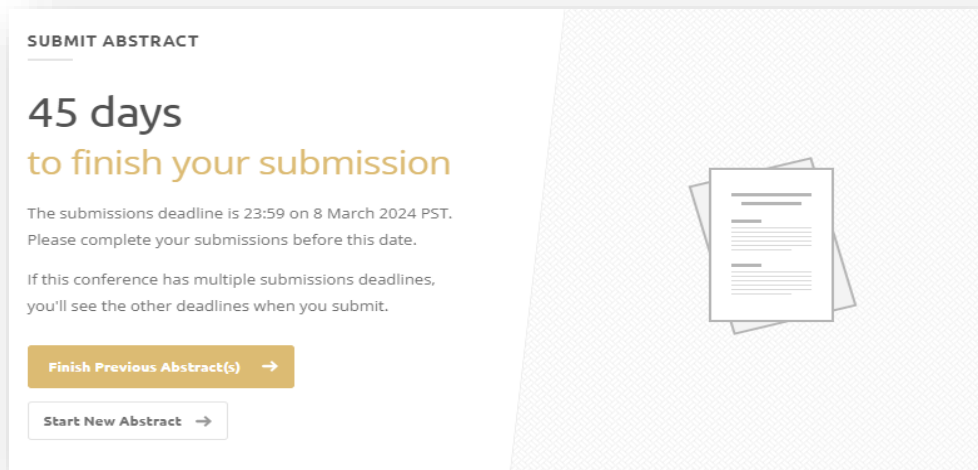
Login → [Forgot your password?](#)

**Ex Ordo**

2. Create a profile in the portal (Ex Ordo)

You can use your hospital or UT email address to create your profile.

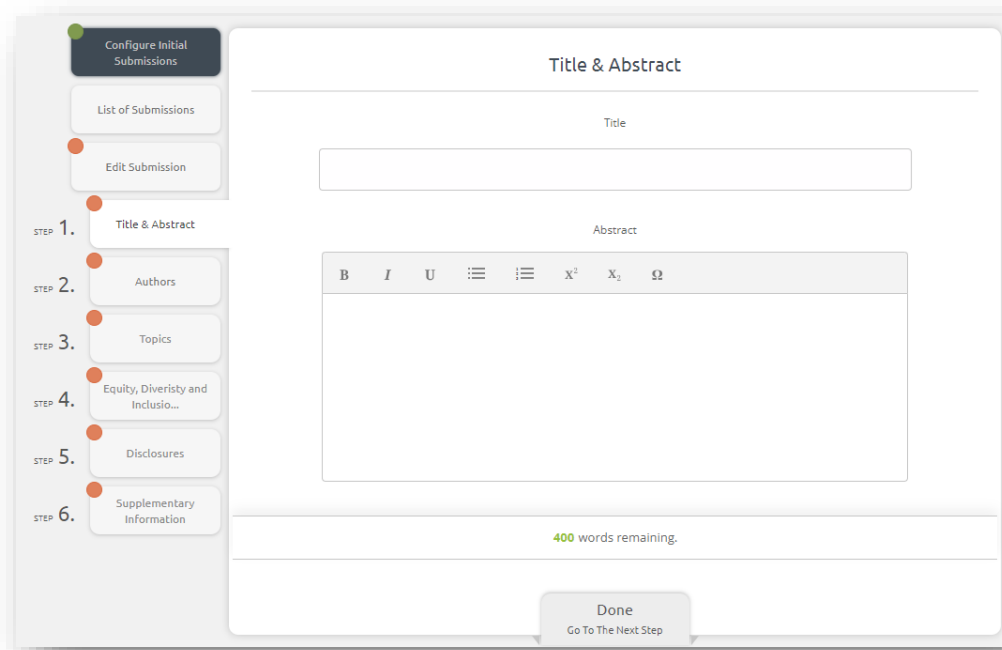
Use the submit card on your main dashboard and select the “Submit Your Abstract Now” button to begin the process.



You will begin your abstract application on the submission workflow page. Follow the instructions on the left side to guide you through the workflow.

An orange circle beside the action item means it is incomplete, while a green circle indicates that the action item is complete. The orange dots will change to green as you complete the steps to submit your abstract.

### Step 1 – Title and Abstract



On the Title & Abstract page, enter your submission title into the first text box and the details of the abstract into the text box beneath. You can copy and paste your abstract into this second box. **There is a**

**400-word limit**, so be concise. The word limit feature will allow you to monitor how many characters you have left for your abstract text. [Learn more about the text editor features.](#)

You will be able to upload one table (in .jpg, .jpeg, .png format) and/or one figure (in .jpeg format) for your abstract on this page.

Once complete, click on **Done: Go to The Next Step**. This will take you to the Authors page.

## Step 2 – Authors

**Authors**

Is this a student submission?

Yes  No

Please nominate all the authors that contributed to this submission below.

Anesthesia@utoronto.ca

**Title**

Mr

**Affiliation**

**Country**

Canada

**Expanded Affiliations**

Please provide more affiliation details if required (ie. labs at hospital sites)

On the Authors page, include all information about the author(s) of the paper. Before beginning this step, ensure you have all authors' full names (including prefixes) and their affiliations (hospital sites).

At the top of the page, complete the question, **Is this a student submission?** Select **Yes** or **No**. The submission portal (Ex Ordo) will automatically assume that you are uploading your paper, and you'll see your name and email address appear here.

**If you are uploading the paper on behalf of someone else, please click on the “I’m not the author” button (highlighted to the right in greyed text). This will remove your name as the author and allow you to input the email address of the author.**

The screenshot shows the 'Authors' page in a submission portal. On the left is a vertical navigation menu with steps 1 through 6. Step 2, 'Authors', is highlighted. The main content area is titled 'Authors' and contains a question 'Is this a student submission?' with 'Yes' selected. Below is a list of authors, with one author 'Chair Anesthesia University of Toronto' listed. This author has 'Corresponding Author' and 'Presenting Author' roles. To the right of the author name are 'Re-order', 'Edit Author', and 'Remove' options. Below the first author is a box labeled '2. Add Another Author'. At the bottom is a 'Done Go To The Next Step' button.

The name of the author and their corresponding affiliation will appear. To add another author, click on the **Add a Second Author** box. Once selected, this option will appear beneath the first author's name and email address.

If one of your co-authors has already registered on the portal, their details will auto-populate once you start typing their email address. Select the appropriate individual to complete this section.

**Authors will receive an automatic receipt via email after the submission has been completed. Please note that no receipts will be emailed after any subsequent edits are made to the submission.**

Once you're happy with your author information, click **Done: Go To The Next Step**. This will take you to the Topics page.

NOTE:

- Only one author can be identified as the “Presenting Author” and/or “Corresponding Author”; however, you may add as many authors as needed to the system to credit their contributions to the project.
- Authors can also be re-arranged in any order you wish using the menu on the right side. To do this, select “Re-order.”

### Step 3 – Topics (Category)

Here, you will decide which category best suits your abstract submission. Only **one** topic is allowed per submission.

The 4 topic categories are:

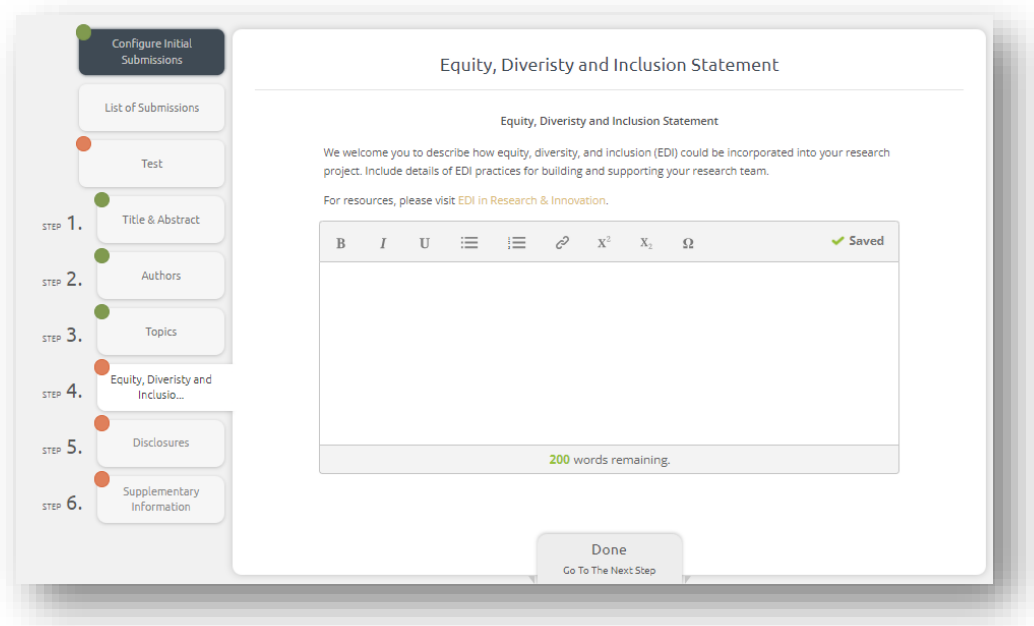
- Basic Science
- Clinical Science
- Education
- Quality Improvement

The screenshot shows a web interface for selecting a topic. On the left is a vertical sidebar with a progress indicator for six steps: 'Configure Initial Submissions', 'List of Submissions', 'Test', 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Topics', 'STEP 4. Equity, Diversity and Inclusio...', 'STEP 5. Disclosures', and 'STEP 6. Supplementary Information'. The 'STEP 3. Topics' step is currently active. The main content area is titled 'Topics' and contains the instruction 'Please choose one topic from the list below.' Below this is a form with a header 'TOPICS' and a count '4 Topics'. The form lists four categories with radio buttons: 'Basic Science', 'Clinical Science', 'Education' (which is selected with a checkmark), and 'Quality Improvement'. At the bottom of the form is a note: 'If none of the topics suit, choose the nearest applicable topic or contact the chair for further advice.' A 'Done' button with the text 'Go To The Next Step' is located at the bottom center of the interface.

### Step 4 – Equity, Diversity, and Inclusion

Please describe how equity, diversity, and inclusion (EDI) could be incorporated into your research project. Include details of EDI practices for building and supporting your research team.

For resources, please visit [EDI in Research & Innovation](#).



## Step 5 – Disclosures

### 5a- Disclosures for off-labels

Here, you indicate if your presentation describes the off-label use of a device, product, or drug that is approved for another purpose.

If you answered YES to the question, you should explain the following details:

1. Please provide the name of the referenced device(s), product(s) or drug(s) and indicate the Health Products and Food Branch status of each.
2. If you indicated that you would be describing an off-label use of a device/product/drug, please describe the off-label use.



**Disclosures**

Disclosures for off-labels \*

Does your presentation describe the off-label use of a device, product, or drug that is approved for another purpose?

Select an Option

Disclosures for off-labels - Yes

If you answered YES to the question above, please answer the following:

- Please provide the name of the referenced device(s), product(s) or drug(s) and indicate the Health Products and Food Branch status of each.
- If you indicated that you will be describing an off-label use of a device/product/drug, please describe the off-label use below

B I U [List Bullets] [List Numbered] [Link] X<sup>2</sup> X<sub>2</sub> Ω

150 words remaining.

## 5b- COI and Financial Disclosure

This section is designed to disclose any relevant financial relationships or conflicts of interest.

If you do have relationships to disclose, indicate the entity the relationship is with and describe the relationship below.

**COI and Financial Disclosure \***

Do you have any relevant financial relationships or conflicts of interest to disclose?

Select an Option

COI and Financial Disclosure - Yes

If you do have relationships to disclose, indicate the entity the relationship is with and describe the relationship below.

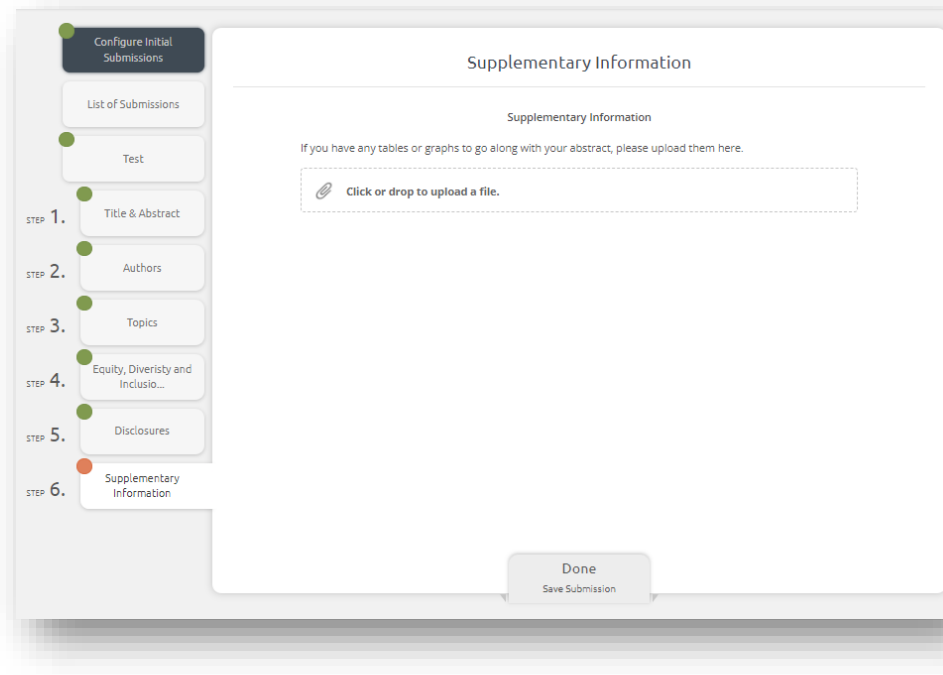
B I U [List Bullets] [List Numbered] [Link] X<sup>2</sup> X<sub>2</sub> Ω

100 words remaining.

Done  
Go To The Next Step

## Step 6 – Supplementary Information

If you have any tables or graphs to go along with your abstract, you will be able to upload them here.

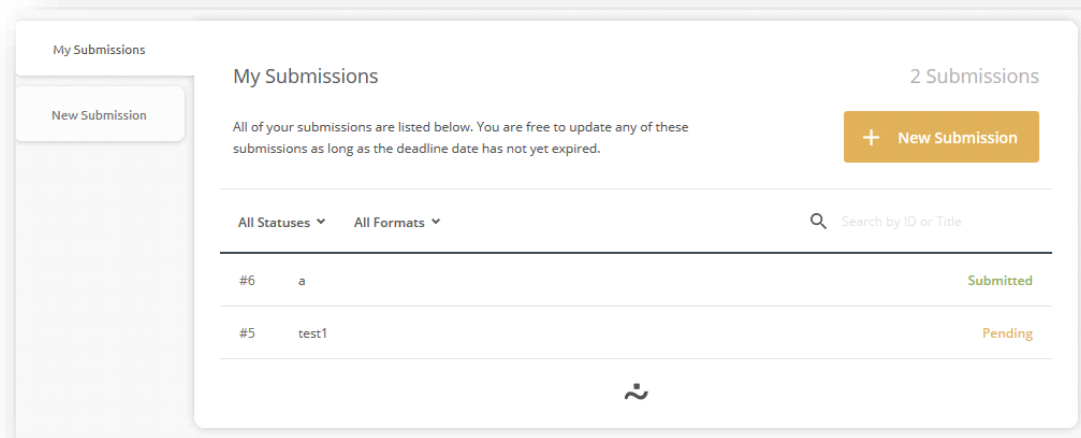


Once you are happy with your submission, select **Done: Save Submission**.

Voilà! Your paper is submitted.

To start another submission, click on the **+ New Submission** button and begin the application process again. Otherwise, you have now completed your abstract submission. The details of which can be found on your dashboard.

You and your listed co-authors will also receive confirmation via an email receipt.



**Please ensure that you complete the steps when submitting the abstract; submissions remain pending until all the steps are completed.**

This can mean that:

- The author has not filled in the Title or Abstract fields.
- No authors are linked to the submission, or some information is missing, such as the author's name, surname, or affiliation.
- There are no topics assigned to the submission.
- The paper was to be uploaded as an attachment and hasn't been uploaded by the author.

If you have any questions or issues with your abstract submission, please email [research.anesthesia@utoronto.ca](mailto:research.anesthesia@utoronto.ca)

Good luck, and we look forward to seeing you at Shields Research Day 2024!