Anesthesiology & Pain Medicine
UNIVERSITY OF TORONTO

Temerty Medicine

43rd Annual Shields Research Day
Abstract Submission Guide

IMPORTANT DATES

- Call for abstracts   Monday, February 28, 2022
- Registration Opens   Monday, March 14, 2022
- Deadline for Abstract Submission   Monday, April 8, 2022
- Abstract Submission Announcement   Friday, April 22, 2022
- Registration Closes   Friday, April 29, 2022

ABSTRACT SUBMISSION

Multiple submissions are allowed. All of your submissions will appear on your dashboard.

All trainees (residents, fellows, and graduate students) affiliated with the Department of Anesthesiology and Pain Medicine are encouraged to submit one or several projects. Research assistants/coordinators are invited to submit their work, which will be considered for poster presentation only. Faculty are <u>not</u> eligible for submission.

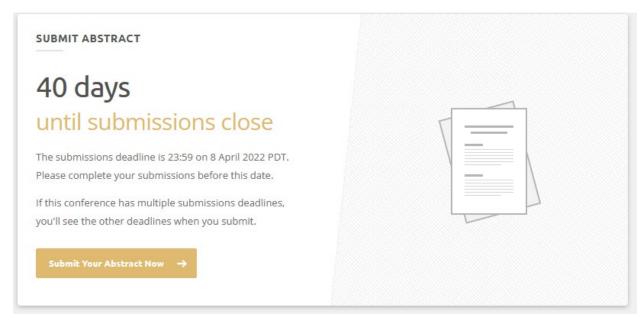Follow the steps below to start your abstract submission.

1. **Login to the conference portal** - https://shieldsday2022.exordo.com/login

2. **Create a profile in the portal (ExOrdo)**

You will be able to use your hospital or UT email address to create your profile. The login details will be the same for all participants.
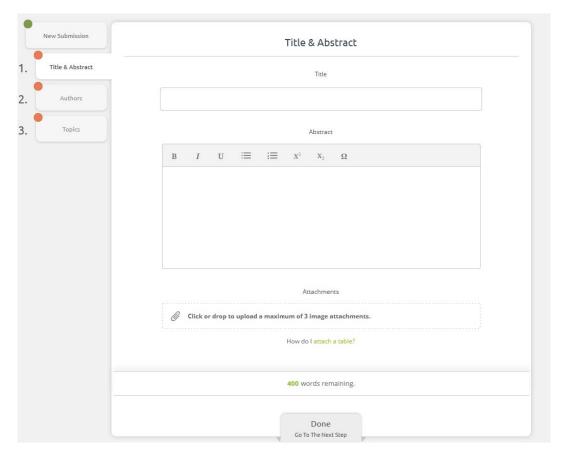
Locate the submit card on your dashboard and select the "Submit Your Abstract Now" button to begin the process.

The submission workflow page is where you start the abstract application. Follow the instructions on the left-hand side to guide you through the workflow. This outlines the upcoming steps and their status.

Red means incomplete and green means complete. The red dots will change to green as you complete the steps to submit your abstract.
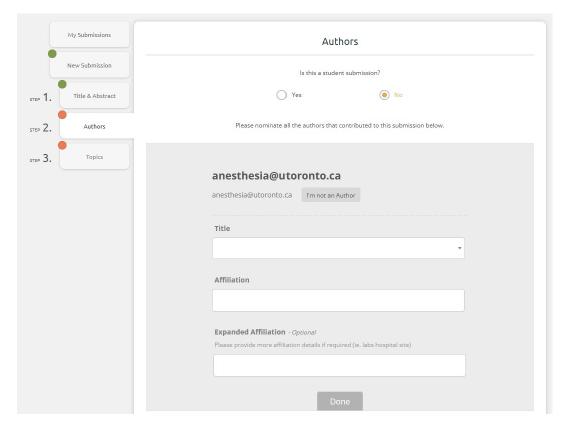
Step 1 – Title and Abstract

In the title and abstract page, type your submission title into the top text box and the details of the abstract into the larger text box at the bottom. You can copy and paste your abstract into this box. There is a 400-word limit, be concise. The word limit will count down the remaining characters for your abstract text. If you would like to use the text editor features, see details here.

You will be able to upload a maximum of 3 images/supplementary information for your abstract. In addition, any tables, charts, or graphs to go with your abstract submission, please upload them on this page.

Once complete, click on **Done: Go To The Next Step**. This will bring you up to the Authors page.
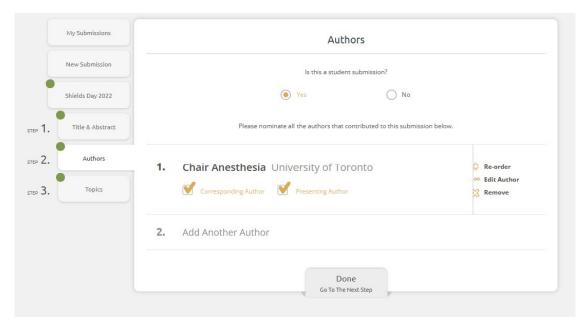
Step 2 – Authors

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 prefix) ready, as well as their affiliation (hospital site).

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 upload the paper on behalf of someone else, please click on the "I'm not the author" section (greyed text). You will then see your name removed as the author and will be asked to enter the email address of the author you would like to add.

The name of the author and their corresponding affiliation will appear. To add another author, click on the **Add a second author** box and that will appear beneath your name and email address.

If one of your co-authors has already signed up to 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 submission receipt after the submission has been completed. No subsequent receipts will be sent after any edits are made to the submission.

Once you're happy with your authors, click on **Done: Go To The Next Step**. This will bring you to the Topics page.
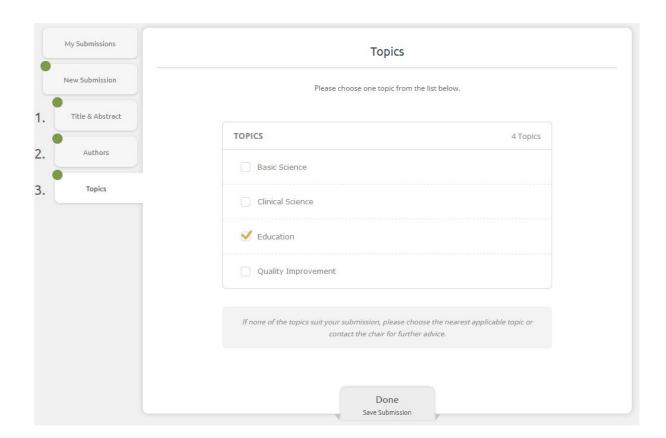
NOTE:
- Only one author can be identified as "Presenting Author" and/or "Corresponding Author"; however, you can add as many authors to the system to credit their work.

- Authors can also be re-arranged in the order you wish using the menu on the right-hand side, select "Re-order".

Step 3 – Topics (Category)

Here you will decide which category best suits your abstract submission. Only <u>one</u> topic is allowed per submission.
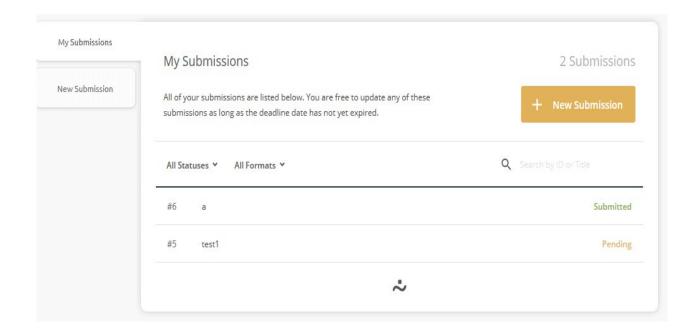
The 4 topic categories are:

- Clinical Science
- Basic Science
- Education
- Quality Improvement

Once you are happy with your submission, click on **Done: Save Submission**. And Voila! Your paper has been submitted.

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

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

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Ensure to complete all the steps when submitting the abstract; submissions remain pending until all the steps are completed. This can mean that:

- The author has not filled the Title or Abstract fields

- There are no authors linked to the submission or some information such as the author's name, surname, or affiliation is missing.

- There are no topics assigned to the submission.

- The paper was supposed 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 anesthesia@utoronto.ca

Good luck, we look forward to seeing you at Shields Day 2022!