Anesthesiology & Pain Medicine
UNIVERSITY OF TORONTO

42ⁿᵈ Annual Shields Research Day
Registration Guide

IMPORTANT DATES

- Call for abstract submission   March 5, 2021
- Deadline for Abstract Submissions **(extended)**   ~~April 1, 2021~~ April 5ᵗʰ, 2021
- Decision of Abstract Submission Announced   April 23, 2021
- Day of event   May 7, 2021

ABSTRACT SUBMISSION

Multiple submissions are allowed; all 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.

To start your abstract submission:

- **Login to the conference portal** - https://shieldsday.exordo.com/

- **Create a profile in the portal (ExOrdo)**

42nd Annual Shields Research Day 2021

NEW TO EX ORDO?

Email Address

albert.einstein@example.com

First Name

Albert

Last Name

Einstein

Password

••••••

Create Account →

OR

LOGGED IN PREVIOUSLY?

Email Address

marie.curie@example.com

Password

••••••

Login →   Forgot your password?

You will be able to use you hospital or UT email address to create your profile. The login details will be the same for all participants.

- Find the submit card on your dashboard and select "Submit Your Abstract Now" button to begin the process.
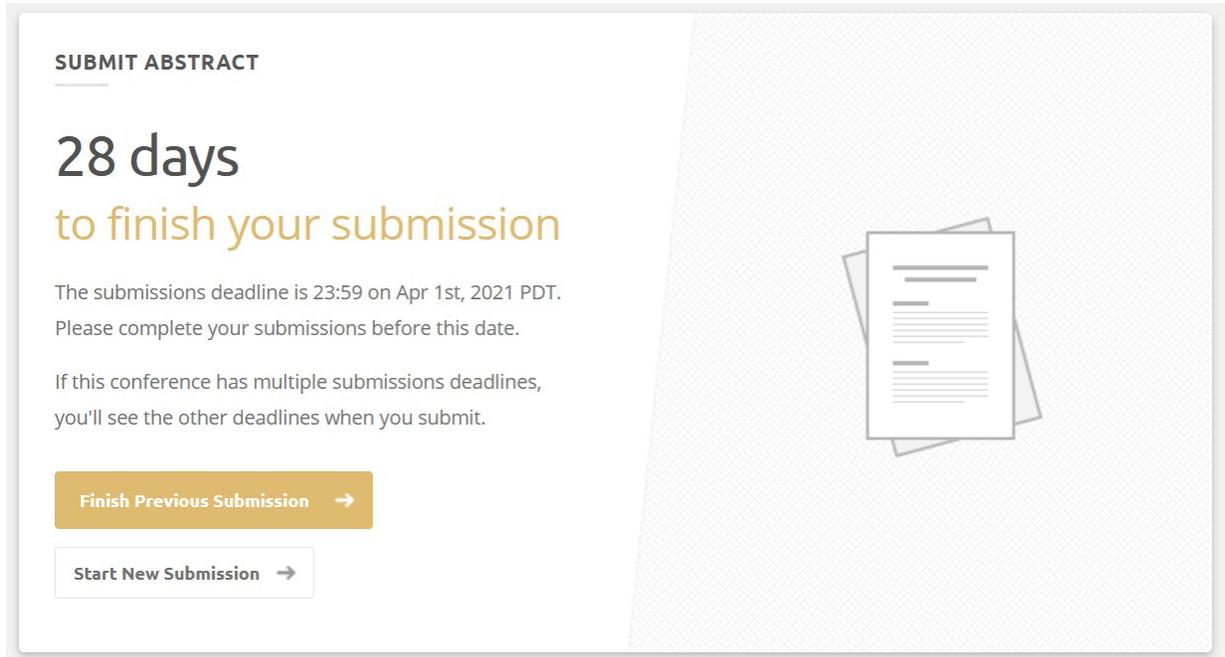
SUBMIT ABSTRACT

28 days
to finish your submission

The submissions deadline is 23:59 on Apr 1st, 2021 PDT. Please complete your submissions before this date.

If this conference has multiple submissions deadlines, you'll see the other deadlines when you submit.

Finish Previous Submission →

Start New Submission →

You will then be brought into the workflow to submit your abstract. Along the left-hand side, you will see all the steps in the workflow. This outlines the upcoming steps and their status. Red means incomplete and green means complete. As you continue through the submission process, you'll begin to see the red dots changing to green, and at the end of this submission process, all of the dots will be colored green.

Step 1 – Title and Abstract

This is the title and abstract page. Here you type your submission title into the top text box and your abstract into the larger text box on the bottom. You can copy and paste your abstract into this box, but you must be under the 400 word limit to be able to progress to the next step.

The abstract text box shows the word limit beneath (400 words), where you can see how many more words you have left before surpassing the limit. If you would like to use the text editor features, see details here.

Once you're happy with your title and abstract, click on **Done: Go To The Next Step**. This will bring you up to the Authors page.

Step 2 – Authors

In this page you will put in all information about the authors of the paper. Before beginning this step, you should have all author's full names (including prefix) ready, as well as their affiliation (hospital site). You may be asked at the top of the page, **Is this a student submission?** Use the blank circle buttons to select **Yes** or **No**. The submission portal (Ex Ordo) will automatically assume that you are uploading your own paper, and you'll see your name and email address appear here.

If you are uploading the paper on behalf 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.

4

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 appear once you start typing their email address, leaving less work for you to do! Just click on the small box that appears below. This will automatically add their details to this paper for you.

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.

Now that the details of all the authors have been added, you can now list the authors as corresponding or presenting authors.

You can have more than one presenting author, but only one corresponding author. Simply click the empty box beside each option to decide. You can also add other authors to the system, as many as you would like to, not deciding about their status.

Authors can also be re-arranged in their order. This is done by picking up the author's tile and moving it above, or below another author's tile. Alternatively, you can use the Re-Order option on the right hand side of the page.

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

Step 3 – Topics (Category)

Here you will decide what category best suits your abstract submission from the list. Only <u>one</u> topic is allowed per submission. If none of the topics suit your submission, please choose the nearest applicable topic, or contact the chair of the event Dr. Sheila Riazi at sheila.riazi@uhn.ca for further advice.

Updated: March 5, 2021

The 4 topics are:

- Clinical
- Basic Science
- Education
- Quality Improvement

Once you've selected your topic, click on **Done: Go To The Next Step.** This will bring you to the Additional Information Page.

Step 4 – Additional Information

This is the last step where you will add any supplementary information. If you have any tables or graphs to go with your abstract submission, please upload it here. Only one file is allowed per submission. You will be able to upload your file in any format (word preferred).

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

You will now have a new card on your dashboard for My Submissions. You will then be brought to your submission overview page.

You and co-authors will also receive an email receipt.
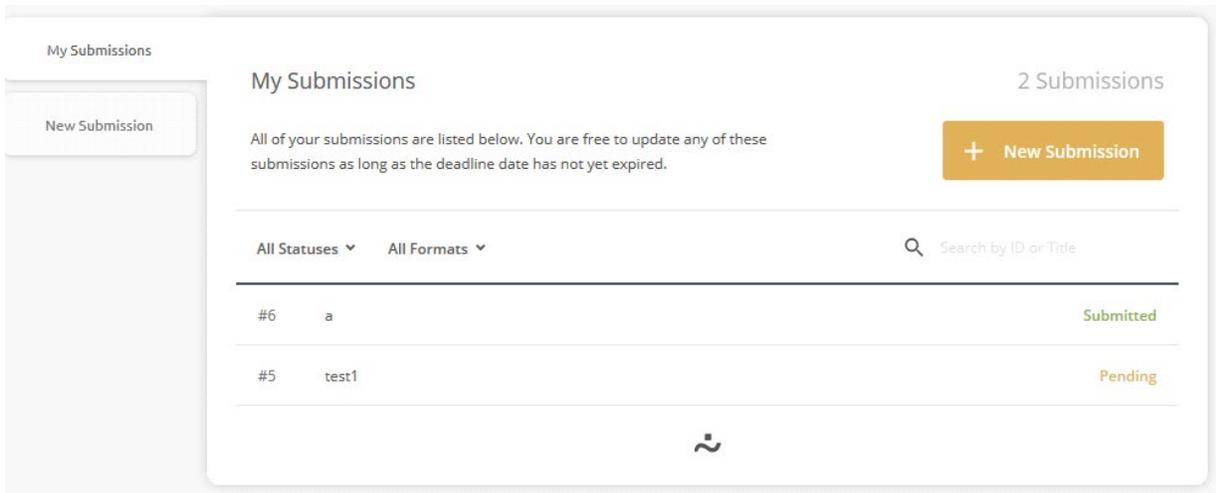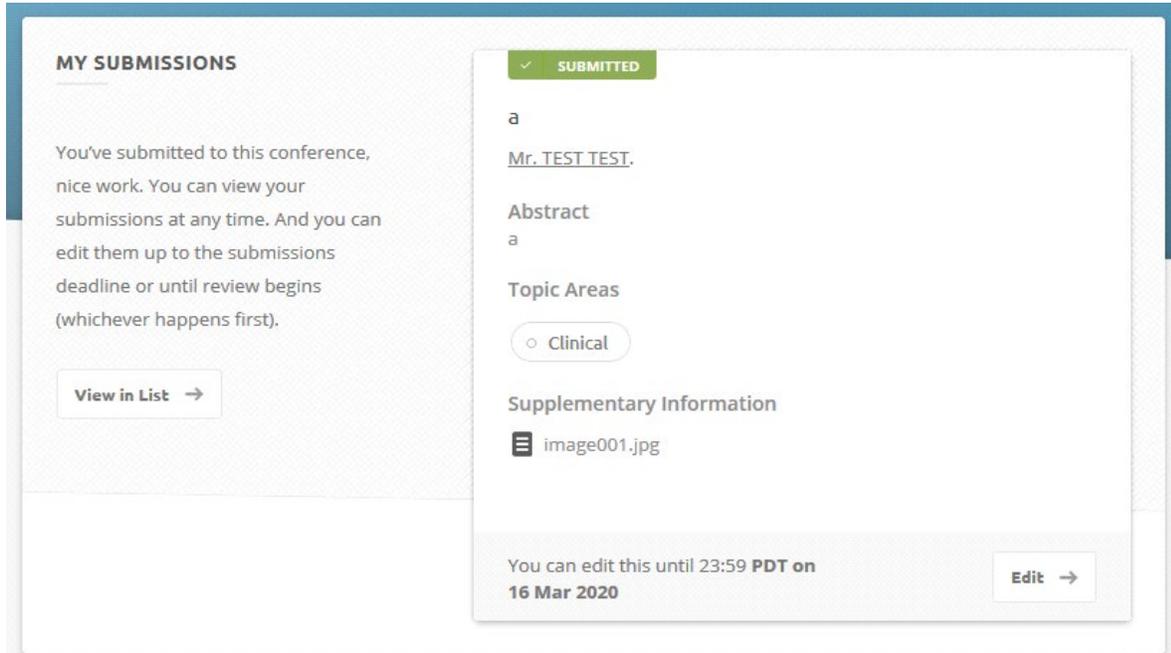
Make sure to complete all the steps when submitting the abstract; submissions remain pending until all the steps are completed. This can mean that:

- 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.

Updated: March 5, 2021