

## 44<sup>th</sup> Annual Shields Research Day

### Abstract Submission Guide

#### IMPORTANT DATES

- |                                     |                             |
|-------------------------------------|-----------------------------|
| • Call for abstracts                | Thursday, February 16, 2023 |
| • Registration Opens                | Friday, March 3, 2023       |
| • Deadline for Abstract Submission  | Friday, March 24, 2023      |
| • Notification of accepted abstract | Thursday, April 13, 2023    |
| • Registration Closes               | Monday, April 17, 2023      |

#### 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 author
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 must be a maximum of 400 words (not including the table of figures) and 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 - <https://shieldsday2023.exordo.com/login>

44th Annual Shields Research Day 2023

**NEW TO EX ORDO?**

Email Address  
albert.einstein@example.com

First Name  
Albert

Last Name  
Einstein

Password  
\*\*\*\*\*

Create Account →

**LOGGED IN PREVIOUSLY?**

It looks like you already have an Ex Ordo account. Please log in to that account.

Email Address  
marie.curie@example.com

Password  
\*\*\*\*\*

OR

Login →

[Forgot your password?](#)

**Ex Ordo**  
Conference software

2. Create a profile in the portal (ExOrdo)

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.

**SUBMIT ABSTRACT**

**39 days**  
until submissions close

The submissions deadline is 23:59 on 24 March 2023 PDT.  
Please complete your submissions before this date.

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

Submit Your Abstract Now →

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

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

## Step 1 – Title and Abstract

The screenshot shows the 'Title & Abstract' submission page. On the left sidebar, there are three steps: 1. Title & Abstract (marked with a green dot), 2. Authors (marked with a red dot), and 3. Topics (marked with a red dot). The main content area is titled 'Title & Abstract' and contains a 'Title' text box, an 'Abstract' text box with a rich text editor toolbar (B, I, U, bulleted list, numbered list,  $x^2$ ,  $x_2$ ,  $\Omega$ ), and an 'Attachments' section with a dashed box and text: 'Click or drop to upload a maximum of 3 image attachments. How do I attach a table?'. At the bottom, it says '400 words remaining.' and a 'Done Go To The Next Step' button.

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

My Submissions

New Submission

STEP 1. Title & Abstract

STEP 2. Authors

STEP 3. Topics

### Authors

Is this a student submission?

☐ Yes ☒ No

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

**anesthesia@utoronto.ca**

anesthesia@utoronto.ca [I'm not an Author](#)

Title

Affiliation

Expanded Affiliation - Optional

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

Done

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 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 sidebar on the left with navigation options: 'My Submissions', 'New Submission', '1. Title & Abstract', '2. Authors', and '3. Topics'. The main area is titled 'Topics' and contains the instruction 'Please choose one topic from the list below.' Below this is a box labeled 'TOPICS' with a count of '4 Topics'. It lists four topics with checkboxes: 'Basic Science', 'Clinical Science', 'Education' (which is selected with a checkmark), and 'Quality Improvement'. At the bottom of the box is a note: 'If none of the topics suit your submission, please choose the nearest applicable topic or contact the chair for further advice.' Below the box is a 'Done' button with the text 'Save Submission' underneath it.

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.

The screenshot shows the 'My Submissions' dashboard. The sidebar on the left has 'My Submissions' and 'New Submission' options. The main area is titled 'My Submissions' and shows '2 Submissions'. Below the title is a message: 'All of your submissions are listed below. You are free to update any of these submissions as long as the deadline date has not yet expired.' To the right of this message is a '+ New Submission' button. Below the message are two dropdown menus: 'All Statuses' and 'All Formats'. To the right of these is a search bar with a magnifying glass icon and the text 'Search by ID or Title'. Below the search bar is a table with two rows of submissions. The first row has ID '#6', title 'a', and status 'Submitted'. The second row has ID '#5', title 'test1', and status 'Pending'. At the bottom of the table is a small icon of a person with a checkmark.

ID	Title	Status
#6	a	Submitted
#5	test1	Pending

**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 2023!