



46th Annual Shields Research Day

ABSTRACT SUBMISSION GUIDELINES

IMPORTANT DATES:

- Call for abstracts: **Wednesday, January 15, 2025**
- Registration Opens: **Monday, March 3, 2025**
- Deadline for Abstract Submission: **Monday, March 3, 2025**
- Notification of accepted abstracts: **Wednesday, April 2, 2025**

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. Abstracts presented and/or published less than 6 months prior to Shields Day are eligible for submission.
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 (tables, figures, and references not included). It must include:
 - a) Introduction
 - b) Material and Methods (including a statement of IRB approval/waiver, patient informed consent)

- c) Results
- d) 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.*
- e) Discussion
- f) Conclusion
- g) Acknowledgements (if applicable)
- h) References (maximum of 5)
- i) Table: max 1 table is allowed (.jpg, .jpeg, .png format)
- j) Figure: max 1 figure is allowed (.jpeg format)

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 with Equity, Diversity, and Inclusion (EDI) best practices. (Consider incorporating EDI principles and methods into your research team.) More resources can be found here: [EDI in Research and Innovation](#).

Follow the steps below to start your abstract submission.

1. Login to the conference portal: [Shields Research Day 2025](#)

46th Annual Shields Research Day

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)

Create your profile using either your hospital or UofT email address.

To begin the process, select the “Start New Abstract” button.

SUBMIT ABSTRACT

49 days
to finish your submission

The submissions deadline is 23:59 on 3 March 2025 EST.
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 Abstract(s) →

Start New Abstract →

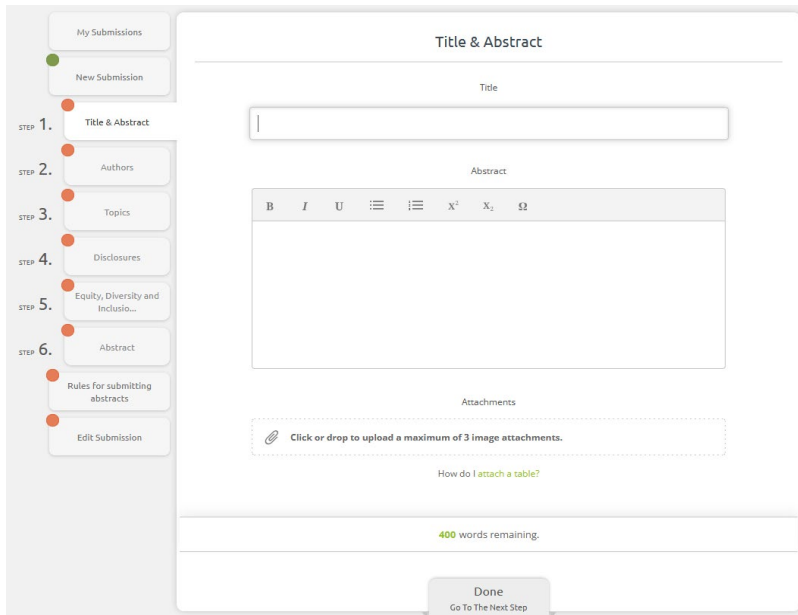
The tabs on the left side will guide you through instructions and workflow to submitting an abstract. The green circle indicates completed action items, while the orange circle indicates incomplete. The orange dots will change to green as you complete the steps to submit your abstract. Please review the GUIDELINES for ABSTRACT SUBMISSION before you start.

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 below (copy and paste is allowed). **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.](#)

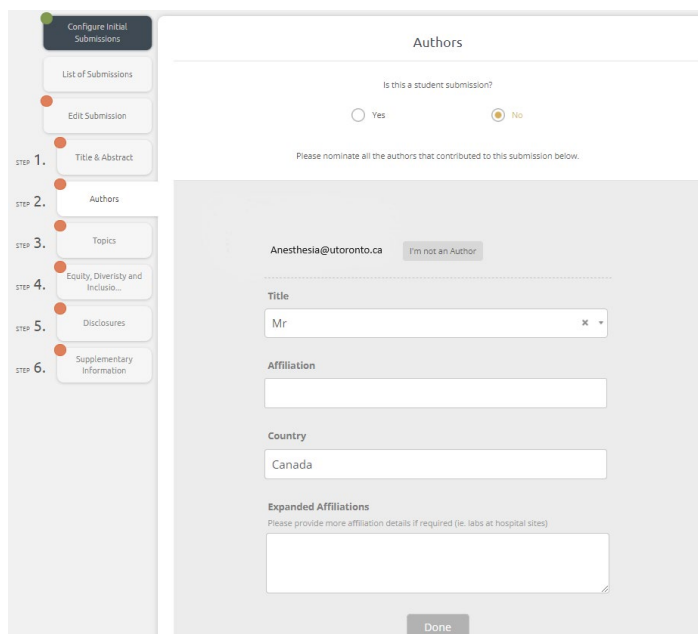
On this page, you can upload a maximum of 3 images; however, you are only allowed one table (.jpg, .jpeg, .png format) and/or one figure (jpeg format) for your abstract.

Once you've completed it, click on **Done: Go to The Next Step**. This will take you 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 prefixes) and their affiliations (hospital sites).



At the top of the page, complete the question, **Is this a student/trainee submission?** Select **Yes** or **No**.

The submission portal (Ex Ordo) will automatically assume you are uploading your paper, and your name and email address will appear here.

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

The screenshot shows a web interface for submitting an abstract. On the left is a sidebar with a progress indicator and six steps: 'My Submissions', 'New Submission', 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Topics', 'STEP 4. Disclosures', 'STEP 5. Equity, Diversity and Inclusio...', and 'STEP 6. Abstract'. The 'Authors' step is currently active. The main content area is titled 'Authors' and contains a question 'Is this a student submission?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a prompt: 'Please nominate all the authors that contributed to this submission below.' A list of authors is shown, with the first entry being '1. Anesthesiology Pain Medicine University of Toronto'. This entry has two checked checkboxes: 'Corresponding Author' and 'Presenting Author'. To the right of the author name are three icons with labels: 'Re-order', 'Edit Author', and 'Remove'. Below the author list is a button labeled '2. Add Another Author'. At the bottom of the main area is a button labeled 'Done Go To The Next Step'.

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 completing the submission. 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.

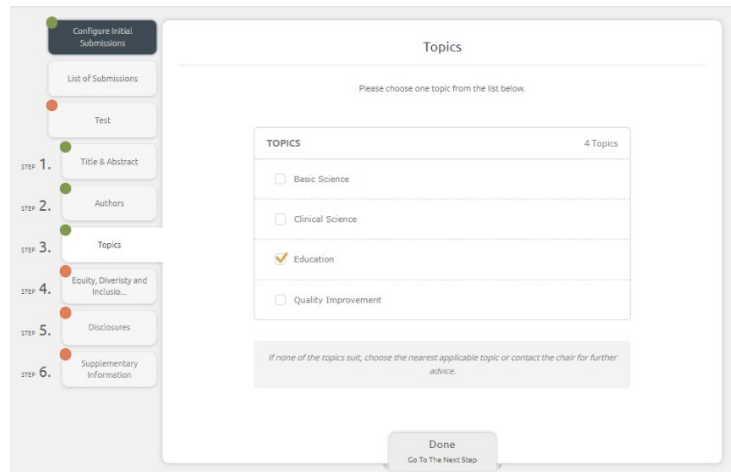
NOTE:

- 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)

Select the category that best suits your abstract submission. Only **one** topic is allowed per submission. The four topic categories are:

- Basic Science
- Clinical Science
- Education
- Quality Improvement



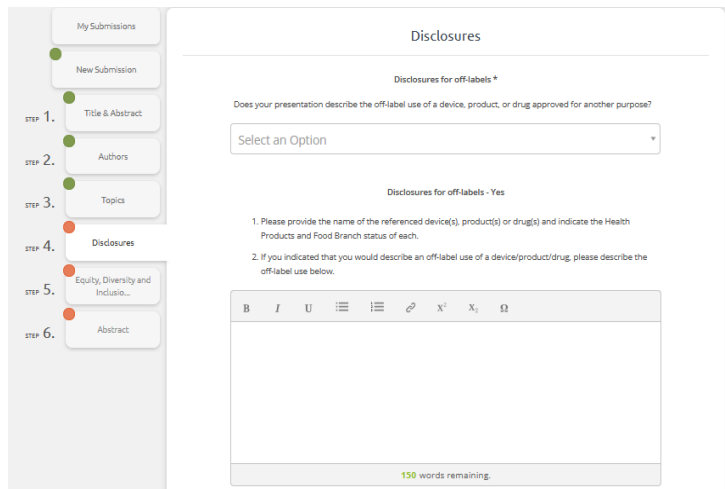
Step 4 – Disclosures

Disclosures for off-labels

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

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

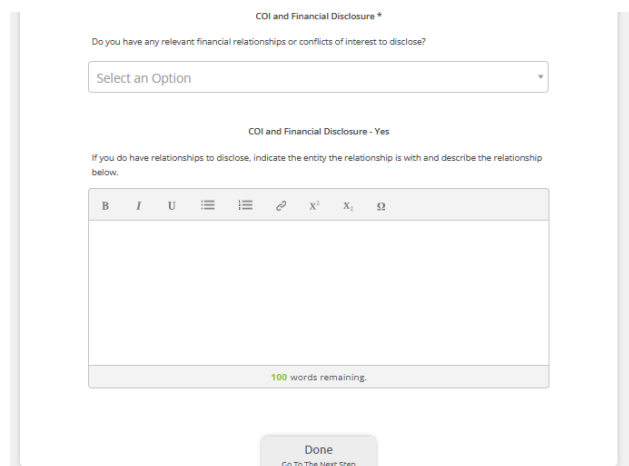
1. Please provide the name of the referenced device(s), product(s) or drug(s) and indicate the Health Products and Food Branch status of each.
2. If you indicated that you would describe an off-label use of a device/product/drug, please describe the off-label use.



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.



Step 5 – Equity, Diversity, and Inclusion

My Submissions

New Submission

STEP 1. Title & Abstract

STEP 2. Authors

STEP 3. Topics

STEP 4. Disclosures

STEP 5. Equity, Diversity and Inclusion...

STEP 6. Abstract

Equity, Diversity and Inclusion

Equity, Diversity and Inclusion Statement

We welcome you to describe how your research project could incorporate equity, diversity, and inclusion (EDI). Include details of EDI practices for building and supporting your research team.

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

B I U [List Icons] [Link Icon] x^2 x_2 Ω

200 words remaining.

Done
Go To The Next Step

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

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

Step 6 – Submit

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

Voilà! Your paper is submitted.

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

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

My Submissions

New Submission

My Submissions

2 Submissions

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.

+ New Submission

All Statuses ▾ All Formats ▾

Search by ID or Title

| | | |
|----|-------|-----------|
| #6 | a | Submitted |
| #5 | test1 | Pending |

Please ensure you complete all the steps when submitting the abstract. Submissions will remain pending until you have completed them all. 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

Good luck, and we look forward to seeing you at Shields Research Day 2025!