



## Abstract Submission Guidelines

### **Important Dates**

Call for Abstract Opens: October 3<sup>rd</sup>, 2016

Deadline for Submission: December 2<sup>nd</sup>, 2016

Notification to Applicants via Email: December 16<sup>th</sup>, 2016

On January 20<sup>th</sup> and 21<sup>st</sup>, 2017, the University of Ottawa Heart Institute will be hosting the 9<sup>th</sup> Annual Ottawa Conference: State of the Art Clinical Approaches to Smoking Cessation at the Westin hotel in Ottawa, Ontario, Canada.

The Ottawa Conference has become a recognized national reference point for health professionals seeking to gain knowledge in clinical smoking cessation - an important area of preventative health practice. This is an accredited opportunity for knowledge exchange for a variety of stakeholders including physicians, nurses, other healthcare and community practitioners, researchers, and policy-makers.

The 2017 event will take place over two days and will amass national and international experts sharing the latest concepts in clinical tobacco treatment, program development, and smoking cessation research. The conference will feature plenary and breakout sessions, panel discussions, poster displays, and networking opportunities.

Presentation topics will include:

- Safety and efficacy of first line pharmacotherapies for smokers with or without psychiatric disorders
- Implementing smoking cessation within addiction agencies
- A behavioural economics analysis of withdrawal- and cue-elicited craving for tobacco
- New cigarette packaging and policy regulations
- Current issues surrounding e-cigarettes
- Implementing a successful regional approach to smoking cessation
- Realities of quitting from current and former smokers
- Practical treatment options for virtually every smoker
- Examinations of treatment strategies among special populations such as women, young adults, new Canadians, those of low socioeconomic status
- *And more!*

The Ottawa Conference Planning Committee is now seeking abstracts for Poster and **NEW** '3 Minutes, 3 Slides' Oral Presentations. Please read this guideline carefully before completing the online submission form, which can be found at [www.ottawamodel.ca](http://www.ottawamodel.ca).

### **"3 Minutes, 3 Slides" Oral Presentations and Poster Presentations**

You will have the option to identify which presentation format(s) for which you would like your abstract to be considered. Where multiple presentation formats are selected, "3 Minutes, 3 Slides" Oral Presentations will be given first priority, followed by poster presentations.

### **\*New in 2017\* Best "3 Minutes, 3 Slides" Oral Presentation and Best Poster Presentation Awards**

Awards will be offered to the highest ranks "3 Minutes, 3 Slides" Oral Presentation and Poster Presentation. Presenters have the opportunity to win \$250 for the best presentation. Visit [www.ottawamodel.ca](http://www.ottawamodel.ca) for more details.



## Poster Presentations

Posters are ideal for presenting highly technical or specialized topics that might have a limited audience. Posters will be on display in the Confederation Foyer on 4th Floor of the Westin Ottawa Hotel on Friday, January 20<sup>th</sup> and must remain on display from 10:00am – 6:00pm. Poster presenters are expected to be at their poster during the designated 90-minute period, between 4:30pm to 6:00pm allowing conference delegates time to ask questions and to discuss content. Additional technical specifications, including dimensions, will be provided with acceptance letters.

## '3 Minutes, 3 Slides Oral Presentations

"3 Minutes, 3 Slides" Oral Presentations will be presented in Confederation Room I/II from 3:45pm – 4:15 pm on Saturday, January 21<sup>st</sup>. Each presenter will have 3 minutes and only 3 slides to summarize an innovative research project or other topics related to smoking cessation. This fun yet formal platform offers great exposure to presenters and gives delegates a snapshot of the extensive and novel work taking place in the area of smoking cessation. The presenter is expected to adhere to the 3 minute timeframe.

## Possible Topics and Themes

- Evidence-based approaches to smoking cessation for the treatment of tobacco use and dependence. This can include focus on special patient populations.
- Description of smoking cessation programs in various practice settings.
- Addiction medication, including withdrawal management and pharmacological treatment.
- Health promotion initiatives (e.g. in schools, workplaces, and community settings), partnership building, and awareness programs.
- Unique strategies and tools for program development and sustainability.
- Behavioural, social, or psychological interventions.
- Program evaluations (program, community, organization, staff, and/or patient based).
- Research (new and emerging pilot studies and/or clinical trials).

## Submission Guidelines

- Abstracts must be received electronically through the online submission form no later than 11:59pm (EDT), December 2<sup>nd</sup>, 2016. Paper submissions or faxed abstracts will not be accepted.
- Notifications of acceptance will be sent by December 16<sup>th</sup>, 2016 via email. Scheduling details and instructions for oral and poster presentations will be communicated soon after.
- Abstracts must be submitted online. A confirmation message will be provided stating the abstract was submitted successfully.
- Abstracts must be written in English.
- There is no fee for submitting abstracts for the 9<sup>th</sup> Annual Ottawa Conference: State of the Art Clinical Approaches to Smoking Cessation.
- There is no limit to the number of abstracts an individual may submit.
- Abstracts should be concise and informative and include at least preliminary data. Those stating that results will be presented or discussed may be subject to rejection.
- Submission of an abstract constitutes a commitment by the author(s) as to the integrity of the data and that they agree with the submission.
- The word limit for an Abstract Submission is 400 words. Organize the body of the abstract as follows:
  - **PURPOSE:** A brief statement of the purpose of the study (~75 words)
  - **METHOD(S):** A statement of the method(s) of investigation (~125 words)



- **RESULTS:** A summary of the results presented in sufficient detail to support conclusions (~125 words)
  - **CONCLUSIONS:** The conclusions reached - it is not acceptable to state “the results will be discussed” (~75 words)
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- No graphics (i.e. no tables, no images in the abstract) Use standard abbreviations. Place unusual abbreviations in parenthesis after the full word, the first time it appears. Please keep abbreviated terms to a minimum.
  - Use numerals to indicate numbers except to begin sentences.
  - Use non-proprietary (generic) names for drugs.
  - Symbols can be embedded in the abstract body; however, please note that special characters may not appear or may be lost during transmission.
  - The abstract must be submitted in final form and will be published in the format it was submitted. The body of the abstract may be formatted by the submitter in the online submission form.
  - Accepted abstracts will be published in the conference program which will be distributed to the conference delegates and will be made available electronically on [www.ottawamodel.ca](http://www.ottawamodel.ca) following the conference.
  - All accepted poster and “3 Minutes, 3 Slides” oral presenters will be required to complete a conflict of interest disclosure form.
  - All abstracts submitted must comply with these guidelines to be considered for acceptance.
  - Authors are expected to attend the 9<sup>th</sup> Annual Ottawa Conference and present their abstract. All presenting authors must register for the 9<sup>th</sup> Annual Ottawa Conference and are responsible for their own transportation and accommodations. Register online at [www.ottawamodel.ca](http://www.ottawamodel.ca) Registration is NOT complimentary.

### **Evaluation Criteria**

Using a blind review process, the 9<sup>th</sup> Annual Ottawa Conference Planning Committee will guide a review of abstracts using the following criteria:

Abstract Scoring Criteria:

- Originality
- Design and Methodology
- Supporting Data
- Impact

If you have any questions or have any difficulties submitting your abstract, please contact [omsc@ottawaheart.ca](mailto:omsc@ottawaheart.ca) or 1-888-761-OMSC (6672).

For more information, visit: [www.ottawamodel.ca](http://www.ottawamodel.ca)