

# **Call for Abstracts: The 45th Annual Banff Seminar 2019**

The Banff Centre, Banff, AB, March 15-17, 2019

## **GENERAL INFORMATION**

The Banff Seminar will be held on March 15-17th, 2019 in Banff, Alberta. Poster presenters at the Banff Seminar are given the opportunity to share the results of recent research with a large number of hospital pharmacists from across the country. It is an excellent opportunity to gain exposure for research initiatives. Accepted abstracts will be published in the final Banff Seminar program.

## **Category**

Author must specify the category that best suits the particular abstract. Abstracts will be judged according to the category submitted to by authors.

1. Original Research (includes Pharmaceutical/Basic Science, Clinical Research, Drug Use Evaluations, Systematic Reviews and Meta-Analysis, Pharmacoeconomics Analysis, etc.)
2. Case Reports
3. Pharmacy Practice (includes Administration Projects, Health Professional Education, Medication Safety Initiatives, etc.)

## **Facilitated Poster Sessions**

Due to the success of the Facilitated Poster Sessions at the 2018 Banff Seminar, we will continue to offer this engaging session in 2019. A facilitated poster presentation consists of a 5 minute presentation and 5 minute question and answer period to a group of your peers. The presentation should highlight the key points of your poster and will be followed by questions and a group discussion. A facilitator will be assigned to each grouping of posters and the presentations within the grouping will occur in sequence. Up to 10 posters for facilitated sessions may be accepted this year. When submitting your abstract, please indicate whether or not you are interested in participating in the facilitated poster presentations for your abstract. Each author may present only 1 facilitated poster.

## **Abstract Submissions**

Abstracts MUST be submitted as a Microsoft Word document in an email attachment to [leahemily.pritchett@gmail.com](mailto:leahemily.pritchett@gmail.com) . Please complete the abstract submission form online at CSHP's website prior to submitting the abstract. If you are submitting more than one abstract, an abstract submission form must be completed for each abstract. Each author may only submit up to 2 abstracts.

Abstract review and grading is conducted by 2 randomly assigned, blinded, and independent reviewers. Abstracts are selected on the basis of scientific merit, originality, level of interest to pharmacists, and compliance with style rules using a standardized scoring system. Disagreement between the 2 reviewers will be adjudicated by a third, blinded independent reviewer. The decision of the adjudicator will be the final decision. Failure to comply with style requirements for submission (see below), including submission of an unblinded abstract or any other style rules, will result in automatic rejection of the submission.

Encore Presentations: Abstracts of papers published or in-press are not eligible. Abstracts previously presented at other National or International meetings may be considered for inclusion as encore

presentations, with the exception of those posters previously presented at the Banff Seminar. Details including the citation of a published abstract and/or name, location and dates of the conference presented at must be included. These encore presentations will be marked as such and will not be eligible for judging. Encore abstracts must still follow all style and blinding rules and will be assessed as per standard evaluation criteria.

Authors of accepted abstracts will be notified within 4 weeks of the submission deadline (approximately 1 month prior to conference date). Authors are responsible for their own transportation and accommodations. Early registration fees will apply to 1 author for all accepted poster applications. Guidelines for posters will be provided to authors of accepted abstracts. Date and method of presentation will be determined by the Education Services Committee, and will be communicated to authors of accepted abstracts. It is the responsibility of the presenting author to be at their designated poster boards during the poster viewing hours. If the presenting author cannot be there for the assigned date, it is the presenting author's responsibility to find an alternate author as presenter.

### **Abstract Style Rules**

Abstracts that do not adhere to the rules will be rejected.

- Title should be brief and should clearly indicate the nature of the presentation. Capitalize only the first letter of each word of the title. Do not use abbreviations in the title.
- List the authors (last name, first initial) under the title.
- Institutional affiliation, city, and province should be listed under the list of authors with corresponding footnotes identifying author affiliation(s). Please underline the name of the author who will present the poster if accepted. Omit degrees, titles, and appointments.
- The required font is Times New Roman, 12 point.
- Organize the body of the abstract, using the exact headings below, according to the selected category as follows.
- The abstract (including the title and body) should be blinded and not include any identifying information including the geographic location, authors, programs or institutions of origin. Author names will be removed after submission for blinded review.

### **Original Research:**

Headings are: Background, Objective(s), Methods, Results, Conclusion(s).

The background section should briefly describe the rationale for the study. The objective section should include the main study objective(s). The method section should include study design, methods, intervention, and statistical analysis. The results section should provide main results. The conclusion section should include the main conclusion and interpretation of the results which are supported by the data provided.

### **Case Reports:**

Headings are: Background, Case description, Assessment of causality, Literature review, Importance to practitioners.

The background section should briefly describe the rationale for the case report. The case description should provide details of the case. Enough details should be provided to clearly outline the case and support the assessment of causality. The assessment of causality section should describe assessment of causality. Strong consideration should be given to using an objective tool such as the Naranjo scale. The literature review section should briefly examine current literature relating to or surrounding the case report. The importance to practitioners section should briefly describe implications/importance of the case report to pharmacy practitioners.

**Pharmacy Practice:**

Headings are: Background, Description, Action, Evaluation, Implications

The background section should briefly describe background and rationale for service, program, problem, need, etc. The description section should describe the concept, service, role, or situation. The action section should describe the steps taken to identify and resolve a problem(s), implement change, or develop and implement the new program. The evaluation should describe the evaluation process of the project and results of evaluation. The implications section should describe the concept's importance and usefulness to current and/or future practice.

**Abstract Text**

- Abstract body (not including title and authors) is limited to 300 words. This includes the required section headings as outlined above. Any abstract that exceed the word count will be rejected.
- Each table is equivalent to 30 words.
- Each graphic is equivalent to 60 words.
- Results or evaluation must be included in the abstract. It is not acceptable to state that results will be discussed. Abstracts doing so will be rejected.
- Do not indent the start of a paragraph.
- Place abbreviations in parentheses 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 only generic names of drugs, material, devices, and equipment.
- Do not include citations or reference numbers.

**Email Confirmation of Abstract Submissions**

Submission Deadline: 23:59 CST on January 25th, 2019.

You should receive an email confirmation of your abstract submission. If you have not received an email confirmation by the deadline, please contact: Leah Pritchett at [leahemily.pritchett@gmail.com](mailto:leahemily.pritchett@gmail.com)