ONTARIO RESPIRATORY CARE SOCIETY
CALL FOR ABSTRACTS: POSTER PRESENTATIONS

Better Breathing 2015 Conference
Thursday, January 29 – Saturday, January 31, 2015
Toronto Marriott Downtown Eaton Centre Hotel

GENERAL INFORMATION

The goal of The Lung Association’s Better Breathing conference is to provide a forum for professional education and to formulate, disseminate and implement strategies for achieving optimal respiratory health for Ontario. The conference goal will be achieved through plenary sessions, workshop sessions and poster presentations.

The Education Committee and the Research and Fellowship Committee of the Ontario Respiratory Care Society invite you to submit an abstract for a poster presentation at Better Breathing 2015. The poster must pertain to an aspect of respiratory health and may describe: (a) a recently completed (or will be completed by the presentation date) research investigation or (b) a recently developed education/clinical program. Previously presented posters are acceptable.

The presenting author should complete the abstract submission form (available at www.on.lung.ca after Monday, June 2, 2014) and ensure that the abstract is submitted according to the Guidelines for Submission of Abstracts. Abstracts will not be re-typed or corrected once they are submitted. It is important to include a complete mailing address and an e-mail address for the presenting author. All correspondence will be sent to the presenting author only.

An individual may be a presenting author on only one poster per year.

Submission of abstracts constitutes a commitment by the authors to present the poster as accepted. The presenting author must register for and attend the conference. Expenses associated with the preparation, submission and presentation of posters including the payment of delegate registrations fees to attend Better Breathing 2015, round-trip travel, accommodation and living expenses are the responsibility of the authors. Abstracts will be presented as a free-standing poster with viewing time and a brief presentation. Details will be communicated to presenting authors prior to the conference.

Poster boards measuring 4’ high by 8’ wide will be available.

NOTIFICATION

The abstract review committee will finalize selection of abstracts after the deadline date of Friday, October 31, 2014. Notification regarding acceptance of abstracts will be sent to the presenting author along with the registration materials for the conference by Friday, November 28, 2014. Specific details about the session, date, time, location and guidelines for presentation will be sent to the presenting author by Wednesday, December 31, 2014.
INSTRUCTIONS FOR AUTHORS

Abstracts must be submitted and presented in English. Abstracts must present a clear, concise summary of a research investigation or an education/clinical program.

Research investigation posters should include an introduction, hypothesis, objective(s), methods, results and a conclusion or implications for practice.

Education/Clinical Program posters should include background information, a description of the program, implications for practice and recommendations.

Product promotion is not permitted and sources of funding for the program/project should be specified on the abstract form and final poster if selected. Contact information for the author should be included either on the poster or on a separate page pinned beside the poster on the board.

MARGARET FITCH AND LISA CICUTTO AWARDS

Awards will be announced during the conference for the best poster (Margaret Fitch Award) and the best poster by a student (Lisa Cicutto Award). These awards will consist of a $100 cash prize and a plaque. Judging will be based on the content and format of the poster, not the verbal presentation.

SUBMISSION INSTRUCTIONS

• Abstracts must be typed on the form provided.
• Abstracts must be submitted in English.
• Abstracts must be single-spaced, using a font size no smaller than 12-point.
• The title should be the first line(s) of the abstract using upper case letters in bold type with no abbreviations. Start at the left margin - do not centre. Skip one line.
• The next set of information should provide the authors’ names (given name and family name), followed by the name of the institution and full address. Underline the name of the presenting author. Do not include degrees, titles or institutional appointments. A maximum of 5 authors can be included on the abstract form.
• Skip one line.
• Type the body of the abstract using single spacing and 12 point Times New Roman or equivalent font.
• Use numerals to indicate numbers.
• Non-proprietary names of products (e.g., drugs) are required when the product is mentioned. Proprietary names may be given in parentheses ( ), the first time the product is mentioned.
• Charts, graphs, and figures should be typed or fixed with adhesive to the abstract form.
• Use standard abbreviations, e.g., FEV₁, kg. Place unusual abbreviations in parentheses ( ) after the full word, the first time they appear.
• Abstracts with errors, misspellings, grammatical errors or incorrect abbreviations may be rejected.

Delivery Instructions
Abstracts should be submitted by e-mail in Word format to orcs@on.lung.ca. The abstract form can be found on The Lung Association website at www.on.lung.ca (ORCS, Better Breathing section of the site) after Monday, June 2, 2014. The information sheet must accompany the abstract.

INQUIRIES

If you have any questions about the application process, please contact Sheila Gordon-Dillane at the Ontario Respiratory Care Society at the Ontario Lung Association by telephone at (416) 864-9911, ext. 236, toll-free 1-888-344-5864, ext. 236, fax at (416) 864-9916 or by e-mail at orcs@on.lung.ca.