

# A Virtual Experience!

## GENERAL INFORMATION

CADDRA invites submissions to present at the 7th Annual CADDRA ADHD Research Day. We encourage proposals for Senior Researcher Oral Presentations, Junior Researcher Oral Presentations and Poster Presentations on ADHD.

The CADDRA Research Day is the only national meeting focused on ADHD research in Canada. The meeting brings together researchers, clinicians and students from a wide variety of disciplines to share knowledge, discuss innovative research findings, and develop new collaborative research projects in ADHD.

## IMPORTANT DATES / CADDRA 2020

### SUBMISSIONS

- Abstract Submission Site Opens ..... February 10
- Abstract Submission Site Closes ..... **EXTENDED DEADLINE! June 8, midnight ET**
- Author Notification ..... July 14
- KBHN Award Notifications ..... July 14

### REGISTRATION

- Online Registration Opens ..... July 14
- Deadline for presenters to register ..... August 3, midnight ET
- Early Bird Registration Rate Deadline ..... September 14, midnight ET
- Standard Registration Rate Deadline ..... October 21, midnight ET

### EVENT

- ADHD Research Day & Poster Presentations ..... October 23
- Conference Day 1 ..... October 24
- Conference Day 2 ..... October 25

# PART 1: ABSTRACT SUBMISSIONS

## CADDRA CALL FOR ABSTRACTS

### Submitting an Abstract

Review all submission instructions provided in this guide before submitting an abstract.

Visit [caddra.societyconference.com](http://caddra.societyconference.com) to get started.

**SUBMISSION DEADLINE: EXTENDED DEADLINE! June 8, midnight ET**

*No changes may be made to your submission, including author information, after the deadline.*

### Abstract Submission Categories

Abstract categories identify areas of interest to be presented at the Annual Meeting:

- Age, Gender and Sex Differences
- Behavioural & Social Emotional Factors
- Clinical Considerations & Developmental Perspectives
- Cognitive/Neuropsychological Profiles
- Community & School Based Approaches
- Neuroscience, Genetics & Epigenetics
- Symptoms & Developmental Perspectives
- Treatment Outcomes.
- Other

## ABSTRACT SUBMISSION INSTRUCTIONS/GUIDELINES

### Submitting an Abstract

- Go to [caddra.societyconference.com](http://caddra.societyconference.com)
- Click on the submission tab
- Click on "Submit here to present at CADDRA 2020"
- Select the type of session you would like to present (Senior/Junior Researcher Oral Presentation, Junior Researcher Oral Presentation or Poster) and follow the instructions
- Industry\* submissions will require payment of a \$500 administrative fee if accepted.

*\*Presenting authors that are employed by a commercial entity are considered industry posters. In addition, presenting authors that are affiliated with a commercial entity and are submitting a poster about a brand specific drug on behalf of the entity should be submitted as an industry poster.*

### Abstract Character Limit

- Title character limit: 200 characters, excluding spaces
- Abstract Description character limit: 250 words.

### Authors

- To qualify for authorship, individuals must have made substantial contributions to study conception and design; and/or substantial contributions to acquisition of data; and/or substantial contributions to analysis and interpretation of data.
- Do not list authors or commercial relationships in the body of the abstract.
- Please consult with your co-authors on how their names should appear prior to submission. You will not be able to make changes after the submission deadline.
- All authors must disclose research funding at the time of submission.

## Abstract Content

- Take special care when entering your title, as it will be published exactly as submitted
- Titles should be brief, clearly indicating the nature of the presentation
- When entering the title, use mixed case (do not use all caps OR all lowercase). Do not put a period at the end of the title. For example:

Correct:

**This Is a Properly Formatted Abstract Title**

Incorrect:

**THIS IS AN IMPROPERLY FORMATTED ABSTRACT TITLE**

**This is an improperly formatted abstract title**

**T his is an imp roperly formatted abstract title.**

- Abstracts should include objective information based on scientific methods generally accepted in the medical community
- Abstracts should include up-to-date data drawn from scientifically valid sources
- Abstracts must be accompanied by three learner-centered objectives and include key words
- Define special or unusual abbreviations the first time they are used.
- Generic drug names should be used.
- Organize content in sections as follows:

**Background/Purpose:** Background or statement of purpose

**Methods:** Methods, materials, and analytical procedure used

**Results:** Summary of the results in sufficient detail to support conclusion (never “results will be discussed”)

**Conclusion:** Conclusions reached

## Disclosure Policy

As a CME provider CADDRA requires that individuals (presenters/speakers, moderators, reviewers, authors, and planners) disclose to CADDRA and the audience any *relevant relationships* that have the potential to affect the content of CME. Accepted presenters will be required to complete disclosure forms.

## Presentation Formats

- Abstracts can be submitted for Senior Researcher Oral Presentations, Junior Researcher Oral Presentations and Poster Presentations
- The presenting author need not be the first author, but must be a listed author
- As English is the designated language for the meeting, the presenting author is required to speak English when presenting.
- Oral presentations are open to Canadian-based researchers only. Poster presentations are open to Canadian and international applicants.

## Revisions

- You may return to the online submission site to revise your abstract until **June 8, midnight ET**
- Proofread carefully to avoid errors prior to submission
- Selected abstracts will be published online *exactly* as submitted.

## Awards

- Junior Researchers (undergraduate to post doctorate level, residents) can apply for 10 Kids Brain Health Network (KBHN) Junior Researcher Awards of \$300 each
- KBHN/CADDRA ADHD Research Day Registration Awards will be presented to the 40 top ranked student oral/poster presentation applicants. Awardees will be provided with complementary registration to the 2020 virtual ADHD Research Day. A limited number of registration awards have been allocated for international presenters.

## Need Help?

- If you are having trouble submitting an abstract, or do not receive a confirmation email within 24 hours, email [info@caddra.ca](mailto:info@caddra.ca) for assistance.

## ABSTRACT REVIEW AND NOTIFICATION

### Abstract Review

- After the submission deadline, completed abstracts will be peer reviewed by the Planning Committee.
- Incomplete abstracts cannot be processed and will *not* be reviewed.
- Abstracts will be reviewed on a rolling basis by members of the planning committee through a blinded review process, i.e., reviewed without knowledge of the author(s), institution(s), or disclosure information.

### Abstract Acceptance/Rejection Notifications

- The submitting author will receive notification of acceptance/rejection.
- Accepted presenters will be required to submit a conflict of interest disclosure statement, a CV and a headshot.

## REGISTRATION

- Submission or acceptance of an abstract *does not register* you. All presenting authors are required to register and pay by August 31.
- CADDRA cannot provide registration; however student/trainee grants will be available (see awards section)
- Early Bird Registration will open July 14. Learn more about registration at [caddra.societyconference.com](http://caddra.societyconference.com).

## PART 2: ABSTRACT PRESENTATION

## ORAL PRESENTATIONS

### Senior Researcher Oral Presentation

- Presenter must be working in Canada
- Data and results should be completed; expected data or results to be determined are not acceptable.
- 30 minute duration, including Q&A
- 1 speaker

## Junior Researcher Oral Presentation

- Presenter must be working in Canada
- Data and results should be completed; expected data or results to be determined are not acceptable.
- 15 minute duration, including Q&A
- 1 speaker

## POSTER PRESENTATIONS

### Poster

- Canadian or international content
- High quality methodology and literature review abstracts may be submitted.
- Data and results should be completed; expected data or results to be determined are not acceptable
- All attendees will be able to view posters as part of a virtual poster hall
- Posters will be also be published as ePosters on the CADDRA eLearning portal ([adhdlearning.caddra.ca](http://adhdlearning.caddra.ca))

### Poster Specifications

- Posters must include title, author, background, methods, results, and discussion of study limitations and clinical and/or theoretical implications
- Financial disclosures and organization logos should be prominently displayed
- Screen prints, charts, drawings, photographs, and other graphics, along with text, to illustrate the presentation are encouraged but should be at a high resolution for optimal viewing
- Lettering should be simple, bold, and easily legible
- Poster presenters must register for ADHD Research Day by July 31  
[www.caddra.societyconference.com](http://www.caddra.societyconference.com)

## AWARDS

- Junior Researchers (undergraduate to post doctorate level, residents) can apply for 10 Kids Brain Health Network (KBHN) Junior Researcher Awards of \$300 each when submitting
- Additional KBHN/CADDRA ADHD Research Day Registration Awards will be presented to the 40 top ranked student oral/poster presentation applicants. Awardees will be provided with complementary registration to the 2020 virtual ADHD Research Day. A limited number of registration awards have been allocated for international presenters.

## QUESTIONS?

Please email [info@caddra.ca](mailto:info@caddra.ca) for further assistance.