

# **Conference Submission Guidelines**

October 2-3, 2021 caddra.societyconference.com • info@caddra.ca

CADDRA invites submissions in English for the 17th Annual CADDRA ADHD Conference that takes place on Saturday and Sunday, October 2-3 October, 2021.

The CADDRA conference for medical, healthcare and research professionals highlights the latest scientific, clinical and practical information on ADHD diagnosis, assessment and treatment in children, adolescents and adults.

## The call for submissions opens on March 2, 2021 and closes on May 30, 2021 at 11.59pm (EDT) at caddra.societyconference.com

### Submission Types for the 2021 conference

- **Conference Session** (1 hour): Conference sessions provide a structured format to cover a topic of interest to healthcare, medical and research professionals working in the field of ADHD. It can feature educational material with a focus on emerging trends, promising practices, applied research and replicable programs. Sessions may be led by one or two presenters.
- **Symposium** (1.5 hours): A symposium provides a structured format to a group of experts wanting to present on a common topic relevant to ADHD. Topics addressed in symposiums will be theme and topic specific and presented at a more comprehensive level with three to four speakers (including the chair) providing their viewpoints and experiences. Symposium topics should engage conference audiences in critical reflection and discussion on key issues and should be evidence-based. Three to four presenters should be involved (including the chair). The chair should submit an overall abstract outlining the content and format of the session and learning objectives along with a short bio and contact information for symposium participants.
- New\* Hot Topics Session (15, 30 or 60 minutes): Emerging, hot topic submissions should focus on new areas of interest that would not otherwise be presented at the conference. We welcome sessions related to the ongoing COVID-19 pandemic: impact on health disparities; impact on individuals with ADHD; role of clinicians in reducing the negative impact of COVID-19 on patients with ADHD, impact comparisons across the developmental lifespan. Other emerging, hot topic issues include (but are not limited to): impact of structural and systemic racism on access to healthcare, role of social inequities on the health of underrepresented minorities, mental health needs of those with gender fluidity; COVID-related issues that may mimic ADHD symptoms, ADHD as a risk factor for COVID-19, new issues arising from quarantine such as social isolation and the impact on those with ADHD. An emphasis on strategies and solutions is encouraged. Sessions may be led by one or two presenters.

### **Important Dates**

- Abstract submission deadline: April 30, 2021 at 11:59pm (EDT)
- Notice of Acceptance: by June 30, 2021
- Presenter Registration Deadline: August 1, 2021\*

### \*All presenters will receive complimentary registration for the CADDRA conference.

### **Submission Instructions**

- 1. Visit <u>caddra.societyconference.com</u> to get started.
  - Existing user log in with your credentials (option to reset password if necessary)
  - New user create an account
- 2. Click on Submission box, select your submission type (session, symposium or hot topics) and follow the online instructions.

### **Detailed Instructions: Abstract submission**

Select from one of the following categories: Assessment and Management, Comorbidities, Pharmacological Treatment, Behavioural or Psychosocial Treatments, Clinical Research, Basic Science Research, Other Add the following information:

- Abstract description (250 words).
- Three learner-centered objectives
- Target audience, level of presentation (beginner, intermediate, advanced), key words
- Brief bio (150 words) and contact emails for all presenters

Revisions may be made through the submission portal until April 30, 2021. Proofread carefully! Abstracts will be published as submitted.

### **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 Requirements**

- Objective information based on scientific methods generally accepted in the medical community.
- If therapeutic options are discussed, a balanced view of therapeutic options should be presented, including potential benefit and harm. Descriptions of therapeutic options should use generic names (or both generic and trade names).
- Data presented should be up-to-date and drawn from scientifically valid sources, references must be included. Lack of evidence for assertions or recommendations must be acknowledged.
- Barriers to physician/practitioner change should be addressed and interventions proposed.
- Recordings of the presentations will be available online to attendees for a period post conference.

### **Abstract Review & Notification**

- After the submission deadline, completed abstracts will be peer reviewed by the Scientific Committee.
- Incomplete abstracts cannot be processed and will *not* be reviewed.
- The submitting presenter must incorporate any reviewer feedback before final approval is provided.
- The submitting presenter will receive notification of acceptance/rejection by June 30.
- Accepted presenters will be asked to submit a conflict-of-interest statement, a CV and a headshot.

### Registration

Submission or acceptance of an abstract *does not register* you. All presenting authors are required to register by August 1. Presenters receive complimentary registration to both conference days.

### **Need Help?**

If you are having trouble submitting an abstract, or do not receive a confirmation email within 24 hours, email info@caddra.ca for assistance.