



**CIMVHR
FORUM
ICRSMV**

**HOW TO SUBMIT
A SYMPOSIUM**



CIMVHR

Canadian Institute for Military
and Veteran Health Research

ICRSMV

L'Institut canadien de recherche sur
la santé des militaires et des vétérans



HOW TO SUBMIT A SYMPOSIUM

A symposium must be 3 to 6 presenters including the discussant.

Each individual presenter to a symposium (including the discussant) is required to submit an abstract.

All symposium participants submitting an abstract must inform the symposium discussant of their submissions.

Discussants are responsible for communicating with symposium participants to ensure all abstracts are submitted correctly and on time.

Abstracts must be submitted using the presenting author's profile.

Account delegates can be assigned.

1. Create a CIMVHR Researcher Profile.

Abstract Submissions

Presenting Author Login

Login to the abstract submissions system or **create** a new Presenting Author profile.

Note:

Abstracts must be submitted under the presenting author's profile.

WARNING: If you think you already have an existing profile of any type, **please DO NOT register again**. This will cause delays or prevent the processing of the submission. If you are unsure if you have already prepared a profile, click "Forgot password"

If you are logging in to change your current information, please log in and click "Update Profile" at the top of the screen

 Email

 Password

Access

[Forgot your password?](#)

If you do not have an existing profile, create a new Presenting Author profile now, so you can submit abstracts.

[Create Profile](#)



HOW TO SUBMIT A SYMPOSIUM

2. Read and agree to the Terms and Conditions.

Terms and Conditions CIMVHR Forum 2022

CIMVHR Forum 2022

Please **read** the submission Terms and Conditions before submitting an abstract as the **Terms and Conditions have been updated**.
Abstract submissions that do not follow the requirements of the Terms and Conditions, will not be considered.

[Continue](#)

By submitting an abstract

Abstracts, presentations or other materials submitted for consideration may be rejected or removed from the program by the Scientific Planning Committee.

Abstract Eligibility

1. Abstracts that are of national and international interest.
2. Abstracts that include
 - a. completed research,
 - b. research in progress,
 - c. research protocol,
 - d. research studies, and
 - e. program/intervention evaluation.

3. Complete Declaration of Conflict of Interest.

[Print COI Form](#)

The CFPC Mainpro+® Declaration of Conflict of Interest Form

Declaring and Disclosing Conflict of Interest

Part 1

All speakers, moderators, facilitators, authors, and scientific planning committee members must complete this form and submit it to the identified CPD program's provider or organizer. Disclosure must be made to the audience whether you do or do not have a relationship with a for-profit or not-for-profit entity. If you require more space, please attach an addendum to this page.

I do not have an affiliation (financial or otherwise) with any for-profit or not-for-profit organizations

(Speakers, moderators, facilitators, and/or authors who have nothing to declare should inform the audience that they cannot identify any conflict of interest.)

I have/had an affiliation (financial or otherwise) with a for-profit or not-for-profit organization.

Complete the sections below that apply to you now or during the past two (2) calendar years up to and including the current year. Please indicate the for-profit and not-for-profit organizations with which you have/had affiliations, and briefly explain what connection you have/had with the organizations. You must disclose this information to your audience both verbally and in writing.

| | Name of for-profit or not-for-profit organizations(s) | Description of relationship(s) |
|---|---|--------------------------------|
| Any direct financial relationships including receipt of honoraria | | |
| Membership on advisory boards or speakers' bureaus | | |
| Funded grants, research, or clinical trials | | |



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4. Click on "Submit New Abstract".

Call for Abstracts - Forum 2022 Abstracts Update Profile Michelle Daigle

My Abstracts **Submit New Abstract**

| Abstract ID | Title of Presentation | Status |
|------------------------|-----------------------|--------|
| No submitted abstracts | | |

Co-Authored Abstracts

| Abstract ID | Title of Presentation | Status |
|--------------------------|-----------------------|--------|
| No co-authored abstracts | | |

Michelle Daigle
Queen's University
NA
CIMVHR

[Add an account delegate](#)

5. Complete the Presentation Information section. Blue information-icons contain pop-ups with additional information. Red text links will take you to websites that provide additional information.

Online Abstract Submission
Call for Abstracts - Forum 2022

Each presenter will be capped at a maximum of two presentations

Presentation Information

Prerequisite Information
Have you received university or government ethics clearance? [i](#)

Yes No Not required

If "No" or "Not required", please provide a brief but detailed explanation as to why you do not require ethics

Upload your ethics approval/certificate
[Upload](#) No file chosen

Are the Sex and Gender Equity in Research (SAGER) principles explicitly applied in your study and/or an [intersectional](#) lens used? If not, what is the rationale for not applying SAGER principles?



HOW TO SUBMIT A SYMPOSIUM

6. Complete Abstract Details.

Abstract Details (Please respond to the following questions as they relate to the abstract)

Primary Population

- Serving military (includes regular forces, reservists, special forces)
- Veterans (former serving members, ex-military, etc.)
- Families (spouses, parents, children, siblings, etc.)
- First responders or other public safety personnel
- Other populations (please specify):

Other

Secondary Population (optional)

- Serving military (includes regular forces, reservists, special forces)
- Veterans (former serving members, ex-military, etc.)
- Families (spouses, parents, children, siblings, etc.)
- First responders or other public safety personnel
- Other populations (please specify):

Other

Life Phase of Service (select all that apply)

- Pre service
- Civilian to service transition
- In service
- Service to civilian transition
- Post service

7. When you complete the “Nature of Presentation” section, additional fields will appear below, which correspond with the nature of the presentation you have chosen. See “Writing a good Research Abstract” or “Writing a good Program Intervention Evaluation Abstract” to help you write your abstract.

Nature of Presentation

Please choose one.

- Research study (CIMVHR Guidelines to writing a scientific research abstract) [Writing a good Research Abstract](#)
 - Completed study
 - Study in progress
 - Study protocol
- Program/intervention evaluation (CIMVHR Guidelines to writing a program/intervention evaluation abstract) [Writing a good Program Intervention Evaluation Abstract](#)
- Other Please provide brief description below



HOW TO SUBMIT A SYMPOSIUM

8. Preferred Form of Presentation.

a. Choose "Symposium" as your preferred form of presentation.

Preferred Form of Presentation

Authors should state their preferred form of presentation, oral or poster, but must be willing to accept either type of presentation.

Oral

Poster

Symposium

Please indicate part: Part of (e.g. Part 1 of 4) [i](#)

Title of symposium (100 characters max) [i](#)

Who is the named discussant [i](#) Email

No preference

Note: The Discussant must also provide an abstract describing the symposium as a whole.

b. Indicate what part of the Symposium you will be presenting. In this case, Michelle is the discussant and therefore will be presenting last (see blue info circle on the submission page for more detailed instructions on discussants).

Preferred Form of Presentation

Authors should state their preferred form of presentation, oral or poster, but must be willing to accept either type of presentation.

Oral

Poster

Symposium

Please indicate part: Part of (e.g. Part 1 of 4) [i](#)

Title of symposium (100 characters max) [i](#)

Who is the named discussant [i](#) Email

No preference

Note: The discussant is the final speaker of the symposium who highlights and integrates the contributions of the various speakers of the symposium. They use their expertise to provide a general commentary on the individual papers within the session and explore how the papers (in relation to each other) help advance the topic.



HOW TO SUBMIT A SYMPOSIUM

9. Please complete the Learning Objectives, using the action verbs and sample learning objectives provided by clicking on the blue information button.

a.

Learning Objectives



A clear learning objective states what the learner will be able to do upon completion of a continuing professional development activity, in terms of behavioural change. A clear objective identifies the target behaviour or desired outcome of the educational offering. These behaviours and/or outcomes have been identified through the needs assessment process.

- Step 1: Learning objectives begin with the phrase, "At the conclusion of this activity, participants will be able to ..."
- Step 2: Describe the information, skills, behaviours, or perspectives participants in the session will acquire through attendance and participation. Use verbs that describe an action that can be observed and that is measurable within the time frame of the activity.
- Step 3: Conclude with the specifics of what the learner will be doing when demonstrating achievement or mastery of the objectives. Emphasize what the learner will be able to do as a result of participation in the activity.
- **Action verbs for learning objectives**
- **Sample Learning Objectives**

OK



HOW TO SUBMIT A SYMPOSIUM

10. Authors & Affiliations Section:

- a. Fill out author fields and click on “Add” to add all co-authors. The presenting author should be the first named author of the abstract. **Remember, abstracts must be submitted using the presenting author’s profile.**

All Authors:

List all authors associated with the abstract in the order they are to appear in the formatted Abstract. Please include last name, first name and highest academic terminal degree. Please indicate to which institution each author is associated with by using the affiliation numbering system below. **Please be sure to click on the + Add button to complete your entry.**

| Last Name | First Name | Degree | Affiliation No. | Email | |
|-----------|------------|--------|-----------------|----------------------------|-------|
| Daigle | Michelle | | 1 | michelle.daigle@queensu.ca | + Add |

| Presenting Author | Author no. | Last Name | First Name | Degree | Affiliation No. | Email | Change author no. |
|----------------------------------|------------|-----------|------------|--------|-----------------|----------------------------|-------------------|
| <input checked="" type="radio"/> | | Daigle | Michelle | | 1 | michelle.daigle@queensu.ca | |
| <input type="radio"/> | 2 | Tester | Testing | | 2 | | |

- b. Click on the circle under “Presenting Author” to indicate presenting author.

All Authors:

List all authors associated with the abstract in the order they are to appear in the formatted Abstract. Please include last name, first name and highest academic terminal degree. Please indicate to which institution each author is associated with by using the affiliation numbering system below. **Please be sure to click on the + Add button to complete your entry.**

| Last Name | First Name | Degree | Affiliation No. | Email | |
|-----------|------------|--------|-----------------|-------|-------|
| | | | 1, 2 | | + Add |

| Presenting Author | Author no. | Last Name | First Name | Degree | Affiliation No. | Email | Change author no. |
|----------------------------------|------------|-----------|------------|--------|-----------------|----------------------------|-------------------|
| <input checked="" type="radio"/> | | Daigle | Michelle | | 1 | michelle.daigle@queensu.ca | ^ v Delete |
| <input type="radio"/> | 2 | Tester | Testing | | 2 | | ^ v Delete |



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c. Fill out the Affiliation fields to correspond to each author. Do **not** include department, faculty, sub-unit or location information in the affiliation section.

All Authors:

List all authors associated with the abstract in the order they are to appear in the formatted Abstract. Please include last name, first name and highest academic terminal degree. Please indicate to which institution each author is associated with by using the affiliation numbering system below. **Please be sure to click on the +Add button to complete your entry.**

| | | | | | |
|----------------------|----------------------|----------------------|--|----------------------|--------------------------------------|
| Last Name | First Name | Degree | Affiliation No. | Email | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="i.e: 1, 2"/> | <input type="text"/> | <input type="button" value="+ Add"/> |

| Presenting Author | Author no. | Last Name | First Name | Degree | Affiliation No. | Email | Change author no. | |
|----------------------------------|------------|-----------|------------|--------|-----------------|----------------------------|-------------------|---------------------------------------|
| <input checked="" type="radio"/> | 1 | Daigle | Michelle | | 1 | michelle.daigle@queensu.ca | ^ v | <input type="button" value="Delete"/> |
| <input type="radio"/> | 2 | Tester | Testing | | 2 | [REDACTED] | ^ v | <input type="button" value="Delete"/> |

All Affiliations

Academic Institutions / Government Affiliations / Other:

Please list affiliations of all above noted authors with clear indications of which authors belong to which affiliations. (associate with reference numbers) **Please be sure to click on the +Add button to complete your entry.**

Please do not include department, faculty, sub-unit or location information.

Please do not duplicate primary affiliations

| | | |
|----------------------|----------------------|--------------------------------------|
| Reference No. | Institution | |
| <input type="text"/> | <input type="text"/> | <input type="button" value="+ Add"/> |

| Reference No. | Institution | |
|---------------|----------------------|---------------------------------------|
| 1 | Queen's University | <input type="button" value="Delete"/> |
| 2 | Dalhousie University | <input type="button" value="Delete"/> |

11. Complete the Abstract section using 400 words or less.

Abstract (400 words max.)

The following headings will be used for all published abstracts. Submissions must contain text in each of the four heading areas in order to be eligible for consideration. For publication purposes, abstracts over 400 words will be rejected.



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12. Complete the Lay Summary using 50 words or less.

Lay Summary of Abstract

Please provide a 50 word max **lay summary** of the abstract

Total word count: 0 words. Words left: 50