PHARMACY PRACTICE RESEARCH

June 24–27, 2016 | Calgary
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Introduction

The Canadian Pharmacists Conference 2016 is an opportunity for pharmacists from across Canada to network with colleagues and to share new and exciting ideas, research and innovation. Research and innovation presentations at the Canadian Pharmacists Conference provide an opportunity for members of the pharmacy community to engage in sessions that promote evidence-based practice and decision-making.

The Canadian Pharmacists Association (CPhA) Conference Committee invites you to submit your abstracts to be considered for presentation during the Canadian Pharmacists Conference in Calgary, Alberta, June 24–27, 2016.

Abstract types
The Canadian Pharmacists Conference would like to showcase the following types of abstracts.

**Pharmacy Practice**
Research related to the professional development of pharmacists, including optimizing the role of pharmacists in the delivery and use of drugs and other health care products and services. This research has not been presented at local or provincial level within Canada.

**Encore Presentations**
Research that has been presented at local or provincial meetings within 12 months of the submission deadline. All submissions must meet the same requirements as abstracts submitted for pharmacy practice research. Submission must be an abstract and include the original citation.
Guidelines

When creating your abstract please ensure that you review the checklist below before submitting.

Checklist

• All abstracts must be submitted electronically by completing the online submission form
• Abstract can contain a maximum 300 words (strictly enforced)
• Format the abstract using the following headings [they do not count towards the final word count]: Objectives, Methods, Results and Conclusions. Each heading should be followed by colon; the headings are strictly enforced.
• Maximum of two presenters (include name, credentials, email address and biography)
• Maximum of ten authors (name, credentials and email address)
• Preferred presentation format – You may indicate your preference for presentation format, however final decisions for presentation type rests with the evaluation committee. Specific presentation requirements will be forwarded to participants upon acceptance of their submitted abstract.
• Use a standard typeface such as Calibri or Times New Roman.
• Standard abbreviations may be used without definition (e.g. mMol/L), but nonstandard abbreviations must be placed in parentheses after the first use of the word in the abstract body. It is important to keep nonstandard abbreviations to a minimum; this allows ease of readability and understanding of the abstract. When presenting a medication, use only the generic name.
• Be concise. Use short, direct sentences. Vary your sentence structure to avoid choppiness. Read your abstract, or ask someone else to read it to you, to see if the abstract is appropriately fluid or too choppy.
• Use past tense when describing what you have already done.
• Disclose that this research has been previously published in a journal or at a professional conference.

Additional guidelines

Title
The abstract title conveys to the reader what the study is about. The title should not be misleading and must pertain to the research hypothesis, methods, results and conclusions of the study. The title may be in the form of a question or may be formatted to suggest the conclusions, if appropriate. A short, concise title is preferable as it may more easily catch a reader’s attention. Do not use abbreviations in the title.
Objectives
The introductory sentence(s) may be stated as a research hypothesis, purpose, or objective. The purpose is a statement of the reason for conducting a particular project. This part of the abstract should be limited to one to three sentences and include the rationale of your project. The first few sentences of your abstract should state the problem you set out to solve or the issue you set out to explore and explain your rationale or motivation for pursuing the project. The purpose of your study is to solve this problem and/or add to your discipline’s understanding of the issue.

Methods
How did you go about solving the problem or accomplishing your objective(s)? This section of the abstract should explain how you went about solving the problem or exploring the issue you identified as your main objective. This section should include a concise description of the process by which you conducted your research.

Results
What did you find? This section of the abstract should list the results or outcomes of the work you have done so far. The results should be stated succinctly to support only the research conclusions made.

Conclusions
The conclusion(s) should be brief and highlight the impact of the research. A common mistake is to restate results in this section. New information or conclusions not supported by data in the results section should be avoided. The abstract should close with a statement of the project’s implications and contributions to its field.

DO NOT
Cite sources and do not include long quotations. This type of material takes up too much space and distracts from the overall scope of your project.
Include figures, graphs or tables.
Submit abstracts that contain identical or nearly identical data from the same institution or split data to create several abstracts.
Begin sentences with numerals.
Send a resubmission of an abstract to make corrections, it is almost never possible, so proof your abstract very carefully and diligently (a case for not submitting at the last minute!). If your abstract is accepted, it will be published in all relevant printed and online materials as it was submitted.
Author/Presenter responsibilities

- Ensure that all co-authors are listed on the abstract submission form and that all listed co-authors have reviewed the abstract, taken responsibility of its contents and accepted to be a co-author.

- It is the responsibility of the presenters to communicate all relevant information with the abstract authors.

- Presenting authors must pay the registration fee and be registered for attendance at the conference no later than March 31, 2016. Single day registration is available. Online registration opens in spring 2016.

  - CPhA associates and affiliates who have been accepted to make an oral presentation will receive a 50% discount off the CPhA conference registration fee; or a 25% discount off the CPhA conference registration fee if accepted to make a poster presentation. Discounts only apply to one author per presentation. **NOTE: Discount applies to Research Abstracts only.

- Expenses associated with the submission and presentation of the abstract are the responsibility of the author/presenter.

- A research abstract will not be considered for acceptance if it does not adhere to submission requirements including formatting and author/presenter information.

- All information submitted with the research abstract must be FINAL. No revisions will be made to submitted abstracts and author information will not be changed. All abstracts should be carefully written and edited prior to submission.

- All presentations should be made using PC-compatible software and saved on a data stick.

Important deadlines

- **DEADLINE:** Abstract submissions will be accepted until 4 p.m. EST on Monday, December 21, 2015. No abstracts will be accepted past this date.

- Presenters will be informed (via email) of acceptance by Friday, March 4, 2016.

- All abstracts must be submitted electronically by completing the [online submission form](#).
Review process

After the submission of your abstract, a review process will take place. The goal of such a process is not to set a competition for a limited number of slots but to ensure that all submissions meet minimum professional standards and reflect good work. Such standards are reflected in these guidelines. This process review will be applied uniformly to all abstracts and stories.

The Canadian Pharmacists Conference’s policy is that all research abstracts are double blinded peer reviewed which means that reviewers of the paper won’t know the identity of the author and the author won’t know the identity of the reviewer. Originality of work, adequacy of data and clarity of exposition are the determinants in the selection of abstracts. Make abstracts as informative as possible, including a brief statement of the purpose of the study or why it was done, the methods or what was done, the results observed and conclusions based on the results. Actual data should be summarized. It is inadequate to state, “The results will be discussed...” or “The data will be presented...” All research abstracts will be peer-reviewed by an abstract evaluation committee. The CPhA Conference committee will determine the number of abstracts accepted and the format for the abstract presentation (oral or poster).

Evaluation criteria for pharmacy practice research abstracts

• Are the objectives clear?
• Are the methods appropriate to address the objective(s)?
• Are the results clear?
• Do the conclusions address the stated objective?
• Are the conclusions supported by the results presented?

The most frequent reasons for rejecting an abstract could be:

• Not properly written or not understandable
• No new information provided
• Preliminary work not yet finalized
• Promotional in nature
• Previously published
• Duplicate of another abstract

Presenters will be informed (via email) of acceptance by Friday, March 4, 2016.
Poster tips and guidelines

Posters will be on display from 5:00 pm on Friday, June 24, 2016 until 2:00 pm on Saturday, June 25, 2016.

Where: Telus Convention Center
Room: Exhibit Hall E

Set-up hours
Friday, June 24, 2016 12:00 pm – 5:00pm

Tear-Down Hours
Saturday, June 25, 2016 2:00 pm - 4:30 pm

1. All posters must be displayed on Friday, June 24 and Saturday, June 25, 2016.
2. You must not remove your poster before 2:00 pm on Saturday, June 25, 2016.
3. Poster presenters are entirely responsible for tearing down their own poster. If it is left behind after 4:30 pm on Saturday, June 25, we cannot guarantee that it will be returned to you.

Poster dimensions

Note: Vertical format this year.

The size of the poster board is 90 cm by 180 cm (width by height). You can arrange your information however you like within this space (either as one large poster or several smaller ones). The poster should be mounted using Velcro. Please remember to bring a roll of Velcro tape (available at office supply stores).

Poster preparation

• A poster should take no more than five minutes for a reader to comprehend
• Goal—present information in a simple, eye-catching, clear and concise manner
• Maintain gender and racial neutrality
• Determine essential information to be communicated and the most effective way to communicate it so delegates will read your poster and discuss it with you
• Identify and consult with resources available to help with poster creation

Visual Appearance

An eye-catching, professional-looking poster draws viewers and leaves a positive first impression.
• The title should be visible from across the room (i.e. > 2.54 cm, font 72 point = 2.54 cm) and the text from 1 to 1.5 meters away (i.e. at least 1.27 cm to 1.91 cm, font > 36 point)
• Introduce content areas using sub-headings with bold/larger size font
• Present the text using point or bullet form instead of sentence/paragraph structure
• Avoid text in red or green as a significant portion of the population is red/green colour blind
• Use pictures, diagrams, charts, and graphics—in colour—“a picture is worth a thousand words”
The extra touch

• Handout materials can augment your poster presentation and increase delegate satisfaction
• There will be NO table or place for you to display information except for on your board

Conduct restrictions

The purpose of the Exhibit Program is to provide education to pharmacists and related professions and is not to be used as a venue for recruitment. CPhA reserves the right to close, without indemnity, any exhibit or poster that does not conform to these regulations. No sales are permitted by poster presenters. Poster presenters are not permitted to distribute corporate or marketing literature.

QR Codes

Poster presenters are encouraged to use QR codes on their posters so that conference delegates can gain more information about the research project.

Guidelines for using QR codes

• Additional Relevant Information – Ensure that the additional information you are sharing about your research serves a purpose
• Mobile Experience – QR codes are a mobile experience so the content must be mobile optimized. Do not link to a desktop site.
• Size – The relationship between distance from the poster and minimum QR code size is roughly 10:1
• Benefits – Tell users what they stand to benefit from scanning the code
• Test – Make sure the QR code works before the final print of your poster
• Commercial sites – Do not link to commercial sites
Award information

Each oral and poster presentation will be reviewed by three judges. The judges’ scores will be combined and averaged to determine a winner for each category (oral and poster). The winners of each category will be notified by email after the conference of their free non-transferable registration to next year’s conference.

Abstract publication
By submitting an abstract for presentation at the conference, consent by the presenting author, on behalf of all authors, is assumed (unless requested otherwise) to post/publish the abstract and PowerPoint presentation on the conference mobile application, Canadian Pharmacists Journal, CPhA’s ePoster library and the mobile application.

Conflict of interest
To ensure balance, independence and objectivity, you must disclose any conflict(s) of interest that may have a direct bearing on the subject matter of your presentation. This includes relationships with any company whose products or services are related to the subject matter of your presentation. This policy is not intended to prevent a presentation and information you disclose will not influence the review of your abstract. If you have no conflicts of interest to declare, please enter NA for not applicable.

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