



CANADIAN ASSOCIATION OF PAEDIATRIC HEALTH CENTRES (CAPHC)
ASSOCIATION CANADIENNE DES CENTRES DE SANTÉ PÉDIATRIQUES (ACCSP)

The 2009 Canadian Association of Paediatric Health Centres (CAPHC) Annual Meeting

*“Investing in Child and Youth Health in Tough Economic Times:
Opportunities and Responsibilities”*

October 18 – 21, 2009

The Westin Nova Scotian
Halifax, Nova Scotia

Le message en français suit celui en anglais

Submission Guidelines for Abstract and Posters

Poster/Abstract Submission Guidelines

The 2009 CAPHC Conference Program Committee is pleased to invite you to submit a poster presentation for the 2009 Canadian Association of Paediatric Health Centres (CAPHC) Conference, entitled *“Investing in Child and Youth Health in Tough Economic Times: Opportunities and Responsibilities”*. This year's annual conference will be held in Halifax, Nova Scotia, from October 18 - 21, 2009 at the Westin Nova Scotian. The 2009 conference poster presentations will feature the following themes:

- Clinical Research
- Clinical Practice
- Family Centred Care
- System Innovation

CAPHC's poster sessions provide an ideal venue for multidisciplinary health professionals and practitioners from primary care to complex tertiary care to illustrate the richness of activity in many innovative areas of child and youth health from, regional, national and international perspectives.

Session Times

In order to accommodate the available floor space, and to give poster presenters an opportunity to view other posters, **the posters will be assigned to one of two poster sessions**. Poster Session 1 will have both attended and unattended viewing times on Monday, October 19. Poster Session 2 will have both attended and unattended viewing times on Tuesday, October 20. As abstract submissions are confirmed as accepted into the poster fair, each poster will be assigned to one of the poster sessions.

Poster Session 1 – Monday, October 19, 2009

- **Unattended** Poster Session - Monday, October 19, 10:30 – 1100
- **Attended** Poster Session – Monday, October 19, 1:30 – 3:00

Poster Session 2 – Tuesday, October 20, 2009

- **Unattended** Poster Session - Tuesday, October 20, 10:00 – 10:30
- **Attended** Poster Session – Tuesday, October 20, 1:00 – 2:30

Please note that for attended sessions, presenters should be beside their poster.

The Abstract Review Committee will be choosing 12 abstracts (the top three in each category) to be highlighted during lunch on Tuesday, October 20, with five minute presentations to the delegates. Finalists accepted for these presentations will be contacted by Aug 1st and provided with specific information on how to prepare their presentations.

Submission Instructions

1. In the area provided on the call for presentations form type the title of your presentation. Please note that this is how it will appear in the conference program.
2. In the area provided on the call for presentations form type the name, title and affiliation of the primary author as well as the name, title, and affiliation of any secondary authors (ie. Elaine Orrbine, Chief Executive Officer, Canadian Association of Paediatric Health Centres).
3. In the area provided on the call for presentations form, type the summary of your abstract.
4. On the call for presentations form please indicate which theme your presentation falls under. The poster presentation area will then be set up according to the different themes. Please select only one topic area.
5. In the area provided in the submission form, please type the name of the person who will act as the contact person for this submission. This will be the information used to inform the submitters of acceptance of the abstract, of presentation information (if they are a finalist), of awards (if applicable).

Conference Registration

Please note that each poster that is accepted to the poster fair must have a registered delegate of the conference available to attend to that poster at the appropriate times. A delegate may **NOT** attend to multiple posters simultaneously.

Upon confirmation of acceptance of the poster, the contact person will be asked to confirm who will be registering for the conference to attend to that poster.

DEADLINE FOR ABSTRACT SUBMISSION

Submissions must be received by May 30th, 2009.

INSTRUCTIONS FOR POSTERS

Please prepare materials for an 8 foot wide by 4 foot high poster board. These poster boards will be on-site and already in place when you arrive. Velcro and pushpins will be provided to affix your presentation

Poster Setup Times

Poster Session 1 - Monday October 19

Setup: Sunday, October 18, 8:00pm – 10:00pm & Monday, October 19, 7:00am – 8:30 am.

Poster Removal: Monday, October 19, 7:00pm – 9:00pm

Posters displayed during Poster Session 1 must be removed by 9:00pm on Monday, October 19 in order to allow for setup of the subsequent session. Posters that are not removed by the owner will be removed by conference staff.

Poster Session 2 – Tuesday, October 20

Setup: Monday, October 19, 8:30pm – 10:00pm & Tuesday, October 20, 7:00am – 8:30am

Poster Removal: Tuesday, October 20, 4:30pm – 6:30pm

2009 POSTER PRESENTATION AWARDS

Judging of Posters

Posters will be judged in two rounds. The first round of judging will be based on the abstract submissions. The judges will select 12 abstracts from the initial submissions, three from each of the 4 categories. The judges will review these 12 finalists, selecting by consensus, the top abstract in each of the four categories. This final adjudication will take place onsite during the attended poster sessions.

Scoring Criteria

All criteria are intended to act as a guideline to facilitate the review process, and are applied at the discretion of the judges. The judges retain the ability to accept or reject any abstract based on their expert opinion on the quality and relevance of any submission.

The scoring criteria are based on three categories: common criteria that will be applied to all abstracts, category specific criteria applied only within the specific category, and rejection criteria to be applied to all abstracts.

The criteria that will be considered for the common criteria include:

1. Does the abstract provide a clear, concise summary of the work (objective, methods/approach used, results obtained, conclusion, implications for practice, evaluation, outcomes, etc)?
2. Do the conclusions logically flow from the method, results and/or process being presented?
3. Does the abstract describe results/findings to date, including an evaluation framework?
4. Does the abstract advance practice and introduce a fresh approach?
5. Were families or clients considered in, or contributors to, any part of the design, planning or evaluation stages of this practice?

The category specific criteria include:

Clinical Practice

1. Does the abstract clearly identify the clinical practice problem or issue?
2. Are strategies to address the clinical practice issue clearly described?
3. Is the impact for clinical practice evaluated?

Clinical Research

1. Is the methodology chosen for the research appropriate for the research question being asked?
2. Is there evidence of an appropriate process to obtain informed consent?

3. Does the research contain sufficient patient numbers or sample size to answer the question being asked (qualitative research) or permit statistical evaluation (quantitative research), if appropriate?

Family Centred Care

1. Does the abstract indicate the relation between the project/study and the principles and existing practices of family-centred care?
2. Were families substantially involved, and able to determine, at least in part, the terms and nature of their involvement, in the planning, execution, and evaluation of the project study?
3. Does the project/study have the potential to deepen or extend partnerships between staff and families?

System Innovation

1. Will this system innovation substantively influence health care policy making or policy discussions at the regional, provincial or national level?
2. Is this innovation deeply anchored in solid research, evaluation and stable funding
3. Will this innovation continue to leverage and sustain high-impact outcomes?

The criteria for evaluation also include situations that would result in the dismissal of the abstract. An abstract could be eliminated if any one of the following criteria is met:

1. The content is inappropriate, or not relevant to the CAPHC community
2. The abstract/poster submission too closely resembles a submission from the same author or group from a previous CAPHC Annual Meeting
3. The abstract does not provide results, outcomes, or implications for practice, of the project. Abstract that are submitted must identify, at a minimum, preliminary results, initial stages results for multi stage projects, an evaluation of the implications for practice, or other measured outcomes. For example the implications of, or results of implementing a new strategic planning process, or a quality improvement initiative, would constitute “results” or “outcomes”

Awards

Awards of recognition will be issued to the top abstract in each of the 4 categories for a total of 4 winners based on overall content, creativity, and innovation. The prizes will be awarded at the Annual CAPHC Dinner (held Tuesday, October 20).

Best of Luck to Everyone!

NOTIFICATION

Notification of acceptance will be given by July 15, 2009.

The contact person listed above will be notified about the acceptance of this presentation. **It is the responsibility of the contact person to contact any other authors.**

Registration

Please note that ALL poster presenters must register as delegates for the CAPHC conference. To register and book your hotel room on-line please go to the CAPHC website at: www.caphc.org. Please take advantage of the early bird registration rate that is available until August 17th, 2009 offering all delegates a \$100 savings!
