

# **UPDATED GUIDELINES FOR ABSTRACT PREPARATION AND SUBMISSION**

## **General Information**

Trainees, **sonographers**, and faculty members within 3 years of completion of their training are invited to submit an abstract. The first or senior author must be a CSE member. There is no processing fee for abstract submission. **The presenter of each selected abstract will be granted free conference registration and are eligible to receive a \$500.00 prize.**

Submission of an abstract constitutes a commitment by the author(s) to present if accepted. Failure to present the accepted work could jeopardize future acceptance of abstracts by the CSE. *We recommend that authors await notice of outcome (to be sent January 17, 2022) before registering as successful abstracts will qualify for a free registration.*

## **Eligibility**

Abstracts are not eligible if the abstract has been presented at the CCS, ASE, or EACVI Scientific Sessions. Any human experimentation must conform with the principles of the Declaration of Helsinki of the World Medical Association. Case reports are eligible.

## **Abstract Submission Details & Deadlines**

Abstract submission opens November 15, 2021 with a **(new) deadline of January 10, 2022.** Abstracts must be submitted in their final form by this deadline to be considered for presentation. Authors should submit their abstract by sending a PDF file to [submission.csecho@gmail.com](mailto:submission.csecho@gmail.com). Notifications of acceptance status will be sent on January 17, 2022.

## **Abstract Preparation Guidelines**

Authors must follow all instructions for completing their submission. Submitted abstracts are peer-reviewed by a panel committee. Abstract grading is blinded and selections for presentation are based solely on scientific merit.

### Author Name(s)

There is no limit to the number of abstracts an author may submit. If an abstract is accepted, the presenter must be one of the co-authors listed.

### Format

Abstracts of original work – Content should be structured into the following four (4) sections:

- Background:
- Methods:
- Results:
- Conclusion:

Clinical cases – Content should be structured into the following three (3) sections:

- Clinical Presentation:
- Imaging Findings:
- Summary/Discussion Points:

Character limit – Abstracts are limited to 350 words and one figure or table.

### **Oral Presentation at the CSE Virtual Meeting:**

Submitted abstracts will be reviewed and selected by an Abstract Selection Panel. The 10 best abstracts will be selected. Successful submissions will provide an e-poster (one slide) that will be accessible for viewing throughout the meeting on the CSE website. The oral presentation will be broadcasted during one of the two 30-minute Rapid-Fire Abstract Presentation Sessions. Presenters will prepare 3-5 slides for a 3-minute presentation with an additional 2-minutes allocated for questions from the judges and/or audience (if time permits). *The 3-minute presentation will be pre-recorded and played for the broadcast of the session. The 2-minute question period will be live.*

Presenters are required to make disclosure of any financial interest/arrangement or affiliation with any organization(s) that could be perceived as a real or apparent conflict of interest in the context of their presentation subject matter.

There will be evaluation of each presentation by a judging panel. Criteria for judging include originality, clinical relevance, methodology (original research), poster content, oral presentation, and response to questions. **First prize for the best abstract of the session will be awarded \$500 (CAD) which will be announced following the educational sessions on the evening of February 5, 2022.**