



# 26<sup>th</sup> Toronto-Ottawa Heart Summit

## ABSTRACT SUBMISSION GUIDELINES

### IMPORTANT DATES

Call for Abstract Opens: April 18, 2024

Deadline for Submission: May 10, 2024

Notification to Applicants: May 30, 2024

The Toronto-Ottawa Heart Summit will take place on **June 14-15, 2023** at the National Arts Centre, Ottawa.

The 26<sup>th</sup> Toronto-Ottawa Heart Summit promises to bring together national and international experts and stakeholders to provide the latest discoveries and innovations in cardiovascular health and professional interactions that help to define the current frontiers in cardiovascular science.



This accredited event will bring together translational scientists, clinician scientists, cardiologists and trainees in cardiovascular science, and will facilitate scientific dialogue, exchange of information, and networking that will enable international collaborative opportunities. Additional sessions outside of plenary lectures will include a trainee career networking event.

The Scientific Review Committee for this combined program is now seeking abstracts of original research for Poster and Rapid-Fire Oral Presentations. Please read this guideline carefully before completing the online submission form, which can be found [here](#).

### RAPID FIRE ORAL PRESENTATIONS AND POSTER PRESENTATIONS

#### Poster Presentations

Posters will be on display in the plenary room on June 14, 2024. Poster presenters are expected to be at their poster during the designated poster judging period allowing conference delegates time to ask questions and to discuss content. Additional technical specifications, including dimensions, will be provided with acceptance letters.

#### Best Poster Award

The person judged as preparing and delivering the **best poster** will receive an award of recognition.

Posters displayed at the Conference will be judged by the Scientific Review Committee on June 14th, with the best poster selected based on the following criteria:

- Background provides appropriate context
- Purpose/objectives are clearly stated
- Design /methods/analyses are clear and appropriate
- Results and conclusions are sensible
- Clarity of presentation

### **Rapid Fire Oral Presentations**

Authors of the three top ranked abstracts will be awarded Rapid Fire Oral Presentations and notified of this opportunity by May 30<sup>th</sup>. Each presenter will be allotted 2 minutes/2 slides to summarize their research followed by 3 minutes for questions.

This format is expected to offer greater exposure to presenters, as well as give attendees a snapshot into the wide variety of research being conducted related to cardiovascular disease.



### **Best Rapid Fire Oral Presentation Award**

The person judged as preparing and delivering the best Rapid Fire oral presentation will receive an award of recognition. Rapid Fire Oral Presentations will be judged by the Scientific Review Committee, based on the following criteria:

- Background provides appropriate context
- Purpose/objectives are clearly stated
- Design/methods/analyses are clear and appropriate
- Results and conclusions are sensible
- Clarity of presentation
- Presenter stays within allotted time

The recipients will receive their award during the closing remarks on Saturday, June 15, 2024.

### **Possible Topics and Themes**

- Basic science:
  - Identifying major advances in key areas of cutting-edge research and technology in heart failure, atherosclerosis, stroke, cardiovascular genetics, molecular biology and arrhythmias.
  - Understanding basic processes linking molecular and cellular biology and biochemistry with cardiovascular physiology and pathophysiology
- Clinical science:
  - Coronary Artery Disease, Acute Coronary Syndromes, Acute Cardiac Care
  - Atrial Fibrillation, Arrhythmias
  - Preventive Cardiology
  - Population Health & Behavioural Science
  - Heart Failure
  - Personalized Medicine
  - Policy & Guidelines
  - Brain-Heart Connections

## SUBMISSION GUIDELINES

- Abstracts must be received electronically through the online submission form no later than 11:59 p.m. (EDT), **May 10, 2024**. Paper submissions or faxed abstracts will not be accepted.
- Notifications of acceptance will be sent by **May 30, 2024** via email. Scheduling details and instructions for oral and poster presentations will be communicated soon after.
- Abstracts must be submitted online. A confirmation message will be provided stating the abstract was submitted successfully.
- Abstracts must be written in English.
- There is no fee for submitting abstracts for the Toronto-Ottawa Heart Summit.
- There is a 2 abstract limit per individual.
- Abstracts should be concise and informative and include at least preliminary data. Those stating that results will be presented or discussed may be subject to rejection.
- Submission of an abstract constitutes a commitment by the author(s) as to the integrity of the data and that they agree with the submission.
- The word limit for an Abstract Submission is 400 words. Organize the body of the abstract as follows:
  - **PURPOSE:** A brief statement of the purpose of the study (~75 words)
  - **METHOD(S):** A statement of the method(s) of investigation (~125 words)
  - **RESULTS:** A summary of the results presented in sufficient detail to support conclusions (~125 words)
  - **CONCLUSIONS:** The conclusions reached - it is not acceptable to state “the results will be discussed” (~75 words)
- No graphics (i.e., no tables, no images in the abstract) Use standard abbreviations. Place unusual abbreviations in parenthesis after the full word, the first time it appears. Please keep abbreviated terms to a minimum.
- Use numerals to indicate numbers except to begin sentences.
- Use non-proprietary (generic) names for drugs.
- Symbols can be embedded in the abstract body; however, please note that special characters may not appear or may be lost during transmission.
- The abstract must be submitted in final form and will be published in the format it was submitted. The body of the abstract may be formatted by the applicant in the online submission form.
- Accepted abstracts may be published in the conference program which will be distributed to the conference delegates. Abstract title and list of authors may be made available electronically on [www.torontoottawaheartsummit.ca](http://www.torontoottawaheartsummit.ca) following the conference.
- All accepted poster and rapid fire oral presenters will be required to complete a conflict of interest disclosure form.
- All abstracts submitted must comply with these guidelines to be considered for acceptance.
- Authors are expected to attend the meeting and present their abstract. All presenting authors must register for the meeting and are responsible for their own transportation and accommodations. Once your poster is submitted, you will receive an autogenerated email containing a registration link. Registration is complimentary for poster and oral presenters but this step must be completed.

## **ABSTRACT SUBMISSION DEADLINE: May 10, 2024**

### **Eligibility Requirements for Submission of Abstracts:**

- Fellows enrolled in a clinical training program
- Residents enrolled in a clinical training program
- Medical students
- Postdoctoral fellows
- Graduate students
- Undergraduate students

### **HOW TO SUBMIT:**

1. Abstract submissions portal: <https://uottawaheart-apply.smapply.io/>
2. If you are new to this system, you will be asked to set up a profile including username and password.
3. Once logged in and viewing the Active Programs screen, select **Toronto Ottawa Heart Summit Call for Abstracts**.
4. Ensure all fields are completed, then submit.

### **Abstract Revisions:**

**After the May 10, 2024 deadline**, abstracts may not be revised in any way or resubmitted. Proofread abstracts carefully to avoid errors before submission. If accepted, your abstract will be published as submitted.

### **Abstract Withdrawal:**

Abstracts may be withdrawn by emailing the Conference Coordinator at [Toronto-Ottawa-Heart-Summit@ottawaheart.ca](mailto:Toronto-Ottawa-Heart-Summit@ottawaheart.ca).

### **Abstract Acceptance:**

Abstracts are selected on the basis of scientific merit and are assigned as either oral or poster presentations. Notification of acceptance of abstract will be emailed **by May 30, 2024**.

**Participants may submit either of the following types of abstracts:**

**Basic Science:**

Identify major advances in key areas of cutting-edge research and technology in heart failure, atherosclerosis, stroke, cardiovascular genetics, molecular biology and arrhythmias.

Understand basic processes linking molecular and cellular biology and biochemistry with cardiovascular physiology and pathophysiology.

**Clinical Science:**

Translate emerging clinical science to clinical practice in patients with cardiovascular disease.

- Coronary Artery Disease, Acute Coronary Syndromes, Acute Cardiac Care
- Atrial Fibrillation, Arrhythmias
- Preventive Cardiology
- Population Health & Behavioural Science
- Heart Failure
- Personalized Medicine
- Policy & Guidelines
- Brain and Heart connections

**Note:** If you do not know which category your abstract falls within, select 'Undeclared' on the abstract submission form and the Scientific Review Committee will assign a category.

**EVALUATION CRITERIA**

The Scientific Review Committee will review the abstracts using the following criteria:

Abstract Scoring Criteria:

- Originality
- Design and Methodology
- Supporting Data
- Impact



For more information, visit: <https://torontoottawaheartsummit.com>.

If you have any questions or have any difficulties submitting your abstract, please contact [aconley@ottawaheart.ca](mailto:aconley@ottawaheart.ca) or 1-613-696-7000 ext. 19939.