

## Instructions for Participants: Poster and Podium Sessions

### I. Description

The Canadian Academy of Audiology (CAA) Poster and Podium Sessions invites all clinicians, students, researchers, educators, policy makers and other professional or health care providers working with hearing or balance to submit original research for presentation (by poster and/or podium) at the annual CAA conference. Submissions in the form of abstracts will be reviewed for acceptance by the CAA Science and Education Committee (SaEC). Posters may also be eligible for entry into the Outstanding Student Research Award held during the conference.

### II. Requirements

- a. Abstract and presentation content must be original scientific research
- b. Abstracts may be submitted in either English or in French, but the podium and posters must be presented in English
- c. Applicants must submit an abstract to the CAA by the deadline date **(August 15<sup>th</sup>, 2017)**
- d. Applicants and presenters must disclose all funding sources and potential real or perceived conflicts of interest
- e. Poster presenters must be in attendance during the scheduled poster sessions for questions

### III. Eligibility for Outstanding Student Research Award (only)

- a. Presenter must have completed the presented work while enrolled as a student (undergraduate, graduate or doctoral)
- b. Work must be presented in a poster format (podiums sessions are not eligible)
- c. Presenter must be listed as the first author
- d. Presenter must disclose all funding sources and potential real or perceived conflicts of interest
- e. Presenter must be in attendance during the scheduled poster sessions for judging and questions
- f. Presenter does not need to be in attendance for the award announcement during the conference

### IV. Application Process

Applicants must submit the following documentation (in Word format) by **midnight EST** on **August 15** of the application year to [submission@canadianaudiology.ca](mailto:submission@canadianaudiology.ca) :

- a. Abstract (maximum 300 words) along with:
  - Title
  - Authors full names and affiliations
  - Contact name with address, e-mail and phone
- b. The abstract is to be structured as follows:
  - Objective(s)
  - Background
  - Methods
  - Results
  - Conclusions
- c. Funding and conflicts of interest: All funding sources and potential real or perceived conflicts of interest must be disclosed. If there are none, then simply write "None to declare".
- d. Requested presentation format (POSTER or PODIUM)
- e. Entry into the Outstanding Student Research Award (YES or NO)

Late submissions may not be eligible for podium sessions or the Outstanding Student Research Award.

The application deadline may be extended at the discretion of the CAA SaEC.

## V. Podium Specifications

- a. Format: Oral
  - i. Presenter(s) will have access to PowerPoint program and projector
  - ii. More than one presenter is allowed
- b. The podium session will be followed by an additional presenter panel session for questions by attendees (Date, Time, and length of sessions to be announced)
- c. Presenters must disclose all potential real or perceived conflicts of interest

## VI. Poster Specifications

- a. Format: Single piece of paper no larger than: **130 cm x 130 cm or 4.2' x 4.2'**
- b. Content:
  - i. Include the title, authors and institution affiliations
  - ii. Include sub-headings where appropriate (e.g., Objective, Background/Introduction, Methods, Results, Discussion, Conclusions, References, etc.)
  - iii. Include all potential real or perceived conflicts of interest
  - iv. Try to keep the presentation simple and clear with adequately sized font and good quality images - the poster should be self-explanatory with presenters being able to supplement with additional information or address inquiries during the scheduled session
- c. Presentation:
  - i. Presenters must be in attendance during the scheduled poster sessions
  - ii. Posters should be hung by the 9am on the day of the scheduled poster session (Date and Time to be announced). Supplies (tape, tacks, poster boards, etc.) will be provided.
- d. Removal: Posters should be removed at 5pm on the day of the day of the scheduled session. Posters not removed will be discarded. Please note, we cannot guarantee the safety of your poster at any time during the conference.

## VII. Outstanding Student Research Award Announcement

- a. The Outstanding Student Research Award recipient will be announced at the annual CAA conference
  - i. A certificate will be presented during the conference (time to be determined when official conference schedule is published).
  - ii. The certificate will also include a receipt/coupon for free registration for applicant/presenter at a future CAA conference of his/her choosing within five years of the award.
- b. If the award recipient was not in attendance during the official announcement at the conference, they will be notified by e-mail approximately one month following the CAA conference by a member of the CAA SaEC.
- c. The award recipient will be announced on the CAA website, CAA blog, and in the Canadian Audiologist magazine.

All submissions and queries are to be emailed to [submission@canadianaudiology.ca](mailto:submission@canadianaudiology.ca)