

## A Virtual Experience!

### GENERAL INFORMATION

CADDRA invites submissions to present at the 16th Annual CADDRA ADHD Conference. We invite proposals for seminars, workshops or symposiums on ADHD topics that advance knowledge in clinical research, education and advocacy and provide clinicians with practical information, skills and tips on how to best assess and/or treat individuals with ADHD across the lifespan.

The CADDRA conference is the only two-day national meeting in Canada for healthcare professionals that showcases the latest scientific, clinical and practical information on ADHD diagnosis, assessment and treatment in children, adolescents and adults. Medical and health care professionals working in the field of ADHD enhance their knowledge and skills by attending keynote talks, seminars and workshops during the two-day meeting. The conference is preceded by the 7<sup>th</sup> Annual ADHD Research Day. This year, both events will be held virtually.

Conference delegates include psychiatrists, pediatricians, family physicians, researchers, psychologists, neurologists, nurse practitioners, nurses, social workers, residents and trainees.

### IMPORTANT DATES / CADDRA 2020

#### SUBMISSIONS

- Abstract Submission Site Opens..... February 10
- Abstract Submission Site Closes..... **DEADLINE EXTENDED! June 8, midnight ET**
- Author Notification..... July 14

#### REGISTRATION

- Online Registration Opens..... July 14
- Deadline for presenters to register..... August 31, midnight ET
- Early Bird Registration Rate Deadline..... September 14, midnight ET
- Standard Registration Rate Deadline ..... October 21, midnight ET

#### EVENT

- ADHD Research Day (additional fee)..... October 23
- Poster Presentations/Opening Reception..... October 23
- Conference Day 1..... October 24
- Conference Day 2..... October 25

# PART 1: ABSTRACT SUBMISSIONS

## CADDRA CALL FOR ABSTRACTS

### Submitting an Abstract

Review all submission instructions provided in this guide before submitting an abstract. Visit [caddra.societyconference.com](http://caddra.societyconference.com) to get started.

**SUBMISSION DEADLINE: DEADLINE EXTENDED! June 8, midnight ET**

*No changes may be made to your submission, including author information, after the deadline.*

### Abstract Submission Categories

Abstract categories identify areas of interest to be presented at the Annual Meeting:

- Assessment and Management
- Comorbidities
- Pharmacological Treatment
- Behavioural or Psychosocial Treatments
- Clinical Research
- Basic Science Research
- Other

## ABSTRACT SUBMISSION INSTRUCTIONS/GUIDELINES

### Submitting an Abstract

- Go to [caddra.societyconference.com](http://caddra.societyconference.com)
- Click on the submission tab
- Click on "Submit here to present at CADDRA 2020"
- Select the type of session you would like to present (seminar, workshop or symposium) and follow the instructions.

### Abstract Character Limit

- **Title** character limit: **200 characters**, excluding spaces
- **Abstract Description** character limit: **250 words**.

### Abstract Content

- Take special care when entering your title, as it will be **published exactly as submitted**
- Titles should be brief, clearly indicating the nature of the presentation
- When entering the title, use mixed case (do not use all caps OR all lowercase). Do not put a period at the end of the title. For example:

Correct:

**This Is a Properly Formatted Abstract Title**

Incorrect:

**THIS IS AN IMPROPERLY FORMATTED ABSTRACT TITLE**

**This is an improperly formatted abstract title**

**T his is an imp roperly formatted abstract title.**

- Abstracts must be accompanied by [three learner-centered objectives](#), indicate the category, target audience and level of presentation (beginner, intermediate, advanced), and include key words
- Submitting presenters must enter their bio and contact information for any co-presenters

- Submitting presenters must enter a short biography (150 words) and contact information for any co-presenters.
- Define special or unusual abbreviations the first time they are used
- Use generic drug names where possible

### Presentation Requirements

- Objective information based on scientific methods generally accepted in the medical community
- If therapeutic options are discussed, a balanced view of therapeutic options should be presented, including potential benefit and harm
- Data presented should be up-to-date and drawn from scientifically valid sources, references must be included. Lack of evidence for assertions or recommendations must be acknowledged
- Barriers to physician/practitioner change should be addressed and interventions proposed.

### Disclosure Policy

As a CME provider CADDRA requires that individuals (presenters/speakers, moderators, reviewers, authors, and planners) disclose to CADDRA and the audience any *relevant relationships* that have the potential to affect the content of CME. Accepted presenters will be required to complete disclosure forms.

### Presentation Formats

- Abstracts can be submitted for seminar, workshop or symposium formats
- As English is the designated language for the meeting, the presenting author is required to speak English when presenting.

### Revisions

- You may return to the online submission site to revise your abstract until **June 8, midnight ET**
- Proofread carefully to avoid errors prior to submission
- Selected abstracts will be published online *exactly* as submitted.

### Need Help?

- If you are having trouble submitting an abstract, or do not receive a confirmation email within 24 hours, email [info@caddra.ca](mailto:info@caddra.ca) for assistance.

## ABSTRACT REVIEW AND NOTIFICATION

### Abstract Review

- After the submission deadline, completed abstracts will be peer reviewed by the Scientific Committee.
- Incomplete abstracts cannot be processed and will *not* be reviewed.
- Abstracts will be reviewed on a rolling basis by members of the scientific committee through a blinded review process, i.e., reviewed without knowledge of the author(s), institution(s), or disclosure information.
- The submitting presenter must incorporate any reviewer feedback before final approval is provided.

### Abstract Acceptance/Rejection Notifications

- The submitting author will receive notification of acceptance/rejection.
- Accepted presenters will be required to submit a conflict of interest disclosure statement, a CV and a headshot.

## REGISTRATION & ACCOMMODATION

- Submission or acceptance of an abstract *does not register* you. All presenting authors are required to **register by August 31**.
- Presenters are encouraged to attend the entire meeting.
- Early Bird Registration will open July 14.
- Seminar and workshop presenters receive complimentary registration to both days of the meeting.
- Symposium presenters receive complimentary registration to one day of the meeting and a discounted rate to the second day.

## PART 2: ABSTRACT PRESENTATION

### PRESENTATION FORMATS

#### Seminar

A seminar provides a structured format to cover a topic of interest to healthcare and medical professionals working in the field of ADHD. It can feature educational material with a focus on emerging trends, promising practices, applied research and replicable programs.

A seminar has the following characteristics:

- 60 min duration, including Q&A
- 1 or 2 speakers

#### Workshop

A workshop is an opportunity for a group of delegates to be engaged in intensive discussion and activity on a topic. It can feature educational material with a focus on emerging trends, promising practices, applied research and replicable programs. In addition to building new knowledge, workshops can educate delegates on skills that can be used in a practical setting.

These sessions may be structured in the form of a dialogue or debate, case studies and interactive activities.

A workshop has the following characteristics:

- 60 min duration
- Limited to 30 attendees
- 1 or 2 speakers
- Highly interactive (> 25%) with opportunity to apply learning e.g. cases, role-play

#### Symposium

A symposium provides a structured format to a group of experts wanting to present on a common topic relevant to ADHD. Topics addressed in symposiums will be theme and topic specific and presented at a more comprehensive level with three to four speakers (including the chair) providing their opinions, viewpoints and experiences. Symposium topics should engage conference audiences in critical reflection and discussion on key issues.

A symposium has the following characteristics:

- 90 min duration
- 3 - 4 speakers

The chair should submit an overall abstract outlining the content and format of the session and learning objectives along with contact information for symposium participants. Symposium participants will be contacted through the system and must upload their bio before the final symposium is submitted.

## QUESTIONS?

Please email [info@caddra.ca](mailto:info@caddra.ca) or call 416-637-8583 for further assistance.