



Canadian Frailty Network (CFN) invites abstracts for posters from participants in the CFN Interdisciplinary Training Program under the following programs/categories:

1. 2019 Summer Student Program (SSA)
2. 2018 Interdisciplinary Fellows Program (IFP) (optional attendance)
3. 2019 Interdisciplinary Fellows Program (IFP)
4. HQP from CFN-funded research or KT projects (by invitation only), as named by their Project Leaders/Principal Investigators

Important Dates

July 2, 2019 Abstracts due

July 31, 2019 Abstract reviewer comments provided to HQP

August 14, 2019 Abstracts resubmitted with *Response to Reviewer Comments*

August 14, 2019 Posters due in digital format

September 26-27, 2019 **CFN 2018 National Conference on Frailty**
 Wednesday, September 25th:
 Poster set-up – later afternoon/early evening

Thursday, September 26th:
 Poster presentation/evaluation – time TBD.
 CFN Trainee only Special Session- 9am-10:30am

Friday, September 27th:
 Poster presentation/evaluation – TBD
 Poster awards announced – during lunch
 Poster tear-down – 4 pm

CFN cannot reimburse travel expenses for non-attendance during mandatory sessions or poster viewing times

Conference Overview

HQP delegates to CFN’s annual conference share knowledge, best practices and policy, and network with attendees working in frailty related fields to collaborate and build relationships. Attendees include researchers, trainees, knowledge users, policy makers, citizens and their families and the public.

As part of the CFN Training Program, HQP are required to submit abstracts and present a research poster at the conference. This provides HQP participants with experience in knowledge translation.

Abstract and poster roles are summarized below:

	SSA or IFP	CFN-funded research or KT projects
All Authors	All authors must have participated sufficiently in developing the work to take public responsibility for the content.	
Lead Author	SSA or IFP recipient	Should have participated in the CFN Interdisciplinary Training Program (paid or unpaid).

Presenting Author	SSA or IFP recipient	Should have participated in the CFN Interdisciplinary Training Program (paid or unpaid).
Other Authors	Can include SSA or IFP supervisor	Should include the Principal Investigator responsible for the relevant part of the CFN-funded research.

Submitting your abstract

- All abstracts must be original work.
- Abstracts will be accepted in English only.
- Abstracts must be text only; graphics, tables, images, etc. are not permitted.
- Incomplete submissions will not be considered.
- Abstracts will only be accepted if submitted according to the following CFN/CJG publication standards:

Document Set-up

- Margins of 1" (2.5 cm) all around
- Left justification
- Double-spaced
- Times New Roman
- 12 pt font

The abstract should consist of two separate unlocked Word documents:

Title Page

- CFN File #: e.g. SSA2019-14, IFP2018-36, IFP2019-02, KT2017-22
- Title: should be informative and concise (maximum 90 characters)
- For each author: the first initial, middle initial(s) (if applicable), and last name, and institutional affiliation, e.g., ¹A. Hastings Truelove, ¹J. Fowler; ¹Canadian Frailty Network Training Program
- Lead Author: Name, address, telephone number and e-mail address
- Grants, contracts, and/or awards from foundations, agencies, pharmaceutical companies or other private companies that either funded the study (if applicable) or supported the authors should be indicated.

Abstract

- Maximum length: 250 words (Background; Methods; Results; Conclusions; Keywords)
- Section headings to be used: Background; Methods; Results; Conclusions; Keywords
 - Methods: should describe the study design (e.g., case-control, cohort study, randomized controlled trial, meta-analyses, etc), setting, subjects (including number and selection criteria), intervention and measurements where appropriate.
 - Results: should report the main findings including numerical values where appropriate. Where possible, report the estimates of dispersion (e.g., standard deviation, range, or confidence interval) and p-value where appropriate.
 - Impacts: If results are not yet available, substitute impacts/potential impacts for results.
 - Conclusions: must relate to the primary hypothesis (when appropriate) and be supported by the data presented.
 - Next Steps: If conclusions are not yet available, substitute for next steps for conclusion.
 - Keywords: provide 3 keywords

Evaluation of Abstracts

Abstracts will be peer reviewed according to a rubric and returned to HQP to allow for revisions before final submission. HQP are expected to resubmit abstracts with “Responses to Reviewers” detailing modifications (if called for).

Poster Submission

Once an abstract is accepted, HQP will be required to prepare a poster for presentation at CFN’s 2019 Annual Conference, to be held in Toronto from September 26 to 27, 2019.

- Multiple HQP may be involved in preparing and presenting the poster at the Conference.
- Posters must be produced and presented in English.
- Posters must be provided to CFN in advance of the Conference in digital format (unlocked PDF), to prepare reviewers for poster evaluation onsite at the Conference.
- Poster dimensions are up to 42” high x up to 45” wide. Posters will be secured to display boards using push pins or Velcro dots, which will be provided by CFN.
- Presenters must arrive with their printed poster. There will be no opportunity to print a poster on-site.

Poster Presentation and Evaluation

At the Conference, the Presenting Author will set-up and be present at his/her poster during specified times in addition to attending other designated HQP functions. **CFN cannot reimburse travel expenses for non-attendance during mandatory sessions or poster viewing times.**

Reviewers will visit assigned posters during specified times for judging. Evaluation criteria will be communicated shortly. Reviewer comments (if any) will be provided anonymously post-Conference, for HQP development purposes.

Posters will be grouped into the three categories (SSA, IFP, and Project HQP) and a prize for the best poster will be awarded in each category.

Presenting authors’ accommodation at the Conference hotel will be paid for by CFN and they will receive travel reimbursement according to CFN guidelines (see personal invitation received). Presenting authors are responsible for the cost of poster production and registration fees. Other authors may assist with poster presentations, but will receive travel or accommodation benefits as per their personal invitations.

All decisions will be final and will be at the sole discretion of CFN.

Publication of Abstracts and Posters

If an abstract is accepted for publication, and the poster presentation requirements are met, the abstract will be published in an open access issue of the [Canadian Geriatrics Journal](#) after the CFN Conference. Please note that abstracts will be published “as is,” and will not be edited by CFN for spelling, grammar or other errors.

Poster PDFs will be published on the CFN website post-Conference on the page related to the specific project. Standard release and disclosure forms signed by all authors will be required, prior to the Conference, unless other publication plans preclude CFN plans.

For Further Information contact the CFN Training Program at training@cfn-nce.ca.