

# 2016 ARCC Conference – Call for Abstracts

## *Canada's Applied Research in Cancer Control Conference*

May 8-9, 2016

Hilton Toronto | Toronto, Ontario

### Guidelines & Instructions

The Canadian Centre for Applied Research in Cancer Control (ARCC) is now accepting online submissions of abstracts for oral & poster presentations to be presented at our fifth annual conference being held May 8<sup>th</sup>-9<sup>th</sup> in Toronto, Ontario. The ARCC Conference is Canada's only applied cancer control research conference, bringing together policy & decision makers, researchers, clinicians, trainees, and other stakeholders to share work in the areas of health economics, services, policy, and ethics as it relates to cancer control in Canada. Don't miss out on the chance to feature your work, Submit an abstract today!

#### Important Dates

**Abstract Submission Opens:** Friday, November 27<sup>th</sup>, 2015

**Abstract Submission Closes:** Friday, February 5<sup>th</sup>, 2016

**Notification of decisions:** March 2016

**Registration Opens:** Friday, January 8<sup>th</sup>, 2016

#### Questions?

If you have any questions about abstracts, please contact

Sally Cleford, Event Manager

Email: [sally@f2fe.com](mailto:sally@f2fe.com) | Phone: (613) 288-9239 x101

If you have any questions about ARCC, please contact

Rebecca Mercer, ARCC Network Manager

Email: [Rebecca.Mercer@cancercare.on.ca](mailto:Rebecca.Mercer@cancercare.on.ca) | Phone: (416) 971-9800 x2326

## Presentation Formats

There will be two presentation formats: oral and poster. People can pre-select the format. However, abstracts submitted for consideration as oral presentations will subsequently be considered for poster presentations if not accepted for oral.

Poster sizes should not exceed 3ft high by 5ft wide. (Poster boards are 4ft high by 8ft wide with a frame).

## Abstract Submission Content Guidelines

The online process will collect contact information for the presenter and co-authors, sources of funding, and whether the submission represents a student's project.

To facilitate peer review, abstracts must be submitted in a structured format comprising four sections:

- Objectives (50-word limit);
- Approach (100-word limit);
- Results (125-word limit);
- Conclusion (50-word limit).

*The abstract submitted should not exceed 325 words.*

## Instructions, Guidelines & Important Information

*Please read the information below carefully*

- While we welcome abstracts on any topic related to applied cancer control research, we are particularly interested in abstracts that address current hot topics such as sustainability, health human resources, and interdisciplinary work.
- Proposals for presentations of either format (oral or poster) must identify the presenting author(s) as the main contact. The presenting author information should not be included in the content of the abstract itself.
- All presenters accepted through the abstract submission process and/or presenting at the conference must register for and pay to attend the conference, and are responsible for their own related expenses. In addition, if the accepted presenter invites additional speakers to present with them at the conference, they must also register for and pay to attend the conference. Travel and accommodation costs will not be covered.
- All abstracts must be submitted using ARCC's online abstract submission process.
- There is no limit to the number of abstracts an author may submit; however, the number of accepted oral presentations may be limited for each presenter. Groups of authors are therefore encouraged to share presenting responsibilities.
- Accepted abstracts will be published in the conference program which will be distributed to the conference delegates and presentations will be made available electronically on the ARCC website following the conference.
- Abstract submissions should be for research that is either complete or will be complete by the conference date.
- Names of authors and organizations must not appear in the text of the abstract.

- The text should appeal to ARCC’s interdisciplinary membership of decision makers, clinicians, researchers, and trainees.
- Avoid specialized jargon and undefined abbreviations. Do not include tables, figures, diagrams, footnotes, references, or acknowledgements in the text of the abstract.
- More details regarding registration as an abstract presenter will be provided upon acceptance of the abstracts for the conference.
- The conference office will aim to meet all reasonable requests for audio-visual equipment, based on the type and duration of the presentation. Upon acceptance, the conference secretariat will confirm audio visual details for your presentation.
- Please be sure to note specific requirements or considerations when submitting your abstract online.
- All abstracts submitted for oral presentation that are not accepted will be automatically considered for poster presentation.
- Please do not submit your title or abstract using only capital letters. These will be automatically corrected which may lead to errors.

## Research Topics

Submitted abstracts should identify which of the areas of focus below best describe the research:

- Health Technology Assessment
- Societal Values and Public Engagement
- Health Systems Services and Policy
- Survivorship
- Knowledge Translation

## Methods

Abstracts submitted for the conference should identify which of the methods used below best describes the abstract being submitted.

- Administrative Data Analysis
- Economic Analysis or Evaluation
- Mixed Methods Research
- Program or Policy Evaluation
- Public Engagement
- Qualitative Research Methods
- Quality of Life & Preference Elicitation
- Other: Please Specify

## Evaluation Criteria for Oral and Poster Submissions

Using a blinded review process, the Abstract Review Committee will review oral and poster abstracts using the following criteria:

- The content of the abstract provides new insight and/or knowledge in the area of applied cancer control;
- The abstract is clear and well organized;
- The proposed presentation is innovative and/or original; and
- The proposed presentation will be of significant interest to conference delegates.

## Student Travel Awards

The Canadian Centre for Applied Research in Cancer Control announces the availability of travel awards for ARCC student members presenting at the 2016 ARCC Conference being held in Toronto, Ontario, May 8<sup>th</sup>-9<sup>th</sup>, 2016. Travel awards of up to \$1000 will be awarded to a limited number of students.

### Guidelines

To be eligible, an individual must be the presenting first author of an abstract submitted to the 2016 ARCC Conference. Applications for student travel awards must be received during the abstract submission period alongside abstract submission. Abstract submission for the 2016 Conference will be open between November 27<sup>th</sup>, 2015 and February 5<sup>th</sup>, 2016. The exact number of awards given will be determined based on available funds and budget requests by applicants.

Notification of award will come with abstract acceptance information in early March.

### Eligibility

Applicants must meet the following eligibility criteria:

- A member of the Canadian Centre for Applied Research in Cancer Control (if not already a member, [join here](#));
- A current full-time student or recent graduate (degree received during 2015);
- First author and presenter of a submitted abstract; and
- Not a recipient of a Student Travel Award in the previous year.

### Application

The completed online application must include:

- Title and submission confirmation of the abstract to be presented at the 2016 ARCC Conference;
- A brief summary of research interests and accomplishments to date;
- A completed travel budget indicating expected expenses and other potential sources of funding;
- Supervisor's contact information (we will contact your supervisor by email to get their support for your application); and
- Commitment to providing a brief conference report (1 page) outlining the awardee's experience at the conference.

### Funding Release

Recipients of an ARCC Student Travel Award will receive a registration code which will provide complimentary registration to the conference. To receive remaining award funds, an awardee must attend the 2016 ARCC Conference and present his/her submitted abstract. After the conference, a completed travel expense claim form together with original receipts (including all boarding passes) must be submitted within 30 days of travel (attention to **Kim van der Hoek, ARCC Centre Manager**, BC Cancer Agency Research Centre, 675 West 10<sup>th</sup> Avenue, Vancouver BC, V5Z 1L3). Confirmation of enrollment or recent graduation must also accompany the expense form in order for funds to be released.

## **Adjudication**

The 2016 ARCC Conference Committee will coordinate the Student Travel Awards. All applications will be adjudicated by two members of the committee and the highest ranked applications, as determined by the average of the two committee members, will receive Student Travel Awards. Conflicts of interest will be resolved by having an additional committee member evaluate the application.

Applications will be evaluated using the following three criteria: financial need and relevance of conference attendance to training goals and research interests; quality of abstract submission; and distance travelled to conference by presenter.

**APPLY NOW!**

## **Do you want to become a member of the ARCC Network?**

Joining is free! The ARCC Network is a virtual community of Canadian researchers, decision makers and trainees who are interested and invested in applied cancer control research. For more information on the benefits of becoming an ARCC Network member visit our website at [www.cc-arcc.ca/](http://www.cc-arcc.ca/).