

# **Submission Guidelines & Frequently Asked Questions**

## *General Information*

An individual may submit one or more program proposals and may present in one or more categories. A separate proposal is required for each topic and/or format chosen.

All presentations should be objective and free of industry bias. All speakers will be required to disclose any conflicts of interest in each of their submissions.

## *Learning objectives*

Each submission **MUST** include a description of one or more learning objectives that describe the benefit to the session attendees. To describe the learning objective(s), use an action verb, for example:

- *To describe...*
- *To compare and contrast ...*
- *To identify, to discuss, to explain or to evaluate ...*

## *Who is eligible to submit a proposal?*

Anyone may submit proposals. Proposals will be accepted from members, non-members, technologists, physicians, physicists or students, etc.

Industry or product specific presentations must be done through the purchase of a Satellite Symposium sponsorship. Please contact [2012congress@camrt.ca](mailto:2012congress@camrt.ca) for further information.

## *What happens when my submission is incomplete?*

The online system will identify your submissions as complete or incomplete. If incomplete, the system will flag the one or more steps that need attention. Submissions with incomplete status will **NOT** be accepted. The submitter has until the submission deadline to complete their submission.

## *How will I know if my submission has been successfully submitted?*

You will receive an email confirmation from [WorldCongress@cmcg.com](mailto:WorldCongress@cmcg.com) upon successfully submitting your presentation. If you do not receive an email, contact [2012congress@camrt.ca](mailto:2012congress@camrt.ca)

## *How will I know if my submission has been accepted for presentation?*

All presentations submitted must comply with guidelines to be considered for acceptance. Notification of acceptance or rejection will be sent by email by December 9, 2011.

### ***What happens if I cannot present and must withdraw my submission?***

We request that all withdrawals be made in writing to [2012congress@camrt.ca](mailto:2012congress@camrt.ca) by January 6, 2012. If you discover you are unable to attend after that date we ask that you find an alternate and notify [2012congress@camrt.ca](mailto:2012congress@camrt.ca)

***How is the submission graded?*** Submission grading is performed by blind review by a group of experts within a particular field. Please ensure your submission does not list your place of employment/research. Identifiers, facilities and locations **MUST** be removed.

Submissions with incomplete status will **NOT** be graded.

### ***What are the selection criteria?***

All submissions will be graded on a scale of 1 to 5, with 1 being uncertain or insufficient and 5 being excellent or exceptional, for each of the following:

- Is the proposal concise, with good flow, and written clearly?
- Are the objectives of the session clearly defined from a learner's perspective?
- Is the topic innovative, timely, relevant, and of interest to the conference participants?
- Is the proposal robust and yet understandable to the conference participants?
- Does the proposal provide important data or new information that adds to existing knowledge?

### ***What must be included in my proposal for lectures, workshops, poster presentations and non-proffered non- scientific papers***

Each submission **MUST** include

- a detailed program summary, in which the topic and learning objectives are clearly explained. (200 - 400 words)

### ***What must be included in my submissions for proffered scientific papers and poster presentations?***

Each paper **MUST** include:

**Background:** A brief statement of the purpose of the study (100 words)

**Method/Results:** A statement of the method(s) of investigation & a summary of the results presented in sufficient detail to support conclusions (275 words).

**Conclusion:** A brief statement of results reached (125 words) – it is not acceptable to state “the results will be discussed”. You may give preliminary data in the abstract, and present full results at congress.

The congress provides the opportunity to present the abstract as a **proffered paper or poster board**. Due to the large number of requests to present proffered papers, your abstract may be chosen as a poster board.

Please note that the papers of selected presentations will be submitted for publication in the *Journal of Medical Imaging and Radiation Sciences*. Presenters whose abstracts are selected for publication will be required to sign a conflict of interest disclosure form, identifying any commercial relationships. CAMRT reserves the permission and authority to submit and publish these abstracts, without compensation, in the *Journal of Medical Imaging and Radiation Sciences*.

***How is the education program schedule created?***

The scientific program committee is responsible for day/time assignments.

***What is covered as a speaker at the congress?***

All registration, transportation and hotel accommodations cost are the responsibility of the speaker.

All speakers must registered March 2, 2012 to present at the congress or offers will be rescinded.