

7th Canadian Critical Care Conference
March 17-20 2010 Whistler, BC
Abstract Submission Guidelines

Abstracts of original work are being accepted for review. Abstracts may be submitted by electronic mail (***strongly*** recommended) or standard mail or fax. Submissions must be *received* by Monday, January 29, 2010 at 5 PM Pacific Time.

- **Submit by Electronic Mail:** Submit abstracts via e-mail to zena.Davidson@vch.ca with the subject heading "CCCC Abstract." The body of the message should contain contact information (name, address, phone, fax, and e-mail address), and the abstract should be submitted as a file attachment named after the first author. Authors submitting more than one abstract must make each file name unique by adding letters or digits to the end. The sender will become the contact for subsequent communications from the Scientific Committee.
- **Submit by Standard or Express Mail:** Submit mailed abstracts to the address below. Please include contact information (name, address, phone, fax, and e-mail address) in a cover letter on a separate page.

Contacts should expect acknowledgement of receipt from the Scientific Committee by e-mail within five working days. Work by clinical fellows will receive special consideration if it is so labeled in the cover letter/e-mail.

The abstract must be in the form of a Microsoft Word Document with the following specifications:

- **One Page Only:** 8.5"x11" with 1.25" margins on the top, bottom, left and right.
- **Font:** 12 point.
- **Title:** Bold.
- **Authors:** Use first and last names. Degree (MD, RN, RRT, PhD) may be included.
- **Affiliation:** Include Department(s), University/Hospital, City, State/Province. Use standard abbreviations where applicable.
- **Abstract:** Include four sections: Introduction, Methods, Results, and Conclusions. Start each section on a different line with its title in Bold.

Submissions that do not conform to these guidelines will be rejected. Please minimize the use of special fonts, characters, and extraneous formatting. Abstracts will not be reformatted for printing. Figures or tables must be rendered to reproduce properly on different systems or printers. If formatting problems are likely but unavoidable, submit a properly formatted copy by fax or standard mail *in addition to* the electronic version.

The Scientific Committee renders final decisions on acceptance. Notification of acceptance will be sent via e-mail.

Posters will be on display at a poster session. A panel 4 x 6 feet will be available for each presenter. Bring all materials needed to present your poster, including appropriately sized thumbtacks.

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