Presentations must reflect projects that are fully completed by the conference date (including a full analysis of findings and conclusions). There are three types of presentations for which you can submit an abstract:
1. Rapid podium
2. 40-Minute concurrent session
3. Poster
Review the **Presentation Guideline** for a detailed explanation and tips on how to prepare your presentation.

ALL ABSTRACTS MUST ADHERE TO THE SUBMISSION GUIDELINES OUTLINED BELOW.

Submission Process: Online only. First-time users should create a password-protected account – instructions are on the log-in page. Carefully review these guidelines prior to starting the online process because all information fields are mandatory.

Deadline: November 16, 2018 for work that is completed by the conference date (May 3, 2019).

Submission Guidelines:
Step 1: Add Primary Author
- First and last name
- Credentials (e.g. B.Sc)
- Organization
- Mailing address with postal code
- Phone number
- Email

Step 2: Add Additional Authors
Same information as Step 1

Step 3: Title
A title should reflect the content of your poster/presentation. Ensure the title does not contain any identifying information regarding the author(s) or organization. *(max 255 characters)*

Step 4: Abstract Summary
All of the following categories are mandatory. Ensure the abstract does not contain any identifying information regarding the author(s) or organization. All content is expected to be free of spelling and grammatical errors. If your abstract is accepted for presentation, this abstract entry will appear on the GTA Rehab Network website and conference delegate book.
- Purpose: What was the main reason or research question that led to your study or initiative? If applicable: What was your hypothesis? *(max 250 characters)*
- Relevance: Why is this study or initiative of interest at the practice, organizational, system, research, or policy level of rehabilitation? *(max 325 characters)*
- Methods and Analysis: *(max 625 characters)*
    o For research projects only, what methods were used in the data collection, sampling and analysis of your study?

- o For non-research projects only, what methods, materials, or principles were used in developing, implementing and evaluating this initiative?
- Study Sample or Initiative Scope: *(max 150 characters)*
    - o For research projects only, describe the sample size and relevant characteristics.
    - o For non-research projects only, describe the scope of your initiative in terms of number and relevant characteristics of participants.
- Findings: Describe the key findings of your study or the outcome of your initiative. *(max 450 characters)*
- Discussion: What are the practical applications of your study or initiative for rehabilitation? What are the implications of your study or initiative at the clinical practice, organizational, system, research, or policy level? *(max 375 characters)*
- Conclusions: What are the key messages from your study or initiative? *(max 325 characters)*

Step 5: Abstract Category
Select one category from the list below which best describes your abstract:
- Research in Rehabilitation (quantitative, qualitative or mixed methods): This category includes studies at the practice, organizational, system or policy level.
- Rehabilitation-Related Best Practice Initiative or Organizational Innovation: This category includes new or unique methods or theories that have been adapted to meet specific needs at the practice, organizational, system, and research or policy level*.*
- Systematic Literature Review This category is restricted to master or doctoral students and can only be used for poster presentations.
- Ideas, Inventions and Innovations that will Transform the Rehabilitation Mosaic: This category is for those ideas that are germinating, developing, dividing, migrating, cascading and maturing.

Step 6: Abstract Population Identification
If the abstract pertains to a particular population, authors are asked to select from the following list

Amputee	Complex Continuing Care
Brain Injury / Neuro / Stroke	Special Care Needs (e.g. wound care, bariatric)
Burn	Oncology
Cardiac / Pulmonary	Spinal Cord Injury
MSK	Senior-Focused Care
Paediatrics	Other (Please specify)

Step 7: Preferred Presentation Format
Indicate whether you are submitting for a poster, rapid podium presentation or concurrent session presentation. Note that choices cannot be guaranteed.

Step 8: Consent to Post Presentation on Website
Should your abstract be accepted at the conference for a rapid podium or 40-minute concurrent session presentation, do you consent to having your slides or a modified version (to address copyright and future publication issues) available on the post conference web site? YES or NO

Step 9: Student Abstract Identification

Is this abstract being presented as part of a Masters or Doctoral Program? YES or NO

Step 10: Read though the Following Additional Information

- Attendance and Expenses: At least one of the authors must be a paid registrant at the conference. Any author who wishes to attend or present must be a paid registrant. Abstract authors are responsible for all expenses associated with creating and delivering your presentation, registration costs and any travel expenses.
- Abstract Selection Process: There are a limited number of spots available for Rapid podium Presentations and Posters. Abstracts will be evaluated based on the following criteria:
  - Originality of idea and demonstrated innovation
  - Degree of practical knowledge transferability or practical implications: Abstract clearly demonstrates a high degree of practical application to rehabilitation practice, research, or policy.
  - Evidence and objectivity: Abstract builds on existing knowledge base, is based on sound methodology, and/or has a clear evaluation component. Results can be generalized to a range of populations.
  - Clarity and cohesiveness: Abstract reflects a sound argument and logical flow. The abstract thoroughly explains the study or initiative's elements, outcomes and importance. Key messages are clearly articulated. Information is clearly presented in a style which is appropriate for a broad audience. The abstract is free of spelling and grammatical errors.
- Notification of Acceptance and Sharing of Materials: Those who have been selected for the Best Practices Day Program will be notified by email with further details. All accepted abstracts will be featured on the GTA Rehab Network website and/or in the program book provided to all delegates. An electronic version of your presentation and/or handouts will be shared on the GTA Rehab Network website with your consent. Indicate your consent on the abstract submission page.
- Marketing of Products: The marketing of products through the GTA Rehab Network's Best Practices Day is prohibited.

Step 11: Terms and Conditions

Confirm you have read and understand all of the terms and conditions listed above.

Step 12: Submit Abstract

Click *submit* and a confirmation screen will appear. The primary author will also receive a confirmation email.

Review or Edit Your Abstract

Click on *view all abstracts* in the left hand menu. Click *action* and then click *view*. Ensure to click *submit* once all changes are complete.

Questions?

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