

# 2013 CBS ANNUAL MEETING, OTTAWA, MAY 29 - JUNE 1, 2013

## PRESENTATION GUIDELINES

### **IMPORTANT NOTE TO ALL PRESENTERS:**

We are pleased to announce that the program of the 2013 CBS Annual Meeting has been accredited for Continuing Medical Education (CME) credits. The accreditation rules require that all speakers disclose their financial affiliations (within the last two years) regarding information being presented. In order to comply with this requirement, we are therefore asking you to download and complete the attached [\*Conflict of Interest form\*](#). The completed and signed form will need to be returned to the registration desk when checking in at the conference in order for you to receive your registration package.

### **PODIUM PRESENTATIONS**

Material presented must reflect the material summarized in your submitted abstract. Presentations are limited to 12 minutes, followed by 3 minutes for questions. The exact time of your presentation (within the session that was indicated in the abstract status notification E-mail you received in April) will be indicated in the conference program that you will be given as part of your registration package at the registration desk.

As part of the CME accreditation rules, you are required to disclose any potential conflict of interest you may have on the first slide of your presentation (this is in addition to the Conflict of Interest form described above). If you do not have any conflict of interest, please, say so. For your convenience, we have prepared 2 slides (one for the case of [\*No Conflict of Interest\*](#) and one that needs to be completed for the case of a [\*Conflict of Interest\*](#)). Finally, you are also required to use generic rather than trade names of medications and/or devices that may be included in your presentation.

### **SHORT TALKS**

Short talks are limited to 6 minutes. The presentations (4 total in the session) will be followed by a 6 min shared question period for all 4 presenters. The exact time of your presentation (within the short-talk session that was indicated in the notification E-mail you received in April) will be indicated in the conference program that you will be given as part of your registration package at the registration desk.

As part of the CME accreditation rules, you are required to disclose any potential conflict of interest you may have on the first slide of your presentation (this is in addition to the Conflict of Interest form described above). If you do not have any conflict of interest, please, say so. For your convenience, we have prepared 2 slides (one for the case of [\*No Conflict of Interest\*](#) and one that needs to be completed for the case of a [\*Conflict of Interest\*](#)). Finally, you are also required to use generic rather than trade names of medications and/or devices that may be included in your presentation.

## **POSTER PRESENTATIONS**

Material presented must reflect the material summarized in your submitted abstract. Poster numbers will be assigned in the conference program that you will be given as part of your registration package at the registration desk. The Presenting authors with odd-numbered posters will be required to be present at their posters from 15:45-16:30 on Thursday, May 30, and for the whole poster session on Friday, May 31. The Presenting authors with even-numbered posters will be required to be present at their posters from 16:30-17:15 on Thursday, May 30, and for the whole poster session on Friday, May 31.

Posterboards for poster display are 4 ft x 4 ft. Therefore, your poster should not exceed 4 ft x 4 ft (we recommend that you use a slightly smaller size to make sure that your poster fits on your assigned board).

Please note that, as part of the CME accreditation rules, you are required to use generic rather than trade names of medications and/or devices that may be included in your presentation.

We are looking forward to seeing you in Ottawa in a few weeks!

The Organizing Committee of the 2013 CBS Annual Meeting