2027 ABSTRACT SUBMISSION GUIDELINES

All abstracts submitted must comply with these guidelines to be considered for acceptance.

SUBMISSION PROCESS

All abstracts must be submitted via the online system. Abstracts submitted by email will not be considered.

New this year: Before submitting an abstract, the presenting author **MUST** complete the conflict of interest form. Until this step has been completed, an abstract cannot be submitted.

DEADLINE

Submissions must be received electronically through the online submission form no later than **Monday, January 18, 2027, 23:30 ET**. Late or mailed submissions will not be accepted.

Submitters may return and edit their submissions until the deadline.

FEE

There is no fee to submit an abstract.

ELIGIBILITY

All CDA Members and Associates are eligible to submit. Non-CDA members submitting an abstract must fall under one of two categories.

CDA Members or Associates

Member
Legacy Member
Resident or Fellow Associate
Retired Associate
Associate
Corresponding/Honourary Associate

Non-member Categories

Medical Student

Defined as any Canadian student enrolled in a MD or MDCM program. Medical students may be the presenting author on a maximum of **two** abstracts.

*****_You will be required to upload proof of medical student status during the abstract submission process. Accepted documents include: valid student card, current transcript or class schedule, letter from supervisor_

At least one Canadian Certified Dermatologist **MUST** be a co-author on the abstract being submitted for consideration by a medical student.

Industry Sponsored

An industry sponsored abstract is funded or supported by a healthcare company. The sponsor typically oversees the abstract's design and content development in collaboration with the authors, who remain responsible for the scientific accuracy and integrity of the findings.

Only confirmed CDA Annual Conference sponsors are eligible to submit an abstract.

NOTE
Research that received unrestricted industry funding is not considered an industry-sponsored abstract when the authors retain full control over the project's design, implementation, and analysis.

Presenting authors of Industry Posters are not required to register, however registration is strongly encouraged.

LANGUAGE

Abstract submission form is available only in English. Abstracts may however be prepared in either French or English and will be published in the language submitted. Please note that all conference sessions (including abstract presentations) will be conducted in English.

PUBLICATION AGREEMENT

Authors of accepted abstracts grant the CDA, its agents and representatives the right to use their names and abstracts in promotional and other materials published in relation to the annual conference and make the abstracts available on the conference website and mobile application.

Submission of an abstract implies that it has been approved by all listed authors. Submission of a case report implies that is has been approved by all authors AND that all patients referenced in the case have signed a patient consent/release form.

PREVIOUSLY SUBMITTED WORK

The CDA welcomes abstracts that have been - or will be - presented at other conferences or previously published.

JCMS ABSTRACT VOLUME SUPPLEMENT

The *Journal of Cutaneous Medicine* (JCMS) may also publish a special supplement of abstracts. Authors will be asked to choose to be included in this tentative publication when submitting an abstract. Should it be commissioned by the CDA, abstracts will be reproduced by the JCMS exactly as submitted and substitutions will not be permitted.

If the author has already published a full-length article in another journal that includes the submitted abstract, the abstract will not be considered for inclusion.

Submitters will have the option of opting out of the publication as part of the submission process.

PRESENTATION FORMAT

Abstract submissions will be reviewed for presentations in one of two formats: e-poster oral presentation or e-poster. A limited number of opportunities for e-poster oral presentations will be offered. Those selected will be confirmed in their Notice of Abstract Acceptance letter.

Medical students may be the presenting author on a maximum of **two** abstracts.

Industry sponsored submissions will only be considered for e-poster presentation.

TOPICS

All abstracts submitted must address one of the conference topics for inclusion in the program.

- Medical dermatology
- Surgical dermatology
- Cosmetic dermatology
- Pediatric dermatology
- Equity, diversity, inclusion
- Other
- Industry Poster – *industry sponsored abstracts must be submitted under this category*

ABSTRACT SPECIFICATIONS

Abstracts must be entered/pasted into the submission form. If having trouble with special characters, please submit the abstract, then contact cda@intertaskconferences.com for assistance.

- Titles should be limited to **no more than approximately 150 characters** (not including spaces). Please use Upper and Lower case, NOT UPPER CASE.
- Refer to generic names rather than brand names.
- Each abstract should have three parts:
    1. Introduction (75 word maximum)
    2. Methods, Results (200 word maximum)
    3. Conclusions (75 word maximum)
- Only one table **OR** one image may be uploaded (see also: IMAGE UPLOAD REQUIREMENTS).
- Include a takeaway message.
- Titles, learning objectives, takeaway messages, and tables/images will **NOT** be included in the 300-word count.

IMAGE UPLOAD REQUIREMENTS

Accepted abstracts may be published and or posted online. For optimal online viewing, it is recommended that only high-resolution images (300 dpi) be used. If submitting scanned pages, ensure pages are first scanned using a high-resolution setting. If uploaded images/charts/scans are not legible, they may be omitted from the published abstract.

ANONYMITY

Only **FULLY ANONYMOUS** versions of abstracts or case reports/series will be accepted for review. No identification of authors, institution of origin, geographic area, sources of funding, or author references may appear in the Title or Text. For example, do not state 'the study was approved by the University of Ottawa REB', rather, 'Local Ethics Committee approval was obtained'.

AUTHOR REQUIREMENTS

All submissions **MUST** identify a presenting author, and the maximum presenters per abstract is one (1).

All correspondence will be sent to the submitter. It is their responsibility to communicate this information to any additional authors.

Except in the case of Industry Posters, presenting authors **MUST** register for the Annual Conference and pay the appropriate registration fee by **Monday, March 15, 2027**. Registration to the conference is not complimentary for abstract presenters. Failure to do so will result in the automatic withdrawal of the abstract from the program. If the presenting author is unable to attend the meeting, please notify the CDA of an alternate presenter.

If there is a change in the name or address of the presenting author prior to submission deadline of **Monday, January 18, 2027, 23:30 ET**, edit the abstract in the online submission tool. After this date, please contact: cda@intertaskconferences.com. **New** authors CANNOT be added to an abstract after the submission deadline.

ALL authors of accepted abstracts will be required to submit a conflict-of-interest disclosure.

JUDGING CRITERIA

All abstracts will undergo a blinded peer-review process by the Review Committee. Authors should be careful to avoid submitting multiple datasets from one study as multiple abstracts. Multiple submissions from a single study or dataset will be excluded unless prior clarification and approval is provided. **Abstracts with no data or incomplete data will be disqualified.**

CLARITY: The abstract is clearly written and understandable.

QUALITY: The abstract uses current best practices and/or methodologies.

IMPORTANCE: The abstract addresses a significant and/or timely problem in patient healthcare and/or in one of the CanMEDS roles.

ORIGINALITY: The abstract challenges existing paradigms and/or presents new approaches.

CONTRIBUTION (significant)**:** The abstract makes a significant contribution to the field of dermatology.

CONTRIBUTION (change practice)**:** The abstract will change dermatologists' practices and/or behaviours.

NOTICE OF ACCEPTANCE

Notification of acceptance or rejection will be emailed on or around **February 22, 2027**. All correspondence will be sent to the submitter. Acceptance notifications will also include instructions to prepare and submit materials for each abstract's assigned presentation format (e-poster or oral presentation).

WITHDRAWAL

Written notification **MUST BE** sent by the submitter or the identified presenting author to withdraw an accepted abstract. Notification can be sent by email cda@intertaskconferences.com. The notification must include the abstract or case report/series title.

DISCLAIMER

The submission of an abstract does not constitute a contract between the Canadian Dermatology Association (CDA) and the abstract submitter and/or authors, nor does it constitute acceptance that the abstract will be presented at the CDA Annual Conference either in person or via an electronic poster. A blinded peer-review process by multiple judges will occur following submission

to select the successful abstracts for presentation at the CDA Annual Conference.

ACCREDITATION

The CDA Annual Conference will be an accredited group learning activity offering continuing medical education credits from the Royal College of Physicians and Surgeons of Canada and the American Medical Association.