

How to Submit an Abstract for Presentation at the CFAS Annual Meeting



Review the online abstract submission guidelines on the CFAS website and make sure your abstract complies with the guidelines

Review the Guidelines:
https://cfas.ca/2020_Annual_Meeting_Abstract_Submission.html



Collect Ethical Standards Disclosure Forms from all authors

*These forms are required for the first author and **all** co-authors that contributed to the work.*

Download the Ethical Standards Disclosure Form here:
https://ubccpd.ca/sites/ubccpd.ca/files/Disclosure_Form-1pg.pdf



Fill out the online abstract submission form on the CFAS Website

You must be logged into the CFAS Membership Portal to do this.

Not a CFAS member? Simply click on the link on the abstract submitter page to create a guest login.



Upload your abstract, a blinded version of your abstract, and all Ethical Standards Disclosure Forms as PDFs

A blinded abstract is simply your abstract with the author and co-author names and affiliations removed. This will allow reviewers to score abstracts in a fair, unbiased manner.

Check how your PDF looks before submitting. Remember to remove 'Track Changes'. Abstracts will be published as received.



Check your email regularly

An email from the CFAS Office will notify all those who submitted and abstract once scoring is completed and a list of accepted abstracts is posted on the CFAS website.

Reviewers require adequate time to read and score abstracts. You can expect an email from the CFAS Office regarding abstract results in June.



Confirm your presentation with CFAS

Contact the CFAS Office at office@cfas.ca to confirm you will attend the Annual Meeting and present your abstract.