UNIVERSITY OF CALGARY
CUMMING SCHOOL OF MEDICINE

ALBERTA PRECISION LABORATORIES
Leaders in Laboratory Medicine

MEMORANDUM

DATE: March 30, 2022

TO: All Medical Staff, Residents, Fellows, and Graduate Students

FROM: Dr. Martin Hyrcza, Dr. Thomas Brenn, Dr. Lawrence de Koning Dr. Margaret Kelly& Dr. Dylan Pillai

RE: Call for Abstracts: University of Calgary Department of Pathology and Laboratory Medicine Research Day 2022

The Annual Department of Pathology and Laboratory Medicine Research Day will be held this year on **Friday June 17th, 2022**. The deadline for submission of abstracts is <mark>**Monday, May 2nd 2022 @ 1600h MDT (no exceptions!)**</mark>.

Abstracts should be sent via email to Ms. Cassandra Saubak at: cassandra.saubak@aplabs.ca using the following subject line: ***Research Day 2022 Abstract Submission***

Please provide the following information in the header of your abstract:

- Full name, Position Title (i.e. Graduate student, Resident, Medical Student, other Undergraduate, etc.), email address, telephone number & UCID
- Supervisor's name:_____
- Category: Clinical Research or Basic Science (choose one)
- Preferred type of presentation (choose): poster or platform Presentation (the committee will select which abstracts will be platform presentations).

Abstracts <mark>not meeting</mark> the following requirements will be returned for corrections.

ABSTRACT REQUIREMENTS:
1. Presenting author: Full name, Position Title (i.e. Graduate student, Resident, Medical Student, other Undergraduate, etc.), email address, telephone number & UCID
2. Supervisor: Full name, Position Title, email address, telephone number
3. Category: Clinical Research or Basic Science (choose one)

4. Title: The title should be clear and succinct. Abbreviations should be avoided in the title (may be used in the text). This section should be centred, and written in **UPPER CASE**.
5. Authors: Type author's full names (initials should precede the surname). Underline the name of the presenting author only. Omit degrees and titles, and use superscript numbers to indicate affiliations. This section should be centred, and written in **First Capital**.
6. Content: The abstract itself should be left justified, and without indentation. The contents should include:
   a. Background: State specific background and objective(s) of the study.
   b. Methods: State the subjects/samples used, methods, and study design.
   c. Results: Summarize the results.
   d. Conclusions: Summarize the conclusions reached.
7. If abbreviations are used, please place them in parentheses after the first usage.
8. Do not include diagrams, graphs, or other figures in your abstract.
9. Abstracts must be single spaced, and limited to 350 words.

PLATFORM GUIDELINES:
PowerPoint based; 10 minutes for presentation; 5 minutes for questions.
Presentation will be stopped at the end of 10 minutes to ensure that there is time for questions from the adjudicators and audience.

An APL Branded PowerPoint template is saved under the following directory: G:\\CLSDATA\residents\resident resources\Research Database

POSTER GUIDELINES:
Poster Size: 36 x 48 inches landscape orientation.
Use the template found at the following location: G:\clsdata\Residents\Resident Resources\FORMS\DPLM poster template.ppt

Poster Tips from the Research Committee:
- Header: Prepare a headline that identifies your research to be mounted at the top of the poster board. Include authors and their affiliations under the header.
- Organization: The key is to achieve clarity and simplicity. Do not overload the poster. Use a coherent sequence (top to bottom or left to right) to guide the viewer through the poster. Use figures, tables, graphs and photographs when appropriate; keep text brief. It may be helpful to have materials pre-mounted on mounting boards.
- All materials should be legible from a distance.
- Typography: Avoid using abbreviations, acronyms and jargon. Do not use industry logos or brand names. Font should be consistent throughout.
- Ask yourself the following questions:
  1. What do I want the viewer to remember?
  2. Is the message clear?
  3. Do important points stand out?
  4. Is there a balance between words and illustrations?
  5. Is the pathway through the poster clear?
  6. Is the poster understandable without oral explanation?

Thank you for your participation in this important event. We look forward to "seeing" you at Research Day!