

## ABSTRACT SUBMISSION GUIDELINES

The Black Child and Youth Wellness Conference and Summer Institute is a pioneering event organized by the Black and Racial Equity (BARE) Research Program as part of the Transforming the Lives of Black Children and Youth project. The theme of the conference is **“Black Child and Youth Engagement, Capacity Building.”** This event seeks to bring together Black communities, trainees, youth, parents, researchers, and other key stakeholders to collectively enhance the health and well-being of Black youth in Canada. The conference program has been carefully designed to foster meaningful discussions, collaboration, and knowledge exchange on critical issues impacting Black children and youth across the country.

We invite authors to submit their abstracts for presentation at the Black Child and Youth Wellness Conference and Summer Institute, at the University of Calgary.

### GENERAL GUIDELINES

1. Abstracts must be submitted online using the official submission platform. Abstracts sent via email will not be accepted.
2. All abstracts must be written in English or French.
3. Abstracts can be submitted until **11:59pm, on February 15, 2025.**
4. Authors will be notified of acceptance by **March 15<sup>th</sup>, 2025.** The notification will be sent to the presenting author identified during submission.
5. To present, at least one author must register for the conference. At least one author should be available to present in person. Visit the official conference website to complete the registration and payment link.
6. The submitted abstract is considered final, and no changes can be made after submission.
7. The conference committee reserves the right to accept or reject abstracts based on their quality.
8. Abstracts will be included in the conference materials and be published and/or made public

### SUBMISSION CATEGORIES

Authors can submit their abstracts under the following categories:

1. Oral Presentations
2. Poster Presentations

### ABSTRACT STRUCTURE

Each abstract must include the following sections:

1. **Title:** A concise title for the research or presentation.
2. **Authors and Affiliations:** Full names, affiliations, and email addresses of all contributing authors.
3. **Background:** A brief introduction or context to the research, including the aim or research questions.
4. **Methods:** A description of the methods used in the research project.
5. **Results:** A summary of key findings. If the project is ongoing, include anticipated outcomes.
6. **Conclusions:** The significance and implications of the findings.
7. **Keywords:** 3–5 keywords related to the submission.

Pictures are not permitted.

WORD LIMIT: The abstract must not exceed 250 words, excluding the title, authors, and affiliations.

#### SUBMISSION FORMAT

- Abstracts must be submitted electronically in Word format.
- Times New Roman, size 12.
- 1.5 Line Spacing
- The file should be named using the format: [First Author's Last Name] \_Conference Abstract.

#### REVIEW PROCESS

All abstracts will undergo a peer-review process by the conference committee. They will be evaluated based on their relevance to the conference themes, originality, quality of research, and clarity.

#### TECHNICAL INSTRUCTIONS

- Presenters must create an account on the submission platform. If you forget your password, you can request a reminder.
- Abstract submission form must be completed. Fields marked with an asterisk (\*) are mandatory.
- Title, author names, or field headers, as these will be automatically added to the submission. This should not be repeated in the body of the abstract.
- Abstract should be free of spelling, grammatical, and scientific errors before submission.
- Upon submission, presenters will receive a confirmation email with a preview of your abstract.
- Before submitting, please gather accurate and up-to-date contact details for all co-authors (name, email, phone number, affiliations).

- Once the author finalizes the submission, all co-authors will be notified via email. While co-authors can view the submitted abstract, only the submitting author has the authority to make edits or deletions.

For any inquiries, please contact us using [transformblacklives@ucalgary.ca](mailto:transformblacklives@ucalgary.ca)