



## POSTER ABSTRACT SUBMISSION GUIDELINES 2023

Thank you for considering the submission of an abstract for poster presentation at the [4th Annual WorkSafeBC-NAOEM Joint Conference for Community Physicians](#) being held on **Sat, Oct 28, 2023** at the [Victoria Conference Centre](#) in Victoria, BC.

The Annual Scientific Conference attracts more than 150 delegates from these groups:

- occupational medicine physicians
- family physicians with an interest and experience in occupational medicine
- other healthcare professionals with specific education and experience related to occupational health

### IMPORTANT DATES:

- Call for Abstracts **OPENS July 4, 2023**
- Abstract submission **CLOSES Tuesday, September 5, 2023**
- Acceptance notifications delivered by **Tuesday, September 12, 2023**.
- Accepted abstracts must confirm their participation no later than **Friday, September 29, 2023, 5pm PST**
- Conference registration of the presenting author must be completed no later than midnight (PST), **Friday, October 6, 2023**

### POSTER ABSTRACT INSTRUCTIONS:

- All abstracts should be submitted using Microsoft Word or PDF to using this portal [residents@worksafebc.com](mailto:residents@worksafebc.com). The presenting author needs to be a current resident in occupational, public health or preventive medicine.
- The abstract should be related to occupational medicine.
- The deadline for submitting an abstract is **Tuesday, September 5, 2023**.
- Accepted abstracts will be notified by email on **Tuesday, September 12, 2023**. Both the submitting author and the presenting author will be notified. Presenters will receive further instructions on poster dimensions in the notice of acceptance.
- The official language of the conference is English and all submissions must be written and presented in English.



### ABSTRACT FORMAT:

- Abstracts should be no more than 250 words, single spaced with a maximum of 3 references.
- A summary sentence (50 words max.) including author contact details (i.e., name, address, email) and a list of contributing authors for consideration in the program.
- Tables or illustrations are not permitted in the abstract.
- Provide a title for the abstract (please do not use all caps).
- Affiliations should follow each author's name (institution, city, prov/state, country, and email address). The structure of the abstract should contain the following headings: BACKGROUND, METHODS, RESULTS, CONCLUSIONS, REFERENCES.
- For case reports, the abstract should contain the following headings: BACKGROUND, CASE, DISCUSSION, REFERENCES.
- Abstracts that do not meet these requirements will not be accepted.
- Accepted abstracts must confirm their participation via email to the Conference Secretariat no later than **Friday, September 29, 2023**. Reminders will be sent to the submitting and presenting authors.

### CONFERENCE REGISTRATION:

- Once accepted and confirmed for inclusion in the program, conference registration of the presenter is **required** by **Friday, October 6, 2023**, as a condition of inclusion. No financial assistance is available to presenters for travel or accommodation, but registration for the conference is **complimentary** for residents.

If you have any questions or concerns, please contact the Conference Secretariat (Sandy McNeill) at [sandy.m@ubc.ca](mailto:sandy.m@ubc.ca).