

## Submission Guidelines and Frequently Asked Questions

### 1) General Information

You may submit one or more proposals and may present in one or more categories. A separate proposal is required for each presentation.

All presentations should be balanced, objective and adhere to the disclosure policy outlined during the online submission process.

Each proposal **MUST** include at least one and up to three learning objectives.

**The deadline for proposal submission is Wednesday, October 23, 2013.**

### 2) Who is eligible to submit a proposal?

Anyone may submit a proposal including technologists who are CAMRT members or non-members, physicians, physicists and students.

### 3) What must be included in my proposal for a workshop, 60 minute presentation, 30 minute presentation or poster presentation?

Each submission **MUST** include a detailed and clearly explained summary of the presentation and up to 3 clear, participant-oriented learning objectives. The proposal should clearly describe how the presentation meets the stated conference objectives.

### 4) What must be included in my proposal for a 30 minute presentation of a scientific paper?

The proposal must be a fully self-contained, brief summary of your scientific paper generally stating the hypotheses tested, a brief description of the methods used and the conclusions obtained.

Each proposal **MUST** include the following:

**Background:** A brief statement of the purpose of the study (maximum 100 words).

**Method/results:** A statement of the method(s) of investigation and a summary of the results presented in sufficient detail to support the conclusion (maximum 275 words).

**Conclusion:** A brief statement of the results reached (maximum 125 words). It is not acceptable to state "the results will be discussed". You may give preliminary data in the proposal and present full results at the conference.

Please note that the proposals for some presentations may be submitted for publication in the *Journal of Medical Imaging and Radiation Sciences*. Presenters whose proposals are selected for publication will be required to sign a conflict of interest disclosure form, identifying any commercial relationships. CAMRT reserves the permission and authority to submit and publish them, without compensation, in the *Journal of Medical Imaging and Radiation Sciences*.

**5) Can the requested presentation format change?**

Due to the number of submissions for oral presentations, you may be asked to present your proposal as a poster presentation. In some cases, the reviewers might recommend that your poster presentation be presented as an oral presentation.

**6) What happens when my submission is incomplete?**

The online system will identify your submission as complete or incomplete. If incomplete, the system will flag the steps that need attention. Submissions with incomplete status will **NOT** be accepted. The submitter has until the deadline of **Wednesday, October 23rd** to complete their submission.

**7) How is the proposal evaluated?**

Proposal review is performed as a blind review (reviewers will not know who submitted the proposal) by a group of experts within a particular field. The program committee is responsible for day and time assignments. Submissions with incomplete status will NOT be evaluated.

**8) What are the selection criteria?**

All submissions will be evaluated on a scale of 1 to 5 based on the following:

- Is the topic relevant to the conference mission and objectives?
- Is the topic current, of interest and relevant to attendees?
- Are the learning objectives appropriate and clearly defined?

**9) How will I know if my proposal has been accepted for presentation?**

All proposals submitted must comply with these guidelines to be considered for acceptance. You will be notified by email whether your proposal has been accepted or not.

**10) As a speaker at the conference, are my travel, accommodation and registration expenses reimbursed?**

All travel, accommodation and registration expenses are the responsibility of the speaker. All speakers must be registered.

**11) As a speaker at the conference, do I receive an honorarium?**

CAMRT recognizes and appreciates the commitment that all speakers are making to the conference, both in time and in the sharing of expertise.

A speaker presenting a 60 – 90 minute presentation may receive an honorarium or a complimentary conference registration, to be determined after the selection process. Only one honorarium or free registration is given per session (not per speaker).