

Abstract Submission Guide

PART 1: SYSTEM REQUIREMENTS: PLEASE READ BEFORE SUBMITTING AN ABSTRACT

1. Please use Internet Explorer, version 6.0 or greater
2. Pop-up security warning: Do you want to view only the webpage content that was delivered securely? This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage. Yes or No. **PLEASE CLICK NO.**
3. CANO/ACIO login and password.
 - a. If you do not have a profile in the CANO/ACIO database, you must create one in order to log on. You may create a profile to join CANO/ACIO or create a profile as a non-member. Once your profile is created, you can navigate to the Abstract Submission page.

Note that if you are not a CANO/ACIO member and do not wish to join CANO/ACIO at this time, you are welcome to complete only the mandatory fields in the sign-up process.
 - b. If you have a login/password but forgotten or misplaced this information, please call the CANO/ACIO office
4. You may sign out and log back in at any time to edit or complete your submission

PART 2: SUBMIT AN ABSTRACT

Step 1: Click “Abstracts” Tab; please wait until the abstract management system loads up; depending on your computer speed, this may take a few moments. You will be able to complete fields when the system is ready.

Step 2: Complete all of the fields under “Abstract” Tab

Please take a look at the following **FIELD GUIDE** to assist you in completing your form. Feel free to print out the guide and check each box as you proceed.

	Field Name	Action required
<input type="checkbox"/>	Submitter ID	This field will auto-populate, please ignore.
<input type="checkbox"/>	Title	Please type in your title in ALL CAPS. Please ignore formatting tools.
<input type="checkbox"/>	Abstract Body	Please note that you can type in your abstract right into this box. You can also copy and paste from Word. If you are copying from Word and need assistance, please go to the “Help” tab and take a look at the resources available.

		Note that you can use the toolbar above to modify the look of your title, by bolding, underlining, italicizing etc.
<input type="checkbox"/>	Blank box	Check character-count by setting your cursor in the abstract body box and clicking here. Note the abstract word limit is 230 words.
<input type="checkbox"/>	Author Block (Read Only)	Once you add your author information, the abstract authors will be listed here. Otherwise, please ignore this box.
<input type="checkbox"/>	Save abstract / cancel button	We encourage you to save your unfinished work on an ongoing basis. If you would like to change your content, we encourage you to edit the text after you have saved it or at a later date. You will be prompted to complete the mandatory fields.
<input type="checkbox"/>	Categories and formats	Click here to see the category and format information
<input type="checkbox"/>	Abstract Category	Is this abstract a clinical, research, leadership or education abstract.
<input type="checkbox"/>	Abstract Format	Is this a poster, oral or workshop presentation? Identify your preferred presentation length.
<input type="checkbox"/>	Abstract Language	Is this abstract in French or English
<input type="checkbox"/>	Consent Information	Please click on the Review Consent Details Button to read details on what your consent means. If you disagree, select No in consent box.
<input type="checkbox"/>	I volunteer to be a session moderator	If you agree to volunteer we will contact you in early summer to confirm your participation and provide more details. Thank you for supporting CANO/ACIO
<input type="checkbox"/>	Apply for Awards	CANO/ACIO has a number of abstract awards; click on the "Click here to see award eligibility guidelines" for details on the awards; if you are eligible for the awards, you will be allowed to submit your name for awards; if you are not eligible for the awards, you will not be able to complete this section. If you believe that you are eligible for awards, but are not being allowed to access award checkboxes, please contact head office.

<input type="checkbox"/>	Consider for the Helene Hudson Lectureship Award	This inspirational lectureship is awarded to the abstract which best promotes the spirit and vision of oncology nursing. Please go to the CANO/ACIO website for more information on the Helene Hudson Lectureship award.
<input type="checkbox"/>	Consider for the Merck CANO/ACIO Clinical Lectureship Award	The CANO/ACIO-Merck Lectureship was established to recognize excellence in clinical practice. Please go to: [link to the website] for more information on the Merck Clinical Lectureship award.
<input type="checkbox"/>	Consider for the Neuro-Oncology Abstract Award	This award will be presented to a CANO/ACIO member who presents the best paper or poster in the area of neuro-oncology nursing at the annual CANO/ACIO conference. Please go to the CANO/ACIO website for more information on the neuro-oncology abstract award.
<input type="checkbox"/>	Consider for the gynecology oncology abstract award	This award will be presented to a CANO/ACIO member who presents the best paper or poster in the area of gynecology oncology at the annual CANO/ACIO conference. Please go to the CANO/ACIO website for more information on the gynecology oncology abstract award.
<input type="checkbox"/>	Consider for the renal oncology abstract award	This award will be presented to a CANO/ACIO member who presents the best paper or poster in the area of renal oncology at the annual CANO/ACIO conference. Please go to the CANO/ACIO website for more information on the renal oncology abstract award.
<input type="checkbox"/>	Conflict of Interest	CANO/ACIO has a conflict of interest policy. Note, CANO/ACIO board members and committee members will not be allowed to apply for awards.
<input type="checkbox"/>	Conflict assessment	This box will outline whether head office notes a conflict of interest. If this information is incorrect, save your abstract and call CANO/ACIO head office.
<input type="checkbox"/>	Do you need to declare a conflict of interest not covered in the fields below?	We ask you to declare if you are in a conflict of interest outside of Board or Committee affiliations.
<input type="checkbox"/>	Last updated.	This information will auto-populate. Please ignore.

<input type="checkbox"/>	Save abstract / cancel button	We encourage you to save your unfinished work on an ongoing basis. If you would like to change your content, we encourage you to edit the text after you have saved it or at a later date.
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Now that you have completed your abstract submission. You are ready to move onto "**Part 3: Add Author**".

PART 3: ADD AUTHOR

Step 1: Click on the "Author" tab. You will see:

Manage Your Authors

You must select an abstract before you can add or edit its Authors

	Abstract ID	Title
Select	11	TITLE ABSTRACT

Add an Author

If you have multiple abstracts, you will see all of your abstracts listed.

Step 2: To add an Author, click on the word "select" beside the relevant abstract.

Step 3: Click "add an author"

Step 4: Complete fields

Note: after completing each field you the system will take you to the top of the page.(?) Please take a look at the following field guide to assist you in completing your form. Feel free to print out the guide and check each box as you proceed.

	Field Name	Action Required
<input type="checkbox"/>	Abstract ID	This will auto-populate, please ignore
<input type="checkbox"/>	Prefix	Please use the drop down to select the appropriate prefix.
<input type="checkbox"/>	First Name	
<input type="checkbox"/>	Middle Initial	Only submit an initial.
<input type="checkbox"/>	Last name	

<input type="checkbox"/>	Designation Information	Click on the Designations information text to see the standards that CANO/ACIO uses.
<input type="checkbox"/>	Designations	Please type all that apply, separated by commas
<input type="checkbox"/>	Biography	Please type in biography or cut and paste from Word.
<input type="checkbox"/>	Role	Please indicate the Primary Author. We will communicate all our correspondence to primary authors only.
<input type="checkbox"/>	Institution	Please list all institutions applicable, separated by comma—i.e. Princess Margaret Hospital, University of Toronto
<input type="checkbox"/>	Institution City	Please list your main city of residence.
<input type="checkbox"/>	Institution Province	Please list indicate the province you reside in
<input type="checkbox"/>	Author Full Mailing Address	Please include postal code.
<input type="checkbox"/>	Author phone number	Please only include one telephone number including any extensions that apply.
<input type="checkbox"/>	Author email	Please include one email address