

SQLNM, CMDO Network and COLOSUS Annual Scientific Meeting 2023

February 8 to 10, 2023

Hôtel Chéribourg, Magog-Orford

Procedures/Guidelines :

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1) Program and Registration for the 2023 Annual Meeting

To view the **2023 Scientific Program** – [Click here](#) and go to the **Preliminary Congress Program section**.

1. For your 2023 Annual Meeting registration, go to the following website for all the details (e.g., package prices): [Click here](#) or see the table and information points below and on the following page;
2. Once you have chosen among the possible packages, you can officially proceed with your registration via the following website: <https://event.fourwaves.com/fr/sqlnm2023/inscription>. The payment is made online with stripe (credit card payment).
3. Once you have completed your registration online, your name will appear in the **officially registered participants** tab ([Click HERE](#) to view this webpage).

Lodging is paid separately (see [HERE](#) for reservations) :

Until January 9, 2023 – Guaranteed room block (breakfast + taxes/services included) :

- **Double room – 117.36\$/nuit** (per person)
- **Single room – 194.14\$/nuit**
- **As of January 9, 2023** - The room block will no longer be guaranteed. As a result, the conference organization will no longer be able to guarantee you a room at the Hotel Chéribourg.

- All packages include: conference registration + meals (breaks and dinners (buffet)) + a coupon for the Thursday evening cocktail + taxes ;
- Only the 3 day / All-inclusive package includes the Wednesday dinner and the Thursday night's banquet ;
- For the 2-day packages, you must choose between the Wednesday/Thursday or Thursday/Friday combination. These packages do not include dinners;
- It is possible to buy an individual ticket for the banquet on Thursday evening, February 9, at a cost of \$65 for the 2-day and 1-day packages. It is not possible to buy a ticket for a third person (One ticket per participant only, reserve your seat in advance in such a case, limited places);

2) Medical training credits (Physicians and Nurses)

ACCREDITED CONTINUING EDUCATION CONGRESS **February 9-10, 2023** by:

- **Faculty of Medicine - Laval University:**

- # of credits to come

Registration on the conference site: \$30 (note: credit card not accepted)

- **F Faculty of Nursing - Laval University:**

- # of credits to come

Registration on the conference site: \$30 (note: credit card not accepted)

Training credits for the **ROBERT-DUFOUR CLINICAL TEACHING WORKSHOP (February 10)** are included.

It is possible to pay the fees for the training credits when you register online
(a \$1 transaction fee will be added to the amount to pay).

For more information: Vicky Leblanc : vicky.leblanc@fsaa.ulaval.ca.

3) Carpooling

The shuttle service from the main cities to the Hotel le Chéribourg is replaced by an accompaniment in the organization of carpooling between the interested participants..

A section of the conference registration form includes questions about your carpooling needs, whether you are a driver or a passenger. The conference organizers can then put you in touch with potential carpoolers. However, the organization of carpooling beyond this contact is your responsibility.

4) Hotel Chéribourg reservation

- 1) Hotel reservations are your responsibility and are paid directly through the hotel website.

Address of the Hotel Chéribourg : 2603, chemin du Parc, Orford (QC), J1X 8C8, CANADA.

A block of rooms at the preferred rate has been reserved for our Scientific Meeting. This preferred rate is available for all reservations that are completed **by January 9, 2023**. As of **January 9, 2023**, regular rates will be used.

As of January 9, 2023 - The room block will no longer be guaranteed. As a result, the conference organization will no longer be able to guarantee you a room at the Hotel Chéribourg.

Your **Group Code** is : **SQLNM - Université de Laval** (this group code is automatically associated with the web link below)

Please connect to the hotel's website :

<https://secure.reservit.com/reservit/reserhotel.php?lang=FR&partid=4228&hotelid=430689&action=resa&redirectHOST=softbooker.reservit.com>

Here is the procedure for the online reservation (one room or several rooms, max. 4 persons per room):

1. Add your arrival and departure **dates**;
 2. Complete the information requested (**number of adults**/children per room);
 - a. It is possible to book several rooms in the same reservation request;
 3. Click on See **our offers** (bottom right);
 4. Choose the room you want;
 5. When your choice is made, click on **Reserve**;
 - a. The site may offer you an upgrade, if you do not want it, click on No thanks;
 6. Check the information of your reservation and, if necessary, complete the information requested (e.g., comments box), then click on **Finalize my reservation**;
 7. In the next step, complete the reservation by following the instructions in the Web Reservation System - Payment, then click on **Validate my reservation**.
- For more information (or to make a reservation by phone), please contact the Hôtel Chéribourg: 1-877-845-5344 and mention the group code: **SQLNM - Université de Laval**.

5) Twinning Service (Hotel Chéribourg)

A) We offer a Matching Service for participants who would like to book Double Occupancy, but do not have a roommate.

1. In the online conference registration form, please check "*Yes, I would like to be paired with another participant I don't know (please wait for your pairing to reserve your Double Occupancy room online - we will contact you shortly by email)*".
2. Once the match is complete, we will contact you to introduce you to your roommate.
3. Only one of the roommates needs to make the reservation for the nights. Matching will take into account the nights you will be present.
4. Upon your departure, a personal invoice will be issued to each person (\$117.36/pers./night (taxes included)).

B) If you want to book a double occupancy room and you already know your roommate:

1. Please specify your situation in the **Comments** box in the Hotel Chéribourg online reservation form (see above, section 3): I know my roommate: his/her NAME.
2. Only one roommate is required to book the nights.
3. Upon your departure, you will have the choice of one invoice for the room (\$234.72/night (taxes included)) or two individual invoices (\$117.36/pers./night (taxes included)).

6) Bulletin Board - Jobs (for research teams "--" students)

- *Do you have a position to fill in your research team (master's student, doctoral student, postdoctoral fellow, research professional, etc.)? Post a position!*
- *Are you a motivated student/trainee ready for a new adventure in graduate school? Post a CV!*

During the convention, take advantage of the Job Board to promote your offers and meet potential candidates or teams during the convention!

You want to give it a try:

- **For supervisors:** please prepare a one-page announcement (8½ x 11 sheet, single-sided only) ;
- **For students/interns:** please prepare a CV (8½ x 11 sheet, short version (2 pages, double sided with contact information).

We will post these upon your arrival at the conference or you can email them to us at info@rrcmdo.ca.

Good recruitment!

7) Evaluation of abstracts

Abstracts will be evaluated as follows:

1. All eligible abstracts (students, postdoctoral fellows and residents) submitted by the submission deadline will be evaluated by a committee of peers;
2. The first author must be the person making the presentation to be eligible for the competition;
3. A group of about ten researchers will be responsible for this evaluation. The evaluation will be based on originality, novelty, impact of the results in the field and general presentation (errors, syntax, respect of submission rules, etc.). **Unpublished research will be favoured;**
4. The top-ranked abstracts will be selected and these candidates will be invited to make an oral presentation of their research findings on one of the three days of the conference. There is a fourfold chance of winning an award with an oral presentation than a poster presentation. All other abstracts will automatically be poster presentations. Applicants will be notified the **week of December 5, 2022**, of the selection of their abstracts for oral presentation;
5. **All eligible oral and poster presentations will be evaluated during the conference.** Winners will receive a scholarship prize. The award ceremony takes place on Friday PM at the end of the conference.

8) Guidelines for oral presentations

For those who present their results orally, you should prepare a PowerPoint presentation.

The presentation lasts 10 minutes and is followed by approximately 5 minutes for questions from the audience.

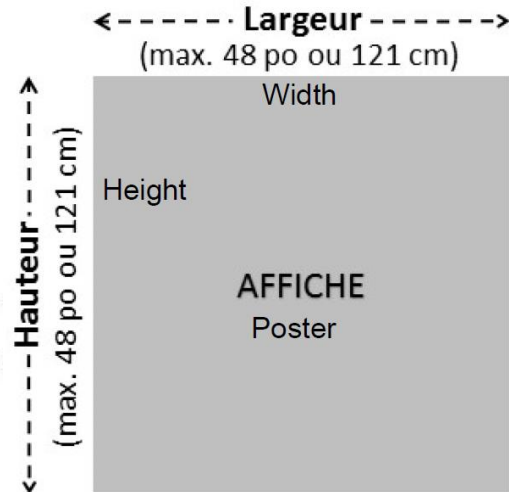
When your presentation is ready, please send a copy to Vicky Leblanc (vicky.leblanc@fsaa.ulaval.ca). **This must be done by Thursday, February 2, 2023.**

Finally, you will need to arrive 15 minutes before the start of your assigned session with your PowerPoint presentation on a USB key so that it can be uploaded to the presentation computer. If there are any problems (downloading, forgetfulness, etc.), we will use the copy that you will have sent us before the conference.

9) Guidelines for poster presentations

For those who present their results by poster, the dimensions to be respected are as follows
Width (maximum): **48"** (121 cm) **Height** (maximum): **48"** (121 cm).

These MAXIMUM dimensions are based on those of the panels that will allow the display of :



Installation and de-installation :

- Posters **#1-86**, presented on Wednesday, February 8, should be set up upon arrival at the conference, and **removed by noon on Thursday, February 9**.
- Posters **#87-175**, presented on Thursday, February 9, must be set up **by noon on Thursday**, and **removed at the end of the conference or upon your departure**.

GUIDELINES FOR EVALUATING YOUR POSTER:

All eligible posters submitted by the submission deadline (presented by students, postdoctoral fellows and residents) will be evaluated on-site during the conference. The first author must be the presenter to be eligible for the Presentation Award Competition.

There will be **2 poster sessions**:

1. February 8th from 4p.m. to 6p.m. (*Posters #1-86 even, from 4:10p.m. – 5p.m., Posters #1-86 odd from 5p.m. – 5:50p.m.*). **MANDATORY** presence of the presenters for the posters of this period.
2. February 9th from 5p.m. to 7p.m. (*Posters #87-175 even, from 5:10p.m. – 6p.m., Posters #87-175 odd from 6p.m. – 6:50p.m.*). **MANDATORY** presence of the presenters for the posters of this period.

In the event of an absence during your mandatory poster session, you will not be evaluated.

1. **Reviewers have PRIORITY for your presentation :**
 - a. They will be notified that they may interrupt a discussion in progress in order to proceed quickly with your evaluation;
2. The evaluators will introduce themselves and inform you of their status as poster judges;
3. A total of two reviewers will judge your poster. They may be a pair or a single judge and will select a winner for the group of posters they are assigned to;
4. You will have **2 minutes 30 seconds to make your presentation (150 seconds)**. Your presentation should be similar to My Project/Poster in 180 seconds - like the well-known Outreach Contest - **Background, Objectives, Results and Conclusions**. This type of presentation requires preparation!;
5. **Time must be respected!** Avoid details that are not necessary for the understanding of your results (although interesting!);
6. Then the evaluators will have **2 minutes to ask you questions**;
7. ...and on to the next!

GOOD LUCK TO ALL OF YOU AND WE LOOK FORWARD TO MEETING YOU THERE!