41st Annual Shields Research Day
Registration and Abstract Submission Guide

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 14</td>
<td>Registration opens and call for abstract submissions</td>
</tr>
<tr>
<td>March 16</td>
<td>Abstract Submissions Deadline</td>
</tr>
<tr>
<td>April 20</td>
<td>Abstract Submission Results Announced</td>
</tr>
<tr>
<td>May 4</td>
<td>Registration Cancelation Deadline</td>
</tr>
<tr>
<td>May 8</td>
<td>Shields Day Event</td>
</tr>
</tbody>
</table>

**REGISTRATION**

Registration is open on a first-come, first-serve basis with limited seating. Please note that we have a strict cancelation policy due to limited seating capacity; the cancelation deadline is May 4th, 2020. There will be no on-site registrations.

Please visit our [website](#) for more information.

To start your registration:

- **Login to the conference portal** - [https://shieldsday.exordo.com/](https://shieldsday.exordo.com/)
- **Create a profile in the portal (Ex Ordo).**

This will allow you to complete registration AND submit your abstract(s) for the conference. Please keep your login details available for future access to the site. You will be able to use your hospital or UofT email address to register.
Click on the “Register” tab on the dashboard.

You will be asked if you are registering for yourself or for someone else. Please select what is appropriate option and ignore the “got a discount code?” option.
• Please select your appointment status.
  Note: this event is on a first-come-first-serve basis, there are 320 spots available. To avoid any cancelation fees ($250), please cancel before May 4, 2020.

• Complete the Name Badge information
  Please complete your name as you will like it to be displayed the day of the event, and note your dietary restriction.
  
  Note: Affiliation = hospital site
• **Billing Address**
Please complete with your hospital information. If you are a resident, graduate student, research associate, please complete with your lab/UofT address.
Note: please ignore the PO number option at the bottom of the page.

• **Confirm registration**
A confirmation receipt will be sent to your email and a registration receipt will appear on your dashboard.
• **Editing**
  You will have the option of editing or canceling your registration at any time. The cancelation deadline is May 4, 2020.

  ![WHAT CAN I DO?](image)

  - Edit Registration
  - Send a Receipt
  - Request Cancellation
  - Send Billing Record

  **ABSTRACT SUBMISSION**

  Multiple submissions are allowed. All your submissions will appear on your dashboard.

  All trainees (residents, fellows and graduate students) affiliated with the Department of Anesthesiology and Pain Medicine are encouraged to submit one or several projects. Research assistants/coordinators are invited to submit their work, which will be considered for poster presentation only. Faculty are not eligible for submission.

  To start your abstract submission:

  • **Login to the conference portal** - [https://shieldsday.exordo.com/](https://shieldsday.exordo.com/)
  • From the dashboard, you can click on the My Submission tab or select “Submit Your Abstract Now” button to begin the process.
Please follow the steps to begin your submission. The left-hand side will guide you through the process of the workflow. This outlines the upcoming steps and status. Red means incomplete and green means complete. As you continue through the submission process you'll begin to see the red dots changing to green, and at the end of this submission process, all of the dots will be colored green.

**Step 1 – Title and Abstract**
This is the title and abstract page. Here you type your submission title into the top text box and abstract into the larger text box on the bottom. You can copy and paste your abstract into this box, the character limitation is 400 words. If you would like to use the text editor features, see details here.

Once you’re happy with your title and abstract, click on Done: Go To The Next Step. This will bring you up to the Authors page.

Step 2 – Authors

At this page, please identify all authors of the paper. Before beginning this step you should have all author's full names (including prefix) ready, as well as their affiliation (hospital site).

You may be asked at the top of the page, Is this a student submission? Please select Yes or No. The submission portal (Ex Ordo), will automatically assume that you are uploading your own paper, and you'll see your name and email address appear here.

If you are uploading the paper on behalf of someone else, please click on the “I’m not the author” section (greyed text). You will then see your name removed as the author and will be asked to enter the email address of the author you would like to add.
The name of the author and their corresponding affiliation will appear. To add another author, click on the **Add a second author** box and that will appear beneath your name and email address.

If one of your co-authors has already signed up to the portal, their details will appear once you start typing their email address, leaving less work for you to do! Just click on the small box that appears below. This will automatically add their details to this paper for you.

*Authors will receive an automatic submission receipt after the submission has been completed. No subsequent receipts will be sent after any edits are made to the submission.*
Now that the details of all the authors have been added, you can now list the authors as corresponding or presenting authors.

You can have more than one presenting author, but only one corresponding author. Simply click the empty box beside each option to decide. You can also add another authors to the system, as many as you would like to, not deciding about their status.

Authors can also be re-arranged in their order. This is done by picking up the author's tile and moving it above, or below another author's tile. Alternatively, you can use the Re-Order option on the right hand side of the page.

Once you're happy with your authors, click on Done: Go To The Next Step. This will bring you to the Topics page.

**Step 3 – Topics (Category)**

Please select the category that best suits your abstract submission from the list. Only one topic is allowed per submission. If none of the topics suit your submission, please choose the nearest applicable topic or contact the Chair of the event Dr. Sheila Riazi at sheila.riazi@uhn.ca for further advice.

The 4 topics are:

- Clinical
- Basic Science
- Education
- Quality Improvement
Once you’ve selected your topic, click on **Done: Go To The Next Step.** This will bring you to the Additional Information Page.

**Step 4 – Additional Information**

This is the last step where you will add any supplementary information. If you have any tables or graphs to go with your abstract submission, please upload it here. Only one file is allowed per submission. You will be able to upload your file in any format (word preferred).

Once you are happy with your submission, click on **Done: Save Submission**. And Voila! Your paper has been submitted.

You will now have a new card on your dashboard for My Submissions. You will then be brought to your submission overview page.
You and co-authors will also receive an email receipt.

Make sure to complete all the steps when submitting the abstract; submissions remain pending until all the steps are completed. This can mean that:

- The author hasn't filled the Title or Abstract fields
- There are no authors linked to the submission, or some information such as the author's name, surname or affiliation is missing
- There are no topics assigned to the submission
- The paper was supposed to be uploaded as an attachment and hasn't been uploaded by the author