



CSCC CONFERENCE HANDBOOK

Contents

SECTION 1: GENERAL	2
1.1 Terms of Reference	2
1.2 Conference Program and Oversight.....	5
SECTION 2: CONFERENCE KEYNOTE AND SYMPOSIA.....	10
2.1 Keynote and Symposia	10
2.2 Diversity, Equity, and Inclusion (DEI) Guidelines	14
2.3 Conflict of Interest Statement	15
2.4 Speaker Compensation	16
SECTION 3: ABSTRACTS.....	17
SECTION 4: WORKSHOPS AND ROUNDTABLES.....	21
SECTION 5: EXHIBITORS AND SPONSORS.....	24



SECTION 1: GENERAL

1.1 Terms of Reference

Background

The CSCC Annual Conference is organized by a group of CSCC members. Each year a new group is set that is led by a Chair or two Co-Chairs. These Terms of Reference provide information on how to set up the committee, roles for the committee members and Head Office, and important principles to follow throughout the planning process.

The CSCC Annual Conference may be run as a standalone conference or joint with another society. The occurrence of joint conferences can be confirmed by the President Elect and Head Office. Examples of other societies include: Canadian Association of Pathologists (CAP-ACP), Association for Diagnostics and Laboratory Medicine, and Canadian College of Medical Geneticists.

The overall organization of the CSCC Annual Conference can be found in Appendix 1.

Committee Membership

- Annual Meetings Committee Chairman (CSCC President Elect)
- Conference Planning Committee Chair (Co-Chairs) – CSCC member(s) and ideally local to area of meeting
- 4-5 additional CSCC members from across Canada

*This committee will aim to meet monthly starting about 14 months before the conference. This may become more frequent as the conference approaches.

Key Principles

1. The CSCC President Elect will identify and invite the Chair/Co-Chairs.
2. The Chair (Co-Chairs) will identify and invite the remaining committee members.
3. Each committee member will be responsible for chairing (co-chairing) one or more of the following subcommittees. They may also join as a subcommittee member, if required.
 - Keynote
 - Symposia
 - Abstracts
 - Roundtables
 - Workshops
 - Exhibitors and Sponsors
 - PD Program Accreditation
 - Social Activities



4. The Executive Committee consists of the Annual Meetings Committee Chair, Conference Planning Committee Chair (Co-Chairs), and the conference coordinator from CSCC Head Office. When the meeting is joint with another society, it is important to have the first joint meeting of the executives of both societies as early as possible (~12 months before conference). Aim to meet monthly. This may become more frequent as the conference approaches.
5. The initial task of the committee is to develop a conference slogan and a promotional giveaway for the meeting (12-14 months before conference). This must be done in time for CSCC Head Office to order and print the required items so that they are available at the CSCC Annual Conference preceding the one that is being planned.
6. The Symposia subcommittee (2-4 people; all Co-Chairs or mix of Chair and members) will identify the symposia topics, speakers and chairs. The subcommittee should review a list of previous symposia to avoid duplication (obtain from Head Office). The subcommittee should also consult with the Conference Planning Committee members, other CSCC members, colleagues, training programs, and CSCC Roundtables Committee for ideas. Evaluation surveys of the preceding conference should also be considered.
 - a. Speakers should be secured by the December preceding the conference. Head Office will provide funding details and speaker invitation letters. Members of this subcommittee may, but are not required to, act as symposia Chairs.
7. The Keynote subcommittee (2-4 people) will identify and select the keynote speaker. The Chair and members of this subcommittee may be the same as the Symposia subcommittee. The Keynote subcommittee should review a list of previous keynote speakers and topics to avoid duplication (obtain from Head Office). The subcommittee should also consult with committee members, other CSCC members, colleagues, and the CACB Certification Committee for ideas. Evaluation surveys of the preceding conference should also be considered. All Annual Meeting Committee members should be involved in the final selection of the keynote speaker.
 - a. Speaker should be secured by the December preceding the conference. Head Office will provide funding details and speaker invitation letter.
8. The Abstract subcommittee will review and score all submitted. The committee is to follow the Abstract Guidelines that are available from CSCC Head Office, which includes details on subcommittee membership, abstract scoring and awards. The subcommittee is also responsible for arranging poster judging during the conference. The subcommittee will actively encourage abstract submissions by publishing a Call for Abstracts in the CSCC News and through eBlasts sent out by Head Office. The deadline is usually set as February 28.
9. The Chair of the Abstract subcommittee may also be called upon to lead events arising from the abstracts such as presentation of abstract awards, chairing oral abstract presentations and guided poster walks.
10. The Workshops and Roundtables subcommittees will develop workshop and roundtable programs, respectively. The Chair and members of these subcommittees may be one and the



same. The subcommittee will actively encourage proposal submissions by publishing a Call for Proposals in the CSCC News and through eBlasts sent out by Head Office. The deadline is usually set as January 31, as the design of the registration program is contingent on them.

11. The roles and membership of the Exhibitors and Sponsors subcommittee will vary depending on if the conference is standalone or joint with another Society. Negotiations around setting sponsorship levels and requirements will need to occur by the September preceding the conference by the Executive Committee. Head Office will support contacting vendor sponsors. All members of the Conference Planning Committee may be asked to individually follow up with local contacts if vendor responses are slow to come in to Head Office.
12. It is helpful to have a CACB Maintenance of Competence representative on the committee to support the PD accreditation aspects of the meeting. The PD Program Accreditation chair, and subcommittee if required, will work with Head Office to ensure all appropriate documentation is submitted in a timely fashion for all scientific components of the meeting.
13. IFCC auspices should be sought six months prior to the conference. “Auspices” of the IFCC designates recognition of a professional event of high scientific and/or educational merit. Information related to this, including a link to the application form, can be found here on the IFCC website: [Auspices and Congress Guidelines - IFCC](#). The application can be completed by the CPC chair, and submitted to the IFCC by Head Office, on behalf of the CSCC President.
14. Social Activities are an important part of the conference and planning for them should begin the Fall preceding the annual meeting to secure the optimal locations and entertainment. Primary activities include the opening reception and the banquet. CSCC Head Office will support this subcommittee by obtaining quotes and managing bookings. Additional activities may include golfing and the CSCC Charity Race. Both of these activities are coordinated by a separate committee, but their success requires full support from the Conference Planning Committee, and they should have representation at some of the Conference Planning Committee meetings.
15. A Critical Pathway will be provided by CSCC Head Office when the committee is first assigned. This document outlines tasks to be completed by CSCC Head Office and the Conference Planning Committee, along with the approximate deadline for each task.

Last Revised: 2024-05-02

Approved by CSCC Council: July 26, 2025



1.2 Conference Program and Oversight

The following information is to be used as an overview for planning of CSCC conferences including standalone and joint conferences.

General

CSCC Council in conjunction with the CSCC Head Office selects the location of the conference at least 3-4 years in advance.

The conference is typically held in the Spring in either May or June. However, timing will be dependent on venue availability, cost, proximity to other relevant conferences and feedback from attendee/non-attendee/vendor surveys.

Joint conferences are held during alternate years or more frequently. The exact date is negotiated between the CSCC Head Office and the other organization. Previous joint conferences include:

- Joint CSCC/AACC Conference
- Joint CSCC/CAP Conference (CLMC)
- Joint CSCC/SQBC Conference
- Joint CSCC/CCMG Conference

The CSCC Head Office maintains records of past conferences including attendees, program, space requirements, etc. The contract with the hotel venue and conference centre is signed by the Head Office as early as possible to secure the facility. For joint conferences, all parties must approve of the venue and dates before any facility contract is signed. For the sharing of costs and revenues, the CSCC Executive will negotiate with the other organizations at the same time.

Conference Oversight

Standalone meetings.

The President-Elect is responsible for nominating the Chair or Co-Chairs for the conference. The nomination should be done 18-24 months in advance and approved at the Winter Council meeting of the preceding year. The Chair (Co-Chairs) will identify the remaining members 12-18 months before the conference.

Joint meetings not with ADLM

The same process as described in 2.1 can be followed. Depending on the overlap of members between the CSCC and the other body, a single committee or a Joint Oversight Committee (JOC) may be established. The JOC is needed when a significant portion of the conference program has separate streams. The President-Elect, Chair (Co-Chairs), and Head Office (Executive Director and Conference Lead) will meet with respective counterparts of the other organization 12-18 months before the conference to establish the JOC.

Joint meetings with ADLM

The ADLM schedules their Annual Scientific Meeting (ASM) 5-10 years in advance and is [posted on their website](#). The date is usually the last weekend of July and the process is entirely determined by the



ADLM due to the size of the conference. The leadership of the CSCC and ADLM meet at least once each year to discuss future meetings where joint meetings have been held every 4 years. If viable, Memorandum of Understanding (MOU) with the ADLM is negotiated with the CSCC Executive and signed by the President about 3 years in advance. The President-Elect will invite CSCC members to apply, where 4-5 applications are forwarded to the Chair of the ADLM Annual Meeting Organizing Committee (AMOC), which usually begins 2 years ahead of the scheduled conference. There is no joint oversight with ADLM, however, two CSCC members are selected for the AMOC and report back to CSCC Council.

Conference Program – Opening Session

Opening Ceremony

- Opening Ceremony is 1 hour and includes the Keynote
- The venue may depend on preceding sessions of the day or opening reception
- Refer to Conference Keynote and Symposia document for speaker roles

Opening Reception

- Reception follows the Keynote
- May be a different venue from the Opening Ceremony

Special Considerations

- The opening sessions above may be in different locations and also away from headquarter hotel / venue. Consider adequate time for transportation.
- Also consider requests related to New members and Emeritus members that may need incorporated (e.g. recognition, seating).

Conference Program – Scientific Sessions

Keynote / Symposia

Refer to Conference Keynote and Symposia section

Workshops / Industry Workshops / Roundtables

Refer to Workshops and Roundtables section

Abstracts

- Poster area is usually open at the same time as the Exhibit Hall. Location of the posters is separate from the exhibits in close proximity for accessibility but in a quiet area for interaction with presenters.
- Scheduled events arising from abstracts may include:
 - Selected oral abstract presentations
 - Poster Walk / guided tour of selected abstracts
 - Designated time for presenting authors to be at their poster
 - One hour is usually allocated for these events
- Time and format to be determined by the CPC in consultation with the Chair (Co-Chair) of Abstracts
- Refer to Abstracts section for more detail



Other Sessions

- Examples: Lighting Talks, etc
- Time and format to be determined by the CPC

Conference Program – Special Events

Social Events

- Major social events are planned for Sunday before the Opening Ceremony.
- Refer to Social Activities document

Exhibit Hall

- Sunday: Booths are set up
- Monday: Exhibit Hall open
- Tuesday: Exhibit Hall open
- Wednesday: Booths are taken down

Annual General Meeting / Town Hall

- CSCC AGM is 1 hour
- CACB AGM is 1 hour
- AGMs are usually back-to-back with the CSCC AGM first but they can be held separately if needed.
- Also consider additional time for any significant items (e.g. bylaw changes, budgetary items, etc.) for CSCC or CACB, where the respective leaders need to be consulted.
- Town halls provide an opportunity for member engagement on important topics not formally included in the AGM but may be part of the CSCC AGM time slot if time allows. Alternatively, the Town Hall may be offered virtually at a later date.
- The President-Elect will liaise with the Head Office to identify such items and the amount of time required.

Awards

- The CSCC has 4 awards and the CACB has 1 award that are presented in the same session.
- In standalone meetings, awards are presented during the banquet.
- Possible alternatives when awards cannot be presented during the banquet:
 - A scheduled time slot of 30 minutes, ideally added to the CSCC AGM
 - At the beginning of each symposium

Refer to the protocol from Head Office for sequence of award presentations. Participants include the CSCC President, CSCC President Elect, CACB Board Chair, and a representative from the award sponsor

Banquet

- Tuesday evening
- The banquet may be in a different location from the preceding session and also away from headquarter hotel / venue. Consider adequate time for transportation.
- Joint meetings with the ADLM typically have a CSCC Reception/Luncheon in lieu of a banquet.



Conference Program – Committees

CSCC Council and CACB Board

- Third Council meeting – All day Saturday or Sunday (0800-1600)
- Third Board meeting – Saturday or Sunday afternoon (1200-1600)
- Joint Meeting – Saturday or Sunday afternoon (1600-1800)
- Joint dinner – Saturday or Sunday evening
- The Conference Planning Committee members are invited to attend the CSCC Council / CACB Board dinner in appreciation for their work.
- First meetings for the CSCC Council / CACB Board are usually scheduled as the last event on Wednesday. The meetings are typically scheduled for 1 hour and held concurrently. Alternatively, these may be held virtually at a later date.

CACB Oral Exams

- Organized by Head Office depending on number of candidates
- May begin as early as Friday morning
- May end as late as Sunday afternoon
- No exams are held during the CACB Board meeting.

CSCC Committees, CACB Committees

- The previous conference schedule provides a basis for number of time slots needed. Also consider any new committees or groups reporting to CSCC or CACB, where the respective leaders need to be consulted.
- Committee meeting time slots are usually shared with WG/SIG but formal committees should be given priority.
- The President-Elect will liaise with the Head Office to identify the groups that need to be invited and scheduled into the program
- A minimum of three 1-hour time slots should be allocated
- 3-4 concurrent meetings are scheduled depending on room availability that are shared with groups in sections 3.4 and 3.5.

Conference Planning Committee for the following year

- The CPC usually meets at the conference if possible.

CSCC Working Groups (WG) and Special Interest Groups (SIG)

- The previous conference schedule provides a basis of number of time slots needed. Also consider any new WG/SIG.
- The Head Office will invite WG/SIG to request meeting space that will be allocated on a first-come, first-served basis
- The availability will depend on remaining time-slots after assignment of committees under section 3.3. The Head Office will try to accommodate any additional requests but cannot guarantee space in the published program.



Critical timelines (dates subject to change dependent on conference dates)

Time	Task	Person Responsible
July – December (18-24 months prior)	Identify potential conference Chair	President-Elect
January (18 months prior)	Approval of conference Chair	CSCC Council
January – March (16-18 months prior)	Propose conference theme Identifies planning committee members	Conference Chair
April – May (13-14 months prior)	Conference planning committee kickoff meeting Prepare promotion items	Conference Chair
June (12 months prior)	Announcement at AGM Distribute promotional gifts	Conference Chair Head Office
July – August	Prepare draft conference program	Conference Chair Head Office
September	Prepare sponsorship prospectus	Head Office

Last Revised: 2025-06-04

Approved by CSCC Council: July 26, 2025



SECTION 2: CONFERENCE KEYNOTE AND SYMPOSIA

2.1 Keynote and Symposia

The following information is to be used as an aid for the planning and selection process of Keynote and Symposia speakers.

General

Refer to the Terms of Reference for the CSCC Conference Planning Committee for the key principles for the formation of subcommittees for the Keynote and Symposia.

The Keynote session is held on Sunday as a standalone event ahead of the opening reception. There are typically three or four symposia on the remaining days of the conference.

All speakers should be secured six months preceding the conference. Promotion of the program and start of registration by Head Office is necessary four months before the conference. The Head Office will also coordinate speaker invitations, funding and accreditation documents.

The CSCC Speaker Policy outlines the funding support for all presenters. For joint meetings, an oversight committee is usually formed at the outset that include the CSCC Conference Chair, CSCC President Elect, and CSCC President to ensure the policies for both organizations needs are aligned to ensure equal treatment of all speakers that may be invited for joint or separate sessions.

Articles (up to three) are submitted to be published in the CSCC News to promote the conference, themes, and speakers..

Accreditation for continuing education credits is obtained from the CACB. Upon acceptance of the invitation, the Head Office will arrange with the speaker to complete the CACB Speaker Information Form and Conflict of Interest Form.

Keynote

The Keynote Speaker is a nationally or internationally recognized leader in their respective field that has an impact on laboratory medicine and particular relevance to clinical chemistry.

The Keynote topic shall be sufficiently broad to have interest among most members of the CSCC. This is particularly necessary in joint meetings where mutual interest is necessary.

The Planning Committee Chair (Co-Chairs) may designate a Keynote organizer or may take that role themselves and work with the committee to generate ideas for the Keynote Speaker

The Keynote Speaker should be secured as early as possible in September to October. If possible, the Keynote should come from the host city or nearby.



The Planning Committee Chair (Co-Chairs) usually open the conference at the start of the Keynote session. The Chair may also serve to introduce the Keynote Speaker or assign the role to another CSCC member who may significant connection with the Speaker.

Symposia

The Symposia shall have a defined theme and usually comprise of 3 presentations within a 3 hour period which includes a coffee break. However, the number and length may be changed at the discretion of the conference chair and conference planning committee.

While there is no set program, there is usually 1 symposium on Monday morning to allow for other scientific or exhibitor events to get underway in the afternoon. Tuesday has 1 symposia during the morning to allow for workshops and roundtables in the afternoon. Wednesday is the final day with 1 symposium in the morning.

Typically, an organizer is selected for each symposia by the Planning Committee Chair (Co-Chairs) 12 months before the conference. The Symposia Chairs are usually given a theme or range of topics from the committee to develop for each session.

Tasks of each Symposia Organizer include:

- Propose individual speakers and topics to the conference planning committee for discussion and feedback. Backup speakers should be included in case a speaker declines the invitation. It is usually reasonable to have at least one symposia speaker who will need full travel covered (i.e. a non-CSCC member who is coming from outside the host city). Check the budget for speakers with organizing committee before extending any invitations. (August to September).
- Inviting speakers. Follow guidelines in Symposia Planning document. Continue until three speakers have accepted. Forward the Speaker contact information to the Head Office (September to December)
- Provide Head Office with title of symposium or overall theme, a short description of the symposia (~1 paragraph) and three learning objectives. (December to January)
- The Head Office will follow-up with the speakers to obtain the presentation details, biographies, and conflict of interest disclosures. These will be added to the conference program by the time of the registration launch. (January to February)
- Chair their symposium session at the CSCC meeting. Head office will provide the speaker biography. (June)

Inviting Speakers

Refer to info below for advice and process for inviting speakers.

Initiating Contact

Contact potential speakers one at a time (do not solicit multiple speakers for the same topic, in case they all agree and you then have too many speakers). If you do not have a personal relationship or institutional connection with the speaker, it may be more effective to call them on the phone. A close colleague who has a good relationship may help provide introduction to potential speaker.



Be sure to include sufficient information about the conference (including the audience, if the speaker is not familiar with the CSCC). The theme of your symposium and topics being considered could help generate interest from the potential speaker. See examples below.

Initial Correspondence

It may be useful to provide the option of a brief meeting to review content expectations and provide an opportunity for their questions.

If there are specific deadlines or presentation formatting requirements, you'll need to make sure to provide these. For example, length of talk (including Q+A).

If the speaker asks about travel support, check with the CPC Chairs and Head Office first.

If the speaker asks about a virtual presentation, try to understand their reason and encourage in person presentation. Before offering a virtual presentation, check with the CPC Chairs and Head Office first.

Confirmation

Once a speaker confirms willingness, provide sufficient details about next steps and expectations:

- They will receive a formal speaker invitation from Events Management which will contain information on travel support (if any), information on providing COI and speaker information forms (due around the end of January)
- Let them know they are welcome to contact you if they have any questions that come up

Send an email to info@csc.ca with the following information:

- Speaker name
- Contact information (address, phone number, email address)
- Which presentation slot the speaker will be taking (1, 2 or 3)

It is a good idea to follow up 1 month prior to the meeting to ensure the speaker has not forgotten their commitment.

Example email templates for inviting speakers

Initial contact email:

Dear Dr. XXX,

I'm reaching out to see if you would be interested and available to speak at the upcoming conference of the Canadian Society of Clinical Chemists (CSCC) which is being held [Insert Dates] in [Insert Venue].

We are assembling a symposium on [Insert Topic], and you were identified as key speaker in this area. It would be fantastic to have your expertise contribute to the conference program. I would be most appreciative if you are able to consider this request. Happy to chat more by phone and would love to connect you with the rest of the organizers if this is a possibility.



Once they indicate they can do it:

Dear Dr. XXX,

Thanks so much for getting back to me. [Insert Symposium Chair, Symposium Organizer, and Head Office Contact] will be your primary contacts for this session. Your specific session is scheduled for [Insert Date and Time]. The objectives for this symposia session are as follows:

We strive to reduce overlap of content between different speakers and synergies between individual sessions. Once the speakers for this scientific session are finalized, these will be shared with you. If convenient for you, could I set up a 15-20 min call with you to allow for any questions and review anything related to content that you would find useful.

Thanks again for your willingness to contribute to the program and for sharing your expertise.

Critical timelines (dates subject to change dependent on conference dates)

Time	Task	Person Responsible
August to September	Identify potential keynote speakers Determine symposia topics; solicit proposals for topics/speakers from CSCC members Confirm speaker policy (travel, hotel, honorarium)	CPC Chair / Symposia Organizers Head Office
October	Contact potential keynote speaker Prepare symposia overview and objectives Identify potential symposia speakers	CPC Chair / Symposia Organizers
November	Confirm keynote speaker Confirm symposia speakers	Symposia Organizers
January	Obtain accreditation CSCC News article	Head Office Symposia Organizers
May/June	Chair keynote and symposia sessions	Symposia Organizers

Last Revised: 2025-06-04

Approved by CSCC Council: July 26, 2025

2.2 Diversity, Equity, and Inclusion (DEI) Guidelines

The CSCC is committed to fostering a diverse, equitable, and inclusive environment at all levels of the organization. We recognize that diverse perspectives reflect the global community we serve. In keeping with these values, the CPC aims to follow the guidelines listed below for the selection of speakers and symposium participants:

Commitment to Diversity

CSCC strives to ensure that all conference symposia and sessions reflect diversity in the following areas:

- **Geography:** Inclusion of speakers from different regions
- **Gender and Gender Identity:** Striving for gender balance across all sessions
- **Race and Ethnicity:** Encouraging representation of racially and ethnically diverse experts
- **Career Stage and Age:** Inclusion of both established leaders and early-career professionals
- **Disability and Accessibility:** Ensuring speakers with disabilities are included and supported with necessary accommodations
- **Professional Background:** Representation across various sectors (large academic hospitals, private labs, rural centres, etc)

Symposium Planning Expectations

- Each symposium should demonstrate an effort to include a diverse panel of speakers
- Organizers are encouraged to actively seek out qualified individuals from underrepresented groups in their field
- A mix of perspectives should be included to ensure that sessions are enriched by different experiences and insights

Transparent and Equitable Processes

- Speaker selection should be based on both scientific merit and the commitment to DEI guidelines as outlined above
- A post conference review should be done that includes an assessment of how conference as a whole met above DEI guidelines.

Ongoing Review and Accountability

- The Annual Meetings Committee, along with CSCC Council, will regularly review speaker demographics and make recommendations to improve representation if required
- Feedback from conference attendees regarding diversity and inclusion will be incorporated into future planning

Last Revised: June 9, 2025

Approved by CSCC Council: July 26, 2025

2.3 Conflict of Interest Statement

CSCC is committed to maintaining the highest standards of integrity and transparency in all scientific and educational activities.

The selection of speakers for the annual conference must be conducted in a manner that minimizes both actual and perceived conflicts of interest (COI). All potential speakers should be evaluated using objective, merit-based criteria—such as their expertise, relevance to the field of clinical biochemistry, and overall contribution to the discipline. If a prospective speaker is a member of the selection committee, they must recuse themselves from any discussions or decisions where a COI exists. In cases where a COI is identified, an independent third party—who is not involved in the speaker selection process—may be engaged to provide impartial input and support fair decision-making.

All speakers, moderators, and symposium organizers are required to disclose any potential conflicts of interest, including financial relationships, affiliations, or other circumstances that could influence—or appear to influence—the content of their presentations.

Disclosures must be made during the proposal submission process and clearly stated at the beginning of each presentation. This ensures that all participants can evaluate the content in an informed and unbiased context.

Failure to disclose relevant conflicts of interest may result in removal from the program.

Last Revised: June 9, 2025

Approved by CSCC Council: July 26, 2025

2.4 Speaker Compensation

Keynote	<ul style="list-style-type: none"> • \$1,000 honorarium *TBD - depending on speaker/contract • Roundtrip airfare; economy rate • Ground travel to & from airport • 2 nights' accommodation in conference hotel • Complimentary registration
Symposia Speakers – CSCC Members	<ul style="list-style-type: none"> • Honorarium: \$500 • Registration waived for the day of their talk • Travel expenses covered up to \$500 (includes (a) airfare at economy rates and local ground transportation to/from conference venue, or (b) self-driving mileage at National Joint Council (https://www.njc-cnm.gc.ca/) rate) • Daily parking at conference venue • 1 night's hotel accommodation and 3 meals (up to 1 breakfast, 1 lunch and 1 dinner for meals not provided by the conference)
Symposia Speakers – Non-Members	<ul style="list-style-type: none"> • Honorarium: \$500 • Registration waived for the day of their talk • Travel Expenses <ul style="list-style-type: none"> • Local (under 50km travel): <ul style="list-style-type: none"> ○ Local ground transportation from home or workplace to conference venue ○ Daily parking at conference venue ○ No meals or accommodation will be provided • Not Local <ul style="list-style-type: none"> ○ Airfare at the best available economy rate¹ AND ○ local ground transportation (airport shuttle/taxi) OR ○ if self-driving, mileage at National Joint Council (https://www.njc-cnm.gc.ca/) rate – not to exceed economy airfare; daily parking at the conference venue ○ Standard accommodations² for up to two nights ○ Meals not already provided at the conference³ <p>¹Economy Air Travel Speakers will be reimbursed for travel at the best available economy class or at excursion rates. Exceptions may be allowed in the case of a disability, medical condition or emergencies, subject to advance approval of the Joint Meeting Oversight Committee.</p> <p>²Hotel Accommodations Hotel accommodations will normally be arranged by the Conference managers. Unless unavailable, accommodations will only be reimbursed for stays at the conference hotel; if the conference hotel is not available, reimbursement will be limited to the conference rate.</p> <p>³Meal Reimbursement Limits For meals that are not provided as part of the conference program, reimbursement is limited to the rates published on the National Joint Council (https://www.njc-cnm.gc.ca/), with submitted receipts. Alcohol must be removed from meal claims.</p>



SECTION 3: ABSTRACTS

The following information is to be used as a guideline to the CSCC Conference Planning Committee (CPC) for the Abstract Reviewing and Adjudication process.

General

All abstracts are submitted online to the CSCC Head Office. Deadline for submission is usually the end of February (*to be set each year*). Trainees enrolled in a recognized Clinical Biochemistry Postdoctoral Fellowship Program in Canada or a recognized residency program in a laboratory medicine discipline will need to have identified themselves on the abstract application form to be eligible for the best oral (or poster) presentation award and the CSCC Travel Trainee Awards.

Head Office acknowledges receipt of abstracts and forwards received abstracts to the Chair of Abstracts Committee.

Abstracts with authors who include members of the Abstracts and Adjudication Committees are eligible for best poster and best oral presentation awards provided that the selection and adjudication processes mitigate any potential for conflict of interest.

Conflict of interest situations will be handled on a case-by-case basis with assurance that transparency is maintained.

Abstract Selection Process

Abstracts Committee membership: The panel of judges will include one person from the Conference Planning Committee (Chair of the Abstracts Committee), the Editor-in-Chief of Clinical Biochemistry (or their designate), and a member of the CSCC Awards Committee (or their designate). At their discretion, these judges can appoint additional judges or reviewers, as required.

An Abstracts Committee member is assigned to review all abstracts for format compliance (described below). The reviewer will communicate to Head Office a list of abstracts that do not comply with requirements or communicate themselves within the online system to the authors. Authors will have ~10 days to remedy their abstract's deficiency. After the 10 days' notice, abstracts that do not comply with format specifications will be rejected.

Each abstract must meet the following format specifications (See "Information and Guidelines for CSCC Annual Meeting Abstracts" for details):

Criterion	Specification
Title	Sentence structure
Author	Format as described in Abstract Guidelines
Subheaders	In bold
Paragraphs	Indented



Font	Times New Roman or Arial (Size 10)
Word length	250 words (Deduct 50 for each table or graphic)
Tables / Figures	Maximum of 2 within the specified dimensions
Structured format	Objectives: / Design and Methods: / Results: / Conclusions:

All abstracts that are format compliant are assigned to one or more Abstracts Committee members or reviewers to assess content compliance, complete minor editing with submitting author if required, and score accepted abstracts (see scoring criteria below).

A list of abstract reviewers will be maintained by Head Office and the Chair of the Abstracts Committee. Approximately 20-25 people are to be on the list of reviewers, with each person agreeing to serve for 3 years

Each abstract must meet the following content specifications (See “Information and Guidelines for CSCC Annual Meeting Abstracts” for details):

Criterion	Specification
Objective	Clear statement
Validity	Scientifically-sound approach to validate objective
Relevance	Sufficient information to demonstrate relevance to clinical laboratory medicine
Methods	Sufficient description of methodology used
Results	Sufficient objective evidence to support conclusions
Conclusion	Clear statement
Presentation	Concise, clear, and grammatically correct

Abstracts are given a score according to 5 categories listed below. Each category is assigned a maximum of 20 points with a total score out of 100. Alternate scoring systems may be used if agreed upon by the committee and/or Chair, taking into account the categories listed below.

- Originality
- Significance/Importance of results
- Degree of difficulty to conduct study
- Scientific validity of design and conclusions
- Clarity of presentation

Abstract reviewing and adjudication should be completed and sent to the Abstracts Committee Chair within 3-4 weeks (*to be set each year*).

A record of abstracts reviewed is maintained by the Chair of Abstracts Committee: status (unassigned, under review, completed), the primary and supplemental (if assigned) reviewers, reviewer score, final disposition (accepted/rejected).



The Abstracts Committee Chair collates all abstract scores and will request reviews from other abstract reviewers when appropriate. A list of all accepted abstracts is provided to CSCC Head Office.

On the notification date (*to be set each year*), Head office notifies submitting author of abstract acceptance/rejection, or Chair of Abstracts Committee does this through the online system. If accepted, poster/oral presentation date and requirements are provided. Notification should be done by April 1 to allow presenters enough time to register early and arrange travel to the conference.

The final review of the accepted abstracts will be completed by the Head Office before they forward the list of accepted abstracts to the Editor in Chief of the journal Clinical Biochemistry following the conference. Abstracts of no-shows at the conference will be deleted from the forwarded list.

Adjudication of the Abstracts

The Abstracts Committee is also responsible to adjudicate oral (or e-poster) presentations. At their discretion, these judges can appoint additional judges as required.

The highest-scoring abstracts (typically top 10%) are assessed for potential oral presentation at the meeting, based on the evaluation criteria outlined above. In recent years, five abstracts have typically been chosen for oral presentation. Comprehensive guidelines on Abstract Awards and scoring criteria are available in Section 7 - Nominations and Awards of the Council Handbook.

Distinguished abstracts are identified by the Abstracts Committee for those with the highest review scores for their scientific quality. All abstracts are eligible and the number of distinguished abstract should not exceed 10% of the total number of submissions. These will be recognized at the poster exhibit area with a distinctive ribbon.

Abstract Award Presentations

The conference organizing committee is responsible for designating the time and location for the abstract award presentations.

As early as possible, the Head Office staff at the conference shall be informed of the winners of the poster and student oral presentation awards in order to prepare the awards.

Guided Poster Presentations

For the abstracts selected for oral presentation, the Chair of the Abstracts Committee may apply for accreditation by CACB to receive Category 1 continuing education credits. The application may be used in conjunction with the overall conference or separately where a separate group accredits a joint conference. Upon approval, the Head Office provides a code to the organizer. At the end of the session, the participants are given the code to submit for CE credits.

Practical suggestions:

- Inform the selected presenters of the guided presentation time, or of their oral e-poster session at least 1 week prior to the session. The order of presentation is determined by the Chair of the Abstracts Committee and communicated by Head Office. Depending on the conference schedule,



the session may be separate from the general poster viewing time. Presenters will need to be aware of both time slots.

- Poster judging is usually conducted during the general poster viewing time if done with paper posters, rather than the guided poster walk. It will be done during the e-poster oral presentations.
- The route of the poster walk should accommodate unrestricted flow for a large group (up to 20-30 people)
- A microphone (with speakers) is helpful for large groups
- A timer or stopwatch is helpful to keep to the time limit for each presenter

Trainee Travel Grants

The CSCC Awards Committee selects three trainees each year to receive a travel grant to attend the conference. To be eligible for the grant, the trainee must have an abstract accepted by the conference. Abstract quality is only one of a number of criteria that is used to select the grantees. The selection of grantees is independent of the abstract and poster adjudication process and is not a responsibility of the Poster and Oral Presentation Adjudication Subcommittee. The Chair of the Abstracts Committee is to notify the Chair of the Awards Committee of the trainees with accepted abstracts, as early as possible (decision for Awards should be at least 6 weeks before the conference start).

Last Revised: June 9, 2025

Approved by CSCC Council: July 26, 2025



SECTION 4: WORKSHOPS AND ROUNDTABLES

The following information is to be used as an aid for the planning and selection process of Workshop and Roundtable speakers.

General

Workshops and roundtables can be held at a time that is available within the schedule. Historically, they were offered on Sunday afternoon, but in recent years, they have been moved to Tuesday afternoon. Workshops are typically 1.5 hours and roundtables are one hour in length. Accreditation for continuing education credits is obtained from the CACB. Upon selection and acceptance of the proposal, the Chair of the subcommittee(s) for the Workshops and Roundtables liaises with the presenters and Head Office to complete the CACB application forms.

Industry Workshops are organized by the Head Office, which depends on the number of sponsorships. Usually, 2-3 time slots of 1 hour are reserved in the program for Industry workshops and 2-3 are held concurrently. Input from previous years have given preference for workshops during the day (i.e. not breakfast). The sponsor arranges for the speaker while the Head Office handles the workshop accreditation separately. See Section 5.0 Exhibitors and Sponsors for more detail related to industry workshops.

Workshops

Newsletter / eBlast Call for Submissions:

- SUBMIT A SCIENTIFIC WORKSHOP PROPOSAL
- Deadline:
- Members are invited to submit a proposal for a Scientific Workshop, to be held XXXXX.
- Workshops are 1.5 hours long, and usually have more than one speaker.

The conference should aim for 4-8 high quality workshop proposals. CSCC members are actively encouraged to submit workshops that benefit from extended content and learning activities. CSCC committees, Working Groups (WG), and Special Interest Groups (SIG) may be useful routes for engagement. Workshops have separate meeting space that include audio-visual equipment and large group seating (~30 people).

Submissions are reviewed by the members of the subcommittee and recommendations are brought forward by the Workshops Chair to the conference planning committee. There are no specific criteria, however, as a guide the following is abridged from the AACC meeting workshops:

- *...interactive and hands-on with a moderator and speakers.*
- *...focus on foundations of laboratory medicine, development of hands-on skills, and topics that advance professional development.*
- *... focus on education that is interactive and can be carried out in a typical Scientific Session.*
- *Proposals outline the planned course including lectures, interactive and/or hands-on components, and description of any handout materials.*



The number of submissions must be monitored throughout December and January to ensure a minimum number are accepted. The allocation of Scientific Workshop sessions in the program and room availability will determine the number of workshops that will be accepted.

Proposals that are not accepted may be converted into a Roundtable session. The Workshops Chair will contact the submitter and invite to have the proposal resubmitted for consideration as a roundtable session.

All speakers should be secured 3-4 months in advance of the conference in order for Head Office to publish the preliminary program and start of registration.

Roundtables

Newsletter / eBlast Call for Submissions:

- SUBMIT A BREAKFAST ROUNDTABLE PROPOSAL
- Deadline:
- Members are invited to submit a proposal for a Breakfast Roundtable.
- Roundtables are interactive sessions that are 1 hour in length and comprise 9 registrants plus the leader. The leader is expected to speak for no more than 10 to 15 minutes and then lead an interactive discussion of the registrants.

The conference should aim for 8-16 high quality roundtable proposals. CSCC members are actively encouraged to submit roundtables that benefits from interactive discussions that are less formal than workshops. Roundtables are held concurrently in the same room and do not audio-visual support.

Submissions are reviewed by the members of the subcommittee and recommendations are brought forward by the Roundtables Chair to the conference planning committee. There are no specific criteria, however, as a guide the following is abridged from the AACC meeting roundtables:

- *... small group discussions delivered by a single presenter (i.e., the Roundtable Speaker is the proposal submitter) to an audience of up to 10 participants.*
- *Speakers are encouraged to draw participants into focused discussions and learning exercises.*
- *Topics may range across the spectrum of laboratory medicine with a focus on practical skills and/or case examples.*
- *Lab professionals at all career stages are encouraged to submit.*

The number of submissions must be monitored throughout December and January to ensure a minimum number are accepted. The allocation of Breakfast Roundtable sessions in the program and room capacity will determine the number of roundtables that will be accepted.

All speakers should be secured 3-4 months in advance of the conference in order for Head Office to publish the preliminary program and start of registration.

Critical timelines (dates subject to change dependent on conference dates)

Time	Task	Person Responsible
September to	Workshop/Roundtable system ready	Head Office



November	Confirm reviewers if needed Confirm session dates/times First call for Workshop/Roundtable	Workshops/RT Chair CPC Head Office
December 1	Notify leads within CSCC Workshop/Roundtable system opens	Workshops/RT Chair Head Office
January 1	Final calls for Workshop/Roundtable Status update of proposals received	Head Office
February 1	Review Workshop/Roundtable proposals Adjust submissions to align with program	Workshops/RT Chair CPC
March 1	Notify authors of acceptance / rejection Arrange for MOC accreditation	Workshops/RT Chair Head Office

Revised: June 4, 2025

Approved by CSCC Council: July 26, 2025



SECTION 5: EXHIBITORS AND SPONSORS

The following information is to be used as an aid for the budget and sponsorship of the conference where CSCC has a lead role.

General

Refer to the Terms of Reference for the CSCC Conference Planning Committee (CPC) for the key principles for the formation of subcommittee for the Exhibitors and Sponsorship. The conference Executive Committee should involve the CSCC Past President in discussions around sponsorship and invite to chair the subcommittee.

In the case of joint meetings, the Head Office in conjunction with the CSCC Executive Council will negotiate with the other body on the sharing of costs and revenues. A signed agreement may be necessary depending on the relationship of CSCC and the other body.

The Head Office is responsible for the conference budget. A first draft of the budget assumptions is usually prepared 12-18 months prior to the conference taking into account projected revenue and expense items. The hotel contract and speaker policy are important for initial cost analysis. It is important to set a sponsorship goal as any shortfall will need to be covered through registration fees.

The sponsorship prospectus is prepared by the Head Office and sent to vendors and posted on the conference website by December. The customary deadline is March 31 although sponsorship is accepted at any time before the conference. Sponsors are encouraged to commit as early as possible in order to allocate industry workshops.

Beginning in May, the Head Office will prepare weekly sponsorship reports including the names and associated fees. The report should provide comparative information for previous level of financial support. It is critical for the Chair of the Exhibitors and Sponsorship to follow-up with sponsors who have not signed on. Additional support may come from members of the CPC.

Beginning in April, the Head Office will prepare weekly registration reports for all paid events. Additional promotion through email blasts, CSCC News, and other media is necessary to ensure financial health and to meet the commitments of the venue contract.

Critical timelines (dates subject to change dependent on conference dates)

Time	Task	Person Responsible
January – March (16-18 months prior)	Budget assumptions	Head Office
July – August	Sponsorship prospectus	Head Office
September - December	List of sponsors (previous year, contacted, confirmed)	Head Office
April – June	Registration reports	Head Office
May – June	Sponsorship reports	Head Office



Policy on Participation of Industry in Annual Meeting

Sponsorship of the meeting by companies must be fair. The acknowledgement of the support of sponsors must be appropriate.

Abstracts may be submitted and presented by companies. The company must have purchased a booth. The presenter must be a full registrant of the meeting.

Exhibitors who wish to participate in the scientific program must register as delegates.

All industry-sponsored workshops are to be approved by the Scientific Committee of the CPC. They are to have a scientific basis. Companies sponsoring industry-sponsored workshops must purchase a booth. There is a fee to sponsor such a workshop.

The CSCC does not endorse the holding of commercial activities involving instrumentation outside the exhibit area and industry-sponsored workshops unless specifically arranged by the CPC.

Sponsorship

Sponsorship of meetings by companies must be fair and on a first-come, first served basis. Companies are not permitted to reserve a priority position in the Exhibits Hall for future meetings.

The CPC, in conjunction with Head Office, should develop a consistent procedure to acknowledge sponsorship by companies at their meeting. This may include acknowledgement in the final program, announcements at the meeting, and signs posted at the meeting. Head Office will provide guidance of sponsorship acknowledgement processes that are compliant with the Professional Development Program.

Industry-sponsored Workshops

The CPC member responsible for Industry-sponsored Workshops must inform companies 6-8 months in advance that times for these are available. This should be included in the exhibitors' promotional package.

The CPC or Scientific Committee should assess the scientific content of the workshop. The companies wishing to sponsor such workshops are asked to submit a one-page formal proposal as to the scientific content of the workshop, by a date at least 4 months prior to the Annual Meeting. The CPC or Scientific Committee carries out the review of the submissions and approves or rejects the submission.

Such Workshops are not to be an instrument demonstration and hospitality suite. In general, the only ones which should be rejected are those which conflict with the scientific program already in place or those which clearly are there to provide hospitality, with no intention of presenting data or displaying an instrument.



The CPC identifies the number of such workshops to be considered. The number of requests for workshops may be quite variable. Consideration should be given to limiting the number as attendance has been a problem in the past.

The CPC sets the time during which they may be held (commonly 1600 - 1800 h on Monday and breakfast on Tuesday). They should be scheduled at times which do not conflict with the scientific or social programs. Consideration should also be given to limiting the number which can be held each day as well as the number of concurrent workshops.

Instruct the hotel not to make meeting room bookings with companies without the consent of the CPC to prevent unauthorized industry-sponsored workshops

All Industry-sponsored Workshops should be advertised in the Final Program.

Once approved, the CPC assigns the meeting room. The CPC charges a fee which covers expenses (e.g., cost of room; cost of audio-visual equipment if provided). Either the CPC or the company may make arrangements for audio-visual equipment but the company is expected to pay for any costs incurred. The company may arrange light refreshments through the hotel / convention centre but is expected to pay for the costs incurred. In the case of a major sponsor, the CPC may waive room and / or audio-visual charges.

Procedures: Off-site instrument demonstrations

These events must be approved by the CPC. If companies do hold such events, they are requested to follow these guidelines:

No instruments may be demonstrated outside the Exhibits area, nor may such a forum be used to officially introduce a new instrument outside the Exhibits area; such instruments must be placed in the Exhibit area only.

Demonstrations of prototype instruments and hosting of market surveys must not be held at times when the exhibit area is not open and must not conflict with any official society activities listed in the meeting program.

The company must be a registered exhibitor and pay the appropriate fee.

Revised: November 28, 2023

Approved by CSCC Council: July 26, 2025