



RESEARCH AND EVALUATION PROGRAM
Centre for Addiction and Mental Health

We Can Do It: Evidence and Interventions for Transforming Mental Health in the Workplace

4th Annual Canadian Congress for Research on Mental Health and Addiction in the Workplace

Step-by-step Guide for Submitting an Abstract

Step 1: CREATE AN ACCOUNT ON THE CONGRESS WEBSITE

- To create an account, click on 'Create an account' in the LOGIN FORM section (located in the left panel on the home page).
- Upon registration, enter your Name, Username, Email, and Password. When finished, click on "Register".
- Once your account has been created, an activation link will be sent to the email address that you entered. You must activate your account by clicking on the activation link when you get the e-mail before you can log in. If the activation link does not work automatically, please copy the activation link into the browser.

IF YOU EXPERIENCE ANY TROUBLE IN ACTIVATING YOUR ACCOUNT, PLEASE DO NOT HESITATE TO CONTACT THE CONGRESS SECRETARIAT AT secretariat@wwrepcamh.org

Step 2: SUBMITTING AN ABSTRACT

- To submit an abstract, return to the home page and login using your registered Username and Password.
- On the homepage, hover the cursor over ABSTRACTS (located at the top menu bar on the home page) until a drop down menu appears. Then proceed by selecting "Submit an Abstract".
- From the list of Themes, select the Theme in which your abstract should be categorized.
- In the SUBMIT AN ABSTRACT page, enter the Title of the paper (cannot exceed 10 words).
- Next, select the Type of presentation that you would like to give (oral or poster) and in which official language (English or French).
- Open a text editing software such as Microsoft Word. Prepare your abstract in the text editing software using the following template: (1) description of the problem, (2) objectives, (3) methodology, (4) results, and (5) conclusions. The abstract must not exceed 250 words.

Copy your abstract in the text editing software and paste it into the text editing box on the SUBMIT AN ABSTRACT page.

If this submission is a modification of a previously submitted abstract, please include the abstract confirmation number that was sent to you in the confirmation email.

The person submitting the paper is considered the presenting author (speaker) and the corresponding author.

- Next, enter Abstract Authors. Separate author names using semicolons.
- Indicate up to five Key Words for your paper. Separate key words using semicolons.
- To submit your abstract, click on "Submit".

Step 3: CONFIRMATION EMAIL

- Once your abstract has been received, a confirmation email from the CONGRESS SECRETARIAT with your abstract confirmation number will be sent to you.
- You are not able to go back to edit your abstract once it has been submitted. Should you need to make modifications, please repeat STEPS 1 and 2 to submit your abstract again. For any modifications or future correspondence, please include your abstract CONFIRMATION NUMBER.