



Guidelines for Symposium and Instructional Course Proposals

Submissions for Symposia and Instructional Courses are only accepted via the [online submission form](#). All correspondence will be with the person who submits the proposal.

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Important dates

- submission deadline – Monday, 14 January 2019, 23:59 UTC
- submitter notified of acceptance by email – Monday, 25 February 2019
- chair/presenter registration deadline – Monday, 1 April 2019

The submitter (applicant) will be appointed as the chair of the Symposium or Instructional Course. The chair and all presenters **MUST register** for the World Congress by the chair/presenter registration deadline or the session may be removed from the programme. Presenter substitutions are not allowed except in extraordinary circumstances in which case they must be discussed and approved in advance by the Scientific Committee (see [Questions](#) for contact information).

Financial support

ISPO does not provide any financial support – such as a registration waiver, accommodation and/or travel support – to the chair or presenters. Chairs and presenters are responsible for their own expenses related to their congress participation.

Online submission form

Submissions are accepted via the [online submission form](#) (<https://app.oxfordabstracts.com/stages/661/submission>) only. First, you will be directed to register for an Oxford Abstracts account. Once registered, you can make your submission by completing all mandatory fields in the online submission form. **If mandatory fields are left incomplete and/or a word count exceeds the permitted limit**, your submission will be marked as 'incomplete' and you need to edit and resubmit it prior to the submission deadline.

Language

Submissions are accepted in English only.

Session format

During online submission, the session format is to be selected from the following options:

- Symposium
- Basic Instructional Course
- Advanced Instructional Course

Guidelines for Symposia and Instructional Course Proposals continued

If you require clarification of the session format, please review the descriptions below.

The Scientific Committee reserves the right to assign a submission to a different format if it is felt more suitable.

Symposia (SYMP) present thematically related research addressing significant problems or controversies in prosthetics, orthotics, mobility and assistive devices. Symposia present differing perspectives on a particular topic. They bring together two or more respected researchers to present current developments and planned research directions. Symposia should be strongly evidence-based.

Instructional Courses (IC) present information on specific topics at a level suited to the practitioner. These might be topics that receive limited coverage in undergraduate curricula or may be suited to experienced clinicians who have already specialised or who are entering a specialised area of practice or research.

Instructional Courses should clearly state the level of the intended audience in terms of the expected educational qualifications and experience in that particular area of treatment.

- **Basic Instructional Courses:** Basic instructional courses present information on specific topics at a level suited to the beginning practitioner. These might be topics that receive limited coverage in undergraduate curricula.
- **Advanced Instructional Courses:** Advanced instructional courses present information at an advanced level suited to experienced clinicians who have already specialized or who are entering a specialized area of treatment.

Congress topics

The programme will be organised by topics that are of interest to the international P&O community. During online submission, the submitter will be asked to select the [primary and secondary topics](#) applicable to their Instructional Course or Symposium.

The Scientific Committee reserves the right to assign a submission to a different topic if it is deemed more suitable.

Title

The title of the Symposium or Instructional Course should concisely reflect the content. Please enter the title in Title Case (*use capital letters for the important words or proper nouns*), maximum of 20 words.

Abstract body

The abstract body should summarise the content of the Symposium or Instructional Course (max. 250 words). We advise preparing the abstract in WORD and then copying and pasting it from WORD into the abstract field of the online submission. Copying one table or image with a [caption](#) from WORD is allowed.

Statement of the objective / learning objectives

In a separate field of the online submission you will be asked to enter a statement of the objective or learning objectives regarding what the attendees should expect to gain by the end of the session.

Presenters

The Scientific Committee strongly suggests limiting the number of presenters to a maximum of three for both Instructional Courses and Symposia (i.e., each with a 20 minutes presentation and then 15 minutes for questions). Note that Symposia require a minimum of two presenters but there is no minimum for Instructional Courses.

Presenter substitutions are not allowed except in extraordinary circumstances in which case they must be discussed and approved in advance by the Scientific Committee.

Contact details of submitter and presenters

During online submission, the submitter (chair) is to provide the following details:

- full name, organisation/institution, city, country of the submitter and presenters as they are to appear in the programme
- email address and phone number of the submitter and presenters

Note: Submissions will be peer reviewed – the review process is double blinded, meaning that author and reviewer information is not shared with either party.

Consent to publication

During online submission, the submitter is required to consent to publication of the submitted abstract.

The submitter is responsible for receiving consent from all presenters before completing a submission.

Consent to video recording

Your session may be recorded on video. ISPO would like to make these recordings available to its members as a member benefit. During submission, you will be asked if you agree that your presentation is recorded. ISPO hopes you are willing to have your session recorded.

Conflict of interest disclosure

During online submission, the submitter will be asked to disclose any conflict of interest on behalf of the chair and presenters. For guidance on conflict of interest statements, please see the ICMJE recommendations [here](#). If no conflict exists, please state that 'The Author(s) declare(s) that there is no conflict of interest'.

Proposal review

Submissions will be reviewed between Tuesday, 15 January and Friday, 22 February 2019. Submissions will be peer reviewed – the review process is double blinded, meaning that author and reviewer information is not shared with either party. Notifications will be distributed by Monday, 25 February 2019.

Chair

The submitter (applicant) will be considered the chair of the Symposium or Instructional Course. The chair is solely responsible for the session and will be the only point of contact with the congress organisers. The chair is required to:

1. confirm availability of all presenters to attend the congress (5-8 October 2019) prior to submitting a proposal;
2. direct the presenters to register by the registration deadline;
3. provide any information to presenters before the congress; and
4. moderate the session (introducing the topic, introducing the speakers, soliciting questions from the audience, being the timekeeper).

When applying, please consider that presenting at or chairing a session requires preparation.

Presentation information

Symposia and Instructional Courses are scheduled for 75 minutes. This timeframe includes topic and presenter introductions, presentations and time for questions from the audience/discussion. The chair is responsible for ensuring that the session adheres to the timeframe.

Presentations should not be specific to a particular brand or product. However, they may deal with a generic (non-branded) range of products.

Details of the on-site presentation will be communicated to the chair closer to the congress. The chair is responsible for ensuring that these details are shared with other presenters.

Questions

If you have any questions regarding the online submission system or your scientific content, please contact the ISPO World Congress team:

Email: info@ispo-congress.com

Phone: +49 341 678-8237