Guidelines for technical track proposals

The technical track has the aim to promote the fabrication arts through demonstration and the use of hands-on fabrication instruction. During technical track sessions, techniques and generic materials will be discussed and demonstrated, not products.

Submissions for technical tracks are only accepted via the online submission form.
All correspondence will be with the person who submits the proposal.

Important dates

- Submission deadline: **Monday, 7 October 2024**, 23:59 UTC
- Submitter notified of acceptance by email: Wednesday, 20 November 2024
- Presenter registration deadline: Monday, 9 December 2024

All presenters **MUST register** for the World Congress. If the presenter has not registered by 9 December 2024 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 Technical Track Committee – TTC (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 presenters. 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/52117/submitter) only. First, you will be directed to register for an Oxford Abstracts account. If you have submitted an abstract for ISPO 2019, 2021 and/or 2023, you already have an account and can log into this account if you remember these details – email address is mandatory, password can be reset.

Once you have registered or logged in, 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**, you can still submit your proposal, but it will be marked as 'incomplete'. Log back into the system **by the submission deadline** and edit it until it is 'complete'.

Language

The official language of the congress is English. Submissions are accepted and presentations held in English only.

Session format

The technical track includes demonstrations and hands-on sessions:
- Technical demonstrations are sessions where a specific technique is presented to the participants. The participants do not practice technique but watch the demonstration and can exchange with the presenter.
- Hands-on sessions are sessions where a specific technique is presented to the participants and in which the participants have the possibility to practice the technique.

Technical track topics

For 2025, the congress theme is "Science in Practice, Practice in Science: Collaboration and innovation for sustainable rehabilitation". We encourage presenters to highlight links to the focus on sustainable rehabilitation where possible.

The submitter will be asked to select the topic from the following list:
- Materials science
- Digital technologies
- P&O fabrication techniques
- Wheelchair and postural support fabrication techniques
- Equipment and tools: selection, use, maintenance, and repair

The TTC reserves the right to assign a submission to a different topic if it is deemed more appropriate.

Presentation title

The title of the technical track presentation 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 / description of the presentation

The abstract body should summarise the content of the technical track presentation (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 figure** with a caption from WORD is allowed. Be aware that the content of the entire abstract inclusive of one figure or one table and its caption must fit on one DIN A4 page.

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, what is the clinical or technical applicability (max. 35 words).

Equipment / tools

Equipment and tools could be furnished either by presenters, by one of the exhibitors and/or by a local service provider. The submitter has to inform if he can bring the equipment/tools or if it is to be sourced by the TTC.

Presenters

The TTC suggests a length of 30, 45 or 60 minutes per presentation. Submitters are asked to choose one of the options. In exceptional cases, a different length of presentation is also possible. In this case, submitters are requested to indicate the expected length of the presentation.

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

Contact details of submitter and presenters

During online submission, the presenter 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 (which will not appear in the programme)

Consent to publication of abstract

During online submission, the submitter is required to consent to publication of the submitted abstract in the conference proceedings. In providing their consent, the submitter is consenting on behalf of all presenters. It is the responsibility of the submitter to verify the consent of their co-presenters as part of the submissions process.

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. If no conflict exists, please state that 'The author(s) declare(s) that there is no conflict of interest'. Conflict of interest disclosure may be published as part of the submitted abstract.

If a conflict of interest does exist, the disclosure must clearly indicate how the conflict will be managed / mitigated in the presentation to avoid undue bias to the presentations. Submissions that do not explain how conflicts will be managed may be rejected or redirected for more appropriate submission.

Proposal review

Submissions are reviewed and rated for content by the TTC; authors' identities are not blinded during this review process. The highest-ranking submissions are accepted for presentation according to the availability of slots in the programme. The committee also makes a determination if the submission is more appropriate for another category, in which case the submitter is notified of this recommendation. Notifications to submitters will be distributed by Wednesday, 20 November 2024.

Chair / moderators responsibilities

Once the technical track programme will be finalised, the TTC will identify experts (1 or 2) per session, from the list of registrants, who will be invited to chair/moderate sessions. When all chairs are recruited, detailed information on the sessions and chair obligations will be provided by the TTC.

Presentation information

Technical track sessions will be scheduled depending on the length of presentations grouped in one session. The time frame of a session also 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 time frame.

Presentations should not be specific to a particular brand, product or company. However, they may deal with a generic (non-branded) range of products. Manufacturers wishing to present specific products are encouraged to submit an exhibitor workshop.

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.

Contributing to the I.S.P.O. 20th World Congress presentation repository

To further enhance the availability and accessibility of content presented at the World Congress, ISPO invites presenters to create recordings of their presentations for upload, dissemination and archiving through ISPOs eLearning platform (ISPOLearn). Details on formatting requirements and submission processes will be available on acceptance notification.

Questions

If you have any questions regarding the online submission system or your scientific content, please contact the I.S.P.O. World Congress team:

Email: info@ispo-congress.com   Phone : +49 341 678 -8237 or -8238