



Guidelines for instructional course proposals

Submissions for instructional courses (IC) are only accepted via the [online submission form](#). All correspondence will be with the person who submits the proposal.

Important dates

- Submission deadline: **Monday, 29 June 2026**, 23:59 UTC
- Submitter notified of acceptance by email: Friday, 28 August 2026
- Chair/presenter registration deadline: Monday, 28 September 2026

The submitter will be appointed as the chair of the 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 Programme Committee (see Questions for contact information). Whilst multiple submissions from one individual and/or group are allowed, the Scientific Programme Committee reserves the right to manage the final number of submissions that will appear in the final programme.

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/81505/submitter) (<https://app.oxfordabstracts.com/stages/81505/submitter>) only. You will be directed to register for an Oxford Abstracts account. If you have submitted an abstract for ISPO 2019, 2021, 2023 and/or 2025, 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' and you need to edit and resubmit it prior to the submission deadline. **Any submission that is incomplete by the closing date will not be reviewed.**

Language

The official language of the congress is English. Only submissions written in English and presentations held in English are accepted.

Session format

Instructional courses present information on practical applications of specific topics at a level suited to the practitioner. The focus is on teaching or advancing skills, and can be at a basic or advanced level. 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 practice, and include specific learning objectives. Instructional courses are encouraged to utilise an interactive format to enhance the learning experience for the attendees.

Submitters will be asked to select one of the following options for their submission:

- **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** present information at an advanced level suited to experienced clinicians who have already specialised or who are entering a specialised area of practice or research.

The Scientific Programme Committee reserves the right to assign a submission to a different format or recommended the submission for the technical track, if it is deemed more appropriate.

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.

The theme of the ISPO 21st World Congress will be "[A World Connected: Advancing Assistive Technologies for Global Equity](#)". We encourage presenters to highlight links to this theme where possible.

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

Title

The title of the 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

A structured abstract of **max. 250 words** is to be submitted via the online system. Please note that if your word count is over the permitted limit, your abstract will be marked as 'incomplete'. We advise preparing the abstract in WORD and then copying and pasting it from WORD into the abstract fields of the online submission. Copying **one table or one figure** with a [caption](#) from WORD is allowed. Be aware that the content of the entire abstract inclusive of one figure or table and its caption must fit on one DIN A4 page.

The following structure is to be adhered to:

1. Target audience: describe for whom the instructional course is intended (20 words suggested)
2. Relevance for the ISPO World Congress: describe why the instructional course is relevant for the ISPO World Congress (50 words suggested)
3. Learning objectives: describe what the takeaway learning will be from this instructional course (40 words suggested)
4. Learning activities: describe what activities will be performed during the instructional course to reach the learning objectives (100 words suggested)
5. Audience interaction: describe the interactive format of the instructional course (40 words suggested)

*NOTE: The figure or table should be legible at a maximum size of 5"/12.7cm x 2.5"/6.4cm. If you upload one figure or one table as part of your abstract, please review the appearance of your submitted abstract via the link, which is included in the email notification you receive after completing your submission.

Presenters

The Scientific Programme Committee suggests limiting the number of presenters to a maximum of four (total length of a slot is 75 minutes, please reserve 15 minutes for discussion / audience questions).

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

Contact details of submitter and presenters

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

- full name, organization / 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. Abstracts will be published in an abstract book, which will be available on the website of ISPO (www.ispoint.org).

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.

Presenting with Integrity: Artificial Intelligence, Ethics and Conduct Policy

During online submission, the submitter of the abstract will be required to confirm on behalf of all authors that the [ISPO Presenting with Integrity: Artificial Intelligence, Ethics and Conduct Policy](#) was read and understood, and that this submission fully complies with the policy. If there are any issues, then the lead author should contact info@ispo-congress.com.

Proposal review

Submissions are reviewed and rated for scientific content by the Scientific Programme Committee; authors' identities are 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 the deadline stated in the section Important dates.

Chair responsibilities

The submitter (applicant) will be considered the chair of the 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 (22-25 March 2027) prior to submitting a proposal;
2. direct the presenters to register by the registration deadline stated in the section Important dates;
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 and coordination of the full session.

Presentation information

The title and content presented must align with the title and content submitted in the abstract.

Instructional courses are generally scheduled for 75 minutes. This time frame 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 or product. However, they may deal with a generic (non-branded) range of products. Manufacturers wishing to present specific products are encouraged to submit an industry 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 ISPO 21st 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 ISPO's 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 ISPO World Congress team:

Email: info@ispo-congress.com

Phone: +49 341 678 -8237 or -8238