



ISPO 19TH WORLD CONGRESS Guadalajara, Mexico 24 - 27 April 2023

The Art
and the
Science



Guidelines for free paper and poster abstracts

Submissions for free paper and poster abstracts are only accepted via the [online submission form](#). All correspondence will be with the person who submits the abstract.

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Important dates

- **submission deadline – Monday, 10 October 2022, 23:59 UTC**
- submitter notified of acceptance by email – Wednesday, 30 November 2022
- presenter registration deadline – Monday, 9 January 2023

Presenters **MUST register** for the World Congress by the presenter registration deadline or the presentation 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 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/4296/submitter) (<https://app.oxfordabstracts.com/stages/4296/submitter>) only. First, you will be directed to register for an Oxford Abstracts account. If you have submitted an abstract for ISPO 2019 and/or ISPO 2021, 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**, your submission 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

Written submissions are accepted in English only. At the time of submission, you will be asked whether the presenter would like to be considered to deliver the oral presentation in Spanish if there is an opportunity for simultaneous translation to English. (Please note that the availability of this option is not guaranteed).

Presentation category

During online submission, the presentation category for which you wish your abstract to be considered should be selected from the following options:

- Free paper (oral) or poster presentation
- Poster presentation only

If you require clarification of the session formats, please review the descriptions below. The Scientific Committee reserves the right to assign a submission to a different presentation category if it is deemed more suitable.

Session formats

Free paper sessions: A free paper is a professional communication describing a technique, case study, case series, clinical trial, systematic review, experiment or qualitative research delivered as an oral podium presentation during the congress. Abstracts undergo double-blinded peer-review by a panel of experts to verify relevance, quality and innovation. Top ranking free papers are selected for oral presentation. Free paper presentations are generally grouped into sessions that are thematically related. If not selected for oral presentation a poster presentation may be offered.

Posters: A poster may describe a technique, case study, case series, clinical trial, systematic review, experiment or qualitative research. By comparison with free papers, a poster may present preliminary results or works in progress. Abstracts of poster presentations are reviewed by a panel of experts to verify relevance for delegates. Accepted posters are displayed during designated poster viewing times to allow attendees to interact with poster presenters.

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 free paper / poster. 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 abstract 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. 400 words is to be submitted via the online system. 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 figure with a [caption](#) from WORD is allowed. Be aware that the content of the entire abstract inclusive of figures or tables and their captions must fit on one page.

The following structure is to be adhered to:

1. Background (approx. 70 words)
2. Aim (approx. 30 words)
3. Method (approx. 100 words)
4. Results (approx. 130 words, one image of table can be inserted, see note below)
5. Discussion and conclusion (approx. 70 words)
6. References (optional, max. 50 words)
7. Acknowledgements (optional, max. 20 words)

Download the [abstract template](#) for further guidance.

NOTE: Figures should be legible at a maximum size of 5"/12.7cm x 2.5"/6.4cm. If you upload a figure or 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.

Author information

During online submission, the following information is required for all authors:

- full name
- affiliation (organisation/institution, city, country)
- email address
- phone number

The submitter will be asked to indicate the presenter. **One of the listed authors must be the presenter. It is recommended to limit the selection to one presenter.**

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

Session chairs

The Scientific Committee will recruit session chairs for each of the free paper sessions. During online submission, the submitter has the opportunity to indicate if the presenter would be interested in chairing a session. ISPO does not provide any financial support – such as a registration waiver, accommodation and/or travel support – to session chairs.

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 authors before completing a submission.

Conflict of interest disclosure

During online submission, the submitter will be asked to disclose any conflict of interest on behalf of each author. 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'.

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. The COI will only be reviewed by the Scientific Committee.

Abstract review

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 Wednesday, 30 November 2022.

Presentation information

Abstracts accepted for free paper (oral) presentation will be presented during free paper sessions, which are generally scheduled for 60-90 minutes. This timeframe includes presenter introductions, presentations and audience questions/discussion. Presenters will be notified of the length of their presentation when the abstract is accepted.

Abstracts accepted for poster presentation will be presented in the exhibit hall (further details on the format to follow).

A number of [Best Paper and Poster Prizes](#) are available. Top ranking abstracts based on peer review (in the poster and free paper categories) will be considered for prizes. During the congress, a committee of judges will review the selected presentations and make recommendations on the awards.

Presentations should not be specific to a particular brand of product. However, they may deal with a generic (non-branded) range of products (see [Conflict of interest disclosure](#)).

Details of the on-site presentation will be communicated to the submitter closer to the congress. The submitter is responsible for ensuring that these details are shared with the presenter(s).

Contributing to the ISPO World Congress 2023 presentation repository

To further the availability and accessibility of content presented at the World Congress, ISPO invites presenters to create recordings of their presentations and descriptions of their posters for upload, dissemination and archiving through ISPO's eLearning platform. 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