



## 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.

### Click on a heading to jump to the appropriate section within the document

<a href="#">Submission deadline</a>	<a href="#">Financial support</a>	<a href="#">Online submission form</a>	<a href="#">Language</a>	
<a href="#">Presentation category</a>	<a href="#">Session formats</a>	<a href="#">Congress topics</a>	<a href="#">Title</a>	<a href="#">Abstract body</a>
<a href="#">Author information</a>	<a href="#">Session chairs</a>	<a href="#">Consent to publication, recording and posting</a>		
<a href="#">Conflict of interest disclosure</a>	<a href="#">Abstract review</a>	<a href="#">Presentation information</a>	<a href="#">Questions</a>	

### Submission deadline

**Submission deadline: Monday, 1 March 2021, 23:59 UTC**

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 – 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/1776/submitter) (<https://app.oxfordabstracts.com/stages/1776/submitter>) only. First, you will be directed to register for an Oxford Abstracts account. If you previously submitted an abstract for ISPO 2019, 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 complete 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 will 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

Submissions are accepted in English only.

### Presentation category

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

- Virtual Free Paper (oral) or Poster presentation
- Virtual 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 (oral):** A free paper is a professional communication describing a technique, case study, case series, clinical trial, systematic review, experiment or qualitative research delivered as a virtual oral presentation during the congress. Abstracts of free papers are reviewed by a panel of experts to verify relevance, quality and innovation.

**Poster presentation:** 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, and relies on visual presentation of results. Abstracts of poster presentations are reviewed by a panel of experts to verify relevance, quality and innovation.

### 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 (*i.e.*, every word is capitalised), 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 figure or table can be inserted, see note below)
5. Discussion and conclusion (approx. 70 words)
6. References Cited in Text (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.**

### Session chairs

The Scientific Committee will recruit one session chair who will act as moderator 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 – to session chairs. Technical training and support will be provided to the session chair.

### Consent to publication, recording and posting

During online submission, the submitter is required to consent to publication of the submitted abstract and recording and posting of the virtual presentation for viewing by delegates of the ISPO congress. The submitter is responsible for receiving consent from all authors before completing a submission. Presenters should be aware of limitations of restricting dissemination of confidential or proprietary digital content, as ISPO cannot completely guarantee how attendees may use presented content.

### Conflict of interest disclosure

During online submission, the submitter will be asked to disclose any actual or potential conflicts 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'.

### Abstract review

Once the submission deadline has passed, all submissions will be peer reviewed – the review process is double blinded, meaning that author and reviewer information is not shared with either party.

### Presentation information

Abstracts accepted for Free Paper (oral) presentation will be presented during Free Paper Sessions, which are scheduled for 75 minutes. **Each Free Paper Session consists of 5-7 presentations of up to 7 minutes each. Questions from the virtual delegates will be moderated by the Session Chair and may be answered at the end of the session for a 2-3 minute answer period.** Presenters will also be requested to respond to online posted chat questions, for example from delegates viewing the presentations asynchronously, for the duration of the congress.

Abstracts accepted for Poster presentation will be presented as digital posters along with a 1-minute linked video/audio file (optional). Detailed instructions for digital poster formats will be provided after acceptance. Poster presenters will be required to attend a digital poster session to respond to online chat questions posted by the attendees, and will be encouraged to respond to posted questions for the duration of the congress.

A number of [Best Paper and Poster Prizes](#) will be awarded. Recipients will be identified by the Scientific Committee based on presentations at the congress.

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

Technical requirements and details of the virtual presentations will be communicated to the submitter closer to the congress. The submitter is responsible for ensuring that these details are shared with the presenter and adhered to.

### 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](mailto:info@ispo-congress.com)

Phone: +49 341 678-8237