



## 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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### Submission deadline

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

The submitter 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 – 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/1775/submitter) (<https://app.oxfordabstracts.com/stages/1775/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 create 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

Submissions are accepted in English only.

### Session format

During online submission, the session format for which you wish your submission to be considered should be selected from the following options:

- Virtual Symposium
- Virtual Basic Instructional Course
- Virtual Advanced Instructional Course

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

If you have an idea for a virtual session format that is not reflected in our submission opportunities, please contact us at [info@ispo-congress.com](mailto:info@ispo-congress.com) and we will consider alternative formats.

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

**Symposia** present thematically related research addressing significant problems or controversies in prosthetics, orthotics, mobility and assistive devices. Symposia present differing perspectives on a particular topic through scientific debate. They bring together two or more respected researchers to present current developments, state of the art evidence and/or controversies, and planned research directions. Symposia should be strongly evidence-based. Multiple presenters in a panel format is strongly encouraged.

**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. Presenters of Instructional Courses are encouraged to utilize an interactive format to enhance the learning experience for the attendees.

Submitters should select one of the following for their Instructional Course 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 practitioners who have already specialised or who are entering a specialised area of treatment.

### Delivery format

Given the virtual online format of the congress, creativity in presenting the material is strongly encouraged. Delivery of the material may involve live presentation and/or pre-recorded content. For example, for Symposia, the use of multiple presenters in a panel or debate format, and encouraging attendee participation through virtual polls or moderated questions may be considered. For Instructional Courses, providing virtual demonstrations, and/or highlighting technical skills and equipment may be amenable to pre-recording. Further details on technical capabilities of the online congress platform will be provided to presenters upon acceptance and the congress organisers will work with the session chairs to assist with technical requirements.

### 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 Symposium or Instructional Course.

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 (*i.e. every word should be capitalised*), 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 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 DIN A4 page.

### Statement of the learning objectives

In a separate field of the online submission you will be asked to enter a statement of the learning objectives regarding what the attendees should expect to gain by the end of the session (max. 35 words).

### Presenters

The Scientific Committee suggests a minimum of 3 and maximum of 5 presenters for Symposia. For Instructional Courses there is no minimum number of presenters, but a maximum of 3 presenters. Presenter substitutions are not allowed except in extraordinary circumstances in which case they **MUST** be discussed and approved in advance by the Scientific Committee.

Ensure that sufficient time is allotted for questions and audience interaction (i.e., 10 to 15 minutes for questions).

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

### Consent to video recording of presentation

Symposia and Instructional Courses will be recorded and made available to congress delegates. During submission, you will be asked to confirm that you understand your session will be recorded and made available to congress delegates. It is the submitter's/Chair's responsibility to ensure that all presenters are made aware of this requirement in advance of submitting the proposal.

ISPO would also like to retain these recordings and make them available to ISPO members for ongoing educational access. During submission, you will be asked for permission to retain and store the recording of your session for subsequent dissemination to the wider ISPO membership. This is optional and on an opt-in basis. It is the submitter's/Chair's responsibility to ensure that all presenters agree to the retention, storage and reuse of the material.

Presenters should be aware of limitations of controlling or restricting dissemination of confidential or proprietary digital content. ISPO cannot completely guarantee the manner in which congress delegates and/or the ISPO membership may use presented material.

### Conflict of interest disclosure

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

### Proposal 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.

### Chair

The submitter 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 virtual congress (1-4 Nov 2021) prior to submitting a proposal;
2. direct the presenters to register by the registration deadline;
3. provide all relevant information to presenters before the congress; and
4. moderate the session (introducing the topic, introducing the speakers, moderating questions from the audience, being the timekeeper), with technical assistance for management of the online digital platform provided by the congress organisers

### Presentation information

Symposia and Instructional Courses are scheduled for 60 minutes. This timeframe includes topic and presenter introductions, presentations and time for questions from the audience and for 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 virtual 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](mailto:info@ispo-congress.com)

Phone: +49 341 678-8237