



## 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, 4 March 2019, 23:59 UTC
- submitter notified of acceptance by email – Friday, 26 April 2019
- presenter registration deadline – Monday, 27 May 2019

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/733/submission) (<https://app.oxfordabstracts.com/stages/733/submission>) only. First, you will be directed to register for an Oxford Abstracts account. Once registered, 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

Submissions are accepted in English only.

### Presentation category

During online submission, the presentation category is to 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 on the following page. 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 (FP):** 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 podium presentation during the congress. Abstracts of free papers are reviewed by a panel of experts to verify relevance, quality and innovation.

**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.

### 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 image with a [caption](#) from WORD is allowed. Be considerate that the content is to 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)
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.

**IMPORTANT:** If you upload an image 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. Should the size of your image be too big, go back into the system and upload a smaller version.

### 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.**

## Guidelines for Free Paper and Poster Abstracts continued

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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 is recruiting two 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'.

### Abstract review

Submitted abstracts will be reviewed between Tuesday, 5 March and Thursday, 25 April 2019. 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 Friday, 26 April 2019.

### 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 7 presentations of 10 minutes each.** This timeframe **includes presenter introductions, presentations and two to three minutes for questions from the audience/discussion.**

Abstracts accepted for Poster presentation will be presented as traditional paper posters in the exhibit hall.

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

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

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).

### 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