ABSTRACT FAQS

SUBMISSION

Q: Can I submit an abstract if it was previously submitted/presented at another conference?

A: Abstracts are not eligible for consideration if the manuscript of the abstract or video has been presented and/or published previously.

Q: How many abstracts can I submit?

A: The maximum number of abstracts that can be accepted by the portal is 50 per account; however, please note that the Scientific Program Chair has the discretion to limit the number of presentations per institution to ensure a balanced program.

Institutes may opt to upload all their institute's research submissions in one portal; however, submitters are asked to be as accurate as possible about the presenting author at the point of submission, ensuring that the bio and photograph provided are for the intended presenting author.

Please make sure that if authors' names appear on more than one abstract, their names and their affiliations appear and are spelled identically on each abstract in order to facilitate proper indexing. Wherever possible, do not list authors with initials only.

Q: Can I open an account if I am not the presenting author?

A: YES, you can submit an abstract on behalf of the presenting author. We ask that you use the details of the corresponding author so they are notified about the status of the abstract. The corresponding author is responsible for informing the co-authors about the status of the abstract. Once accepted, the abstract submission will be moved to an account for the presenting author.

You may open a central account for your institution and submit up to 50 abstracts, but please note that the Scientific Program Chair has the discretion to limit the number of presentations per institution to ensure a balanced program.

Q: May I amend the submitted abstract?

A: YES, you may log in and amend the abstract any time before the submission deadline (April 21st, 2024). After the deadline you will not be able to modify your abstract, other than by contacting the ISHA Secretariat.

In case you spot a typo mistake after the submission deadline, please contact abstract@ishaconference.com.

Please note that the content cannot be adjusted after the submission has been distributed to reviewers.

Q: Can you please clarify, should the Financial and Interest Disclosures be limited to the past 1 year?

A: All disclosures should be listed if relevant to the abstract content and all others within the last year. Older disclosures are not required.

Q: Can I use abbreviations in my abstract?

A: All abbreviations must be defined the first time they appear in your text (but do not define in the title).

Q: Who do I contact for technical assistance while submitting an abstract?

A: Please contact abstract@ishaconference.com by email, describing the problem, or contact the ISHA Secretariat Office at tel: +44 (0)203 519 9427.

General Technical Advice

If you are having difficulties uploading the Copyright and Financial Disclosure documents, please check that these are saved in PDF format.

If you submit your abstract and a red warning sign appears next to your submission, not to worry, this is indicating that the abstract deadline is imminent. If you are concerned, email abstract@ishaconference.com and we can confirm receipt.

If you are having difficulties with entering author names or affiliations, please check in the first instance that there are not any illegal characters being used.

Q: Will my abstract be processed if I leave it in an incomplete/draft status?

A: NO. The abstract must be in a submitted status before it can be processed, otherwise will not be submitted for reviewing. **Please make sure that your abstract's status is submitted and not left in draft ahead of the deadline.**

Q: May I submit a case report?

A: Case reports may be submitted for consideration. Submit these via the same platform.

Q: May I submit videos?

YES, this year there is a video presentation category for all presentation types: Standard Oral, Rapid Fire Oral, Oral EPoster, and EPoster. Using the same portal as for paper abstracts, you should submit a written abstract of 350 words, describing the video content and learning goals. You do not need to submit the video itself.

If accepted, you will embed the video in your presentation slide deck or ePoster.

- For Standard Oral presentations, the video must be narrated over live.
- For Rapid Fire Oral presentations, the video may contain audio OR be narrated over live.
- For Oral EPoster presentations, the video may contain audio OR be narrated over live.
- For EPosters, the instructions provided will contain information on how to add video to your poster.

Q: Are you planning to have late breaking submissions?

A: NO, all abstract submissions for consideration for oral, ePoster or video presentation should be submitted by the deadline of April 21st, 2024, 23:59 Eastern Standard Time (EST).

AFTER SUBMISSION

Q: How will I know if my abstract or video has been accepted?

A: Notifications will be sent to the corresponding author w/c June 24th, 2024 by email.

Q: Will all co-authors be notified?

A: NO, only the corresponding/presenting author will be notified. It is up to the corresponding/presenting author to notify the co-authors. Please ensure that the ISHA Secretariat is notified of any changes to the presenting author or co-authors, as the information submitted with the abstract will be used in printed and digital program material.

Q: Will I only be notified if my abstract or video is accepted?

A: NO, each abstract or video submission will receive a notification, whether accepted or rejected. All presenting authors will be notified. As such, please make sure that the contact information for the presenting author is up to date.

Q: When will I know the day and time of my presentation?

A: The notification email will include the day and time of the presentation, moreover the instructions for the preparation.

Q: Can I make changes/additions to my abstract or video after the submission deadline?

A: NO, changes cannot be made to the abstract once the submission deadline has passed. In case you spot a typo mistake after the submission deadline, please contact abstract@ishaconference.com. Please note that the content cannot be adjusted after the submission deadline.

Q: How do I withdraw my abstract?

A: In order to withdraw your abstract, send an email to abstract@ishaconference.com, indicating your intent to do so. Within the email text, kindly include: the abstract reference number and the complete title of the abstract.

Q: What happens in case of change of corresponding/presenting author?

A: In case of a change of corresponding/presenting author, a co-author can substitute for the presenting author; however, authors are asked to keep changes to a minimum wherever possible. Any co-authors wishing to attend the meeting must register in their appropriate category.

If you would like to change the presenting author, please send an email to abstract@ishaconference.com.

Within the email text, kindly include: the abstract or video reference number and the complete title of the abstract or video. Furthermore, please include the name of the new corresponding/presenting author and his/her email address and phone number.

TECHNICAL QUESTIONS

Q: When and where are you going to publish the abstracts?

A: All accepted abstracts will be available to access via the ISHA 2024 conference website, as well as in the ISHA 2024 conference app 7 days before the start of the ISHA 2024 Annual Scientific Meeting. The Abstract Book will additionally be made available on the ISHA website post-event.

Q: How do I submit the Copyright License and Financial Disclosure?

A: You are able to upload these items as attachments with your abstract / video summary within the abstract submission portal.

Q: If my abstract is accepted for presentation, do I have to register for the Annual Scientific Meeting?

A: YES, presenters of accepted abstracts must register for ISHA 2024. This is applicable for all presentation formats.

Q: Are authors eligible for the reduced registration rate?

A: There is no special registration rate for abstract or video authors. Discounted rates are available only for ISHA Members in Good Standing. There are different rates depending whether you are a resident/fellow/trainee or physiotherapist.

Q: Will travel grants be offered this year?

A: NO, there will be no travel grants. However, there will be two Trainee Awards available to qualifying participants at ISHA 2024. This is by application only; please see the "Awards" section of the ISHA 2024 conference website for more information on how to apply. There will additionally be three Physiotherapist Awards; these do not require application and the recipients will be selected by the ISHA Physiotherapy Committee Chairs.

Q: Who owns the copyright of the published abstracts?

A: The copyright is automatically owned by the abstract's author(s). In case you would like to use the data, you must have the permission of the authors. By completing the Copyright Agreement, the authors are giving consent for ISHA to publish the submitted abstracts or videos, to reference them in any promotional material, and to include them within any ISHA content library.

Q: Whom should I contact if I need a certificate of my Oral, EPoster or Video presentation?

A: Please send an email to abstract@ishaconference.com, indicating your name and the abstract title. Please note that Certificates of Presentation can only be issued to presenting authors, not co-authors.

Q: What format will EPosters take?

A: Authors of abstracts accepted as ePosters will be sent preparation instructions along with presentation templates to enable you to prepare your ePoster. This is a formatted PowerPoint slide. It is possible to embed video and add narration to your ePoster. Information on how to do this will be included in the upload instructions, which will come directly from ISHA's ePoster software provider, DocuMedias.

Questions?

If you need any assistance with the abstract submission or any other matters relating to abstracts, please contact abstract@ishaconference.com or speak to the team on Tel. Hotline: + 44 (0) 20 3519 9427 (Mon – Fri during BST (British Summer Time) business hours)