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: There is a limit of 4 abstracts for podium or ePoster submissions, and a maximum of 3 abstract submissions for video presentation, an investigator may submit*.

Moreover, please make sure if authors' names appear on more than one abstract, their names and their affiliations must appear and be 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 of the presenting author.

You may open a central account for your institution and exceed the number of abstract submissions indicated in question 2, as long as the same presenting author is not proposed in more than 3 of the abstracts*.

Q: May I amend the submitted abstract?

A: YES, you may log in and amend the abstract any time before the submission deadline (Submission deadline: 16 April 2023). 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.

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: Are you planning to have late breaking submissions?

A: NO, all abstract submissions for consideration for EPoster or podium presentation or video submissions should be submitted by the deadline of 16 April 2023, 23:59hr British Summer Time (BST)

*Institutes may opt to upload all their institute's research submissions in one portal and determine the presenting author once acceptance notifications are given. The ISHA Secretariat will facilitate this, but please note that clause 7 still applies. This is to ensure diversity and broad representation within the programme.

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 3 July 2023 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 the ISHA Secretariat is notified of any changes to the Presenting Author or co-authors, the information submitted with the abstract will be used in printed and digital programme 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 change of corresponding/presenting author, a co-author can substitute for the presenting author. Any co-authors wishing to attend the meeting must register in their appropriate category.

In case 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 publish the abstracts?

A: All accepted regular abstracts will be available to access via the ISHA 2023 meeting website, as well as in the ISHA 2023 Conference App 7 days before the start of the ISHA 2023 Annual Scientific Meeting.

Q: How do I submit a Video, 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: Presenters of accepted abstracts must register for ISHA 2023, 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 of membership depending whether you are a resident/fellow/trainee or PT.

Q: Will travel grants be offered this year?

A: There will be two trainee awards and three physiotherapist awards are available to qualifying participants at ISHA 2023 in Cape Town. There will also be a limited travel bursary scheme available for registrants from the African continent. Further information about how to apply will be detailed on the ISHA website during March 2023 when registration opens. Please refer to the Awards section of the website for more information on how to apply.

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 within any ISHA content library.

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

A: Please send an email to abstract@ishaconference.com indicating your name and the abstract title.

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. It 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.

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)