



Guidelines for Submitting an Abstract for IFOMPT 2020

Submissions Open: All submissions - 18 February 2019
Submission Deadline: Focused Symposium – 9 September, 2019
Paper, poster and masterclass – 16 December, 2019

Please read this information carefully before proceeding to the online submission form.

Submit your abstract online at: www.ifomptconference.org/abstracts

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Key Dates

Date	Activity
18 February 2019	Abstract submissions open
9 September 2019	Focused symposium abstract submissions close
16 December 2019	Paper, poster and masterclass abstract submissions close
6 - 8 October 2020	IFOMPT 2020

Invitation to submit

The IFOMPT 2020 Scientific Committee is calling for abstract submissions for a variety of presentation types, with each carrying equal weight/status. Authors may request a specific format (e.g. oral, poster, symposium, masterclass) but the final decision will be at the discretion of the scientific committee. Presentations in each session are on related topics.

All submissions must be submitted under one of the five key areas that constitute the conference theme, Innovate.Integrate:

- Assessment and management: spinal
- Assessment and management: upper and lower limb
- Movement and neurosciences
- Professional education
- Professional issues.

Classic platform (orals): platform presentations lasting 12 minutes each followed by 3 minutes question time. These sessions will be moderated by a Chair who will ensure fair play and good time keeping.

Rapid five: Rapid five sessions will consist of a series of platform presentations of five slides over five minutes followed by 15 minutes interactive discussion between delegates and the panel of presenters.

Poster: Posters can be of any design but must adhere to the size and orientation requirements. Posters will be displayed for one day during exhibition hours, and presenters will be allocated a slot when they are expected to be at their poster in order to answer delegates questions. Poster abstracts will carry equal weight in terms of publication in Musculoskeletal Science & Practice.



Poster presentations may include a brief presentation and a question and answer session, and will be scheduled into the programme.

Masterclass: These are a longer platform presentation (30-60 minutes) with a focus on clinical issues and include a practical component.

Focused Symposium: Focused symposia will form a key element at IFOMPT 2020. These are 1.5-hour sessions led by a convenor who is a recognised expert in their field who will lead a group of international researchers. Focused Symposia must have presenters representing a minimum of two countries. They may consist of between 2 – 4 presenters in addition to the convenor.

Selection criteria

Submitted abstracts will go through a blind peer-review process carried out by international reviewers.

The following criteria will be used to review abstracts:

1. Does the content address a "significant" or "important" issue?
2. Do the methods/approach enable the question to be answered rigorously?
3. Have the data/findings been interpreted appropriately?
4. Are the contents of the abstract clear and intelligible?

Abstract submission conditions

By submitting an abstract, you agree to the following:

- Submit your presentation online using the online submission process via the Conference website
- Your abstracts must be print ready
- The acceptance of an abstract does not imply provision of travel, accommodation or registration for the Conference, nor any other costs associated with preparation or presentation of the abstract, or any costs associated with attendance at the Conference
- The presenting author, must register and pay to attend to present at the Conference prior to 31 July 2020
- You give permission for your accepted abstract submission to be published on the Conference 2020 App



- You confirm that the submission has been approved by all authors
- All submitted abstracts will be peer-reviewed by a panel of reviewers. Accepted abstract will be allocated in the relevant session/s. This review process allows for a fair and equitable process, building the integrity of the Programme.

Requirements for online abstract submissions

Abstract submissions will open on Monday 18 February 2019. Deadline for abstract submission will be 9 September 2019 for focused symposium and 16 December 2019 for papers, posters and masterclasses.

All abstracts have to be submitted online using the online access via the IFOMPT2020 conference website: www.ifomptconference.org/abstracts

Abstracts submitted by post, fax or email will not be accepted.

Each abstract is assigned an abstract number – please refer to this abstract number in any further correspondence regarding your abstract submission. Once you have submitted your abstract, you will be able to log back into the system to make any amendments up to the deadline date, however the abstract cannot be deleted.

You will be charged a non-refundable fee of AU\$20 per abstract submission.

To be considered eligible all abstracts must:

- Be submitted in English
- Address, or be related to, the conference theme
- Submission of abstracts will only be accepted online via the IFOMPT 2020 website.
- To ensure that all abstracts are submitted to publishable standard, authors must adhere to the requirements detailed below. **Abstracts that do not adhere to these requirements will not be reviewed or accepted**
- Correspondence will be with the presenting author or convenor. The presenting author does not have to be the first named author listed on the abstract.



Abstract structure

For abstract examples please download supplied PDF documents from website. Abstracts **MUST** adhere to the layout guidelines described below or they will **NOT** be reviewed/accepted.

Oral and posters:

The following data will be asked in a fillable field and does not need to be repeated in the body of the abstract content:

1. **Title of abstract** – clearly describes the abstract (max 20 words).
2. **Names of presenting author and co-authors**
3. **Affiliations to be assigned to each author including:**
 - a. Organisation or institution
 - b. City
 - c. Country
4. **A biography** for presenting author. This should outline academic qualifications, positions/appointments, publication and presentation track record, research information (interests, grants), and professional practice background (Total 100 words each).

The following makes up the abstract content (maximum 250 words) and must be structured in the following way:

- **Background:** What was the context for the study? Why was it important that this project was undertaken?
- **Purpose:** What was the major reason for undertaking the project? (A project may be a research study, developing a new or adapted programme, method, theory or resource). Any secondary objectives?
- **Methods:** What principles, methods/methodological approaches, materials did the project involve?
- **Results:** Summarise the main findings from the analysis
- **Conclusion(s):** What can be concluded from the study? What are the suggestions for future work?



- **Implications:** What are the implications of the project and how will the results be translated into physical therapy practice /management / education / policy
- **Keywords:** Use up to three words to describe your work, which are supplementary to the programme theme and topic.

No images, tables or graphs are permitted.

In addition you will be asked to supply the following information:

- **Ethics approval:** Evidence that ethics approval was given is required. Please name the ethics committee that approved your work, where appropriate. If ethics approval was not required, or if you do not have an ethics system in your country, please state this. (max 20 words)
- Information concerning any **presentations or publications** of the work made prior to IFOMPT 2020 (max 50 words).

Masterclass:

A Masterclass is a longer platform presentation (30-60 minutes) with a focus on clinical issues and must include a practical or interactive clinical reasoning component.

The aim of a Masterclass would be to demonstrate 'How to' translate research into clinical practice. Examples of masterclass formats include but are not limited to:

- complex case presentations with interactive clinical reasoning
- synthesis of the literature on a clinical topic, with practical demonstration (in person or via video) of a particular technique / approach.

Please note, there will be no extra facilities available, such as treatment beds, consumables or exercise equipment. Any practical component should be presented either as a video or as a demonstration by the presenter(s).

It would be expected that Masterclasses are underpinned by a research background and the link between the research evidence and the clinical issue is highlighted.



The following data will be asked in a fillable field and does not need to be repeated in the body of the abstract content:

1. **Title of abstract** – clearly describes the abstract (max 20 words).
2. **Names of presenting author and co-authors (a maximum of 2 presenters is permitted)**
3. **Affiliations to be assigned to each author including:**
 - a. Organisation or institution
 - b. City
 - c. Country
4. **A biography** for each contributor. This should outline academic qualifications, clinical qualifications, positions/appointments, publication and presentation track record, research information (interests, grants), and professional practice background including clinical expertise (Max 100 words each).

The following makes up the abstract content and must be structured in the following way:

One abstract jointly authored by presenters (total 300 words) should provide an overview of the Masterclass. This will be included in the conference proceedings and should be structured using the following headings:

- **Background:** summarised background evidence
- **Learning objectives:** up to three
- **Structure/ Approach:** explains if case series, interactive clinical reasoning, how practical components will be included
- **Clinical implications**
- **Keywords:** Use up to three words to describe your work, which are supplementary to the programme theme and topic
- **Relevance** to IFOMPT expected audience (75 words).

In addition, you will be asked to supply the following information:

- Summary of the session format that will be followed (100 words)
- Contact details for all presenters.



Focused Symposium:

Through a series of linked, evidence based presentations a truly internationally relevant perspective on all matters musculoskeletal will be provided. Focused symposia include interaction between presenters and audience and provide a forum where cutting edge topics can be explored and debated, drawing together different research and practice perspectives. As part of an international team, focused symposia convenors and speakers can explore implications of the latest research for practice as well as debate controversies and lay the foundations for further interactions and initiatives. Focus symposia conclude with a drawing together of key messages and implications and future directions for practice, research and education.

The symposium convenor must complete the on-line submission form on behalf of all the presenters. The agreement to participate must have been obtained from all potential supporters prior to submission. Presenters must represent at least 2 different countries.

The following data will be asked in a fillable field and does not need to be repeated in the body of the abstract content.

1. **Title of abstract** – clearly describes the abstract (max 10 words).
2. **Names of presenting author and co-authors**
3. **Affiliations to be assigned to each author including:**
 - a. Organisation or institution
 - b. City
 - c. Country
4. **A biography** for the convenor and each contributor. This should outline academic qualifications, positions/appointments, publication and presentation track record, research information (interests, grants), and professional practice background (Total 100 words each).

The following makes up the abstract content and must be structured in the following way:

One abstract jointly authored by the convenor and all presenters (total 750 words) should provide a comprehensive overview of the symposium and linked presentations. This will be included in the conference proceedings and should be structured using the following headings:

- Learning objectives: up to three
- Description: this *must be* evidence based

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- Implications/conclusions
- Keywords: Use up to three words to describe your work, which are supplementary to the programme theme and topic
- Relevance to IFOMPT expected audience (75 words).

In addition you will be asked to supply the following information:

- Summary of the **session format** that will be followed (100 words)
- **Contact** details for all presenters.

General information

1. The conference language is English and all proposals and presentations must be made in English. Translation will not be provided.
2. A written abstract must be submitted for each proposed presentation.
3. The abstract submission fee of AU\$20 per abstract must be paid. This is non-refundable. Contributions from this will go towards the conference bursary programme.
4. It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author.
5. The topics selected will be used to inform the review, selection and programming processes. Please choose the topics(s) which best describe the subject of your abstract.
6. A person may only **present** a maximum of **two** abstracts. They may be named as the presenting author on multiple **submissions**, but will only be permitted to be confirmed as the **presenting author** on **two accepted** abstracts. They may be named on other abstracts as a co-author. This excludes any submissions made and accepted as part of the call for focused symposia, masterclasses, and pre- and post-conference courses.
7. Only **one** presenting author per paper is permitted. Only an author may present the abstract. If no author is available the abstract will be withdrawn. Any changes to the presenting author must be notified directly to the IFOMPT organisers. Changes will be incorporated into the final programme if there is sufficient time, but thereafter no further changes will be reflected in the programme.
8. Notification of outcome will be sent to the submitter. Please note that only the person who submits the abstract online will receive mail concerning the abstract and is responsible for informing all authors of the status of the abstract.



9. All presentations must describe original work to which all the authors listed have made a significant contribution. Any reference to personal experience should be clearly labelled as such.
10. All proposals and presentations must adhere to the use of “people-first” language. A person must not be referred to by disability or condition, and terms that could be considered biasing or discriminatory in any way should be removed (eg “person with a stroke” instead of “stroke patients”). See: <http://www.disabilityisnatural.com/people-first-language.html> for more information and examples.
11. Any source of funding or support for the work being presented should be acknowledged.
12. All presentations including research on humans (patients, carers, students, faculty, staff, colleagues) or animals should ensure that reference is made to the methods/approaches for ensuring that the research was carried out ethically (ie ethics committee approval, informed consent by subjects).
13. Each abstract submission must indicate if the material has been or will be published or presented at another national or international meeting prior to IFOMPT 2020. Abstracts for previously published or presented work will be considered only if they are unlikely to have reached an international physiotherapy audience, and if the authors take responsibility for providing any copyright clearance needed for inclusion in the conference proceedings or other conference publications.
14. Speakers are responsible for providing all copyright permissions for material included in their abstracts and presentations.
15. The author presenting the paper must register to attend the conference and be available to participate in the programme at the time scheduled.
16. The scheduling of all presentations will be determined by the IFOMPT 2020 Scientific Committee to ensure best fit with the overall conference programme. Any requests for specific dates and times will not be considered. Similar abstracts in related topic areas will be grouped together for presentation.
17. PowerPoint presentation will be available in all conference rooms and will be the primary resource available for platform presentations. There is no internet access from the presentation laptops in session rooms.



18. There will be no display area provided for professional resource materials including computer based programmes, materials and audio visual resource presentations. It is expected that any resources or materials will have been designed/developed by the author(s) and **MUST NOT** currently be for sale commercially by the author(s) or another vendor.
19. Contributors should not use these sessions for marketing opportunities for new products, equipment or organisations, and not use the presentation time to challenge or criticise competitors' products.
20. Presenters are requested to disclose actual or potential conflicts of interest regarding their presentation in the first slide. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation.
21. Accepted abstracts will be published in the conference proceedings. The author(s) for each abstract included in the programme transfers copyright to IFOMPT to publish electronically and in other formats their abstract which will be presented at IFOMPT 2020. IFOMPT does not assume any liability or responsibility for publication of any submitted abstracts. The author(s) are able to pursue freely additional publishing outputs, such as articles in peer reviewed or professional journals or via other media outputs. IFOMPT gives permission for the abstract to be included in such publications.
22. The author(s) retain the right, after presentation at the conference to include the work in articles, books, or derivative works that he/she authors or edits provided said use does not imply the endorsement of IFOMPT.
23. All presentations during the conference must include the same content and follow the same outline as that described in the submitted and accepted abstract. Exceptions will only be allowed with written permission of the Chair of the Scientific Committee.
24. In keeping with IFOMPT policy, honorarium, fee or payment of expenses will not be provided for presentations.
25. All decisions of the Scientific Committee are final.



Consent, permissions and copyright

In submitting an abstract you must confirm that:

- you accept responsibility for the accuracy of the submitted abstract and understand that the content cannot be modified or corrected after the submission deadline and that it will be published exactly as submitted
- all co-authors are aware of and agree to the content of the abstract and support the data presented
- the submitter accepts responsibility as the contact person for all correspondence about the abstract and to share information with all authors about its status
- you have secured any copyright/permissions clearance required relating to any previous presentations, equipment or other material for inclusion in the IFOMPT Conference, its proceedings or other conference publications
- for all studies (including service evaluations and audits) involving human participants or animal subjects, permission has been obtained from the relevant regulatory authority and properly informed consent given where appropriate both for the work completed and the intent to present
- anyone who is identifiable in the abstract and presentation has given their consent to be included
- the work is original, except for extracts from copyrighted works used with permission from the copyright holders, and that it does not infringe upon any copyright, proprietary, or personal right of any third party
- you have identified any potential conflicts of interest e.g. financial interest in products or processes described in the abstract, stock ownership, membership on an advisory board or board of directors, or other substantive relationships.

On behalf of all authors the submitter will confirm:

- release of the copyright to IFOMPT to publish electronically and in other formats the abstract that will be presented at IFOMPT 2020 (eg conference website, App, programme, print materials)



- consent to have authors' names, affiliation and biographical material used in connection with the publication of your work.
- When completing the online submission process the submitter will be asked to confirm that the presenting author has read and understood the general information and the requirements they are expected to fulfil.