



## 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.

### Important dates

- Submission deadline: **Monday, 7 October 2024**, 23:59 UTC
- Submitter notified of acceptance by email: Wednesday, 6 November 2024
- Chair/presenter registration deadline: Monday, 9 December 2024

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 Programme 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 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/45216/submitter) (<https://app.oxfordabstracts.com/stages/45216/submitter>) only. First, you will be directed to register for an Oxford Abstracts account. If you have submitted an abstract for ISPO 2019, 2021 and/or 2023, 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 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**, 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

The official language of the congress is English. Submissions are accepted and presentations held 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:

- Symposium
- Basic instructional course
- Advanced instructional course

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



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

**Symposia** present thematically related research addressing significant problems or controversies in prosthetics, orthotics, mobility and assistive devices. It can be related to product, services or education. Symposia present differing perspectives on a particular topic through scientific debate. They bring together two or more researchers to present current developments, state of the art evidence and/or controversies, or planned research directions. Symposia should be strongly evidence and/or theory based.

**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. Instructional courses are encouraged to use an interactive format to enhance the learning experience for the attendees. Submitters should select one of the following for their 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 clinicians who have already specialised or who are entering a specialised area of practice or research.

### 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 instructional course or symposium.

For 2025, the congress theme is "Science in Practice, Practice in Science: Collaboration and innovation for sustainable rehabilitation". We encourage presenters to highlight links to the focus on sustainable rehabilitation where possible.

The Scientific Programme Committee reserves the right to assign a submission to a different topic if it is deemed more appropriate.

### Title

The title of the symposium or instructional course 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

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 one figure or one table and its caption must fit on one DIN A4 page.

### Statement of the objective / learning objectives

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



## Presenters

The Scientific Programme Committee suggests limiting the number of presenters to a maximum of three for both instructional courses and symposia (total length of a slot is 75 minutes and i.e., each with a 20-minute presentation and then 15 minutes for questions). Note that symposia require a minimum of two presenters but there is no minimum for instructional courses.

Presenter substitutions are not allowed except in extraordinary circumstances in which case they **MUST** be discussed and approved in advance by the Scientific Programme Committee.

## 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 in the conference proceedings. In providing their consent, the submitter is consenting on behalf of all presenters. It is the responsibility of the submitter to verify the consent of their co-presenters as part of the submissions process.

## Conflict of interest disclosure

During online submission, the submitter will be asked to disclose any conflict of interest on behalf of the chair and presenters. For guidance on conflict of interest statements, please see the [ICMJE recommendations](#). If no conflict exists, please state that 'The author(s) declare(s) that there is no conflict of interest'. Conflict of interest disclosure may be published as part of the submitted abstract.

If a conflict of interest does exist, the disclosure must clearly indicate how the conflict will be managed / mitigated in the presentation to avoid undue bias to the presentations. Submissions that do not explain how conflicts will be managed may be rejected or redirected for more appropriate submission.

## Proposal review

Submissions are reviewed and rated for scientific content by the Scientific Programme Committee; authors' identities are not blinded during this review process. The highest-ranking submissions are accepted for presentation according to the availability of slots in the programme. The committee also makes a determination if the submission is more appropriate for another category, in which case the submitter is notified of this recommendation. Notifications to submitters will be distributed by Wednesday, 6 November 2024.

## Chair responsibilities

The submitter (applicant) 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 congress (16-19 June 2025) prior to submitting a proposal;
2. direct the presenters to register by the registration deadline (Monday, 9 December 2024);
3. provide any information to presenters before the congress; and
4. moderate the session (introducing the topic, introducing the speakers, soliciting questions from the audience, being the timekeeper).



When applying, please consider that presenting at or chairing a session requires preparation and coordination of the full session.

### **Presentation information**

Symposia and instructional courses are generally scheduled for 75 minutes. This time frame includes topic and presenter introductions, presentations and time for questions from the audience/discussion. The chair is responsible for ensuring that the session adheres to the time frame.

Presentations should not be specific to a particular brand or product. However, they may deal with a generic (non-branded) range of products. Manufacturers wishing to present specific products are encouraged to submit an industry workshop.

Details of the on-site 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.

### **Contributing to the I.S.P.O. 20<sup>th</sup> World Congress presentation repository**

To further enhance the availability and accessibility of content presented at the World Congress, ISPO invites presenters to create recordings of their presentations for upload, dissemination and archiving through ISPO's eLearning platform ([ISPOLearn](#)). Details on formatting requirements and submission processes will be available on acceptance notification.

### **Questions**

If you have any questions regarding the online submission system or your scientific content, please contact the I.S.P.O. World Congress team:

Email: [info@ispo-congress.com](mailto:info@ispo-congress.com)

Phone: +49 341 678 -8237 or -8238