

ABSTRACT FAQs



**1 - 3 OCTOBER 2020
OTTAWA, CANADA**

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 video 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 instead of the author. But you must use the details of the corresponding author. This person will be notified about the status of the abstract. The corresponding author is responsible for informing the co-authors about the status of the abstract.

Q: May I amend the submitted abstract?

A: YES, you may log in and amend the abstract anytime before the submission deadline (Submission deadline: 15.04.2020). After the deadline you will not be able to modify your abstract any more.

In case you spot a typo mistake after the submission deadline please contact [abstract\[at\]ishaconference.com](mailto:abstract[at]ishaconference.com).

Please note that the content can not be adjusted after the submission deadline.

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.

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\[at\]ishaconference.com](mailto:abstract[at]ishaconference.com) by email, describing the problem.

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 draft.

Q: May I submit a case report?

A: Case reports may be submitted for consideration.

Q: Are you planning to have a 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 15.04.2020, 23:59hr British Summer Time (BST)

ABSTRACT FAQS



**1 - 3 OCTOBER 2020
OTTAWA, CANADA**

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 8 June 2020 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.

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

A: No, each abstract or video gets 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 or video 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 can not be adjusted after the submission deadline.

Q: How do I withdraw my abstract or video?

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

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. Further more please include the name of the new corresponding/ presenting author and his/her email address and phone number.

ABSTRACT FAQS

TECHNICAL QUESTIONS



**1 - 3 OCTOBER 2020
OTTAWA, CANADA**

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

A: All accepted regular abstracts are going to be available on the ISHA 2020 website as well as in the ISHA 2020 App 7 days before the start of the ISHA 2020 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 2020.

Q: Are all of the authors eligible for the reduced registration rate?

A: There is no special registration rate for abstract or video authors.

Q: Will travel grants be offered this year?

A: Two trainee awards and one physiotherapist award are available to help support the attendance at ISHA 2020 in Ottawa. 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.

Questions?

If you need any assistance with the abstract submission or any other matters relating to abstracts, please contact abstract@ishaconference.com

Hotline: +44 (0) 20 3519 9427 (Mon – Fri during BST (British Summer Time) business hours)