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Abtract Submission Deadline:
October 5, 2023
11:59 AM (Noon) CT/16:59 GMT

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Thank you for choosing to submit an abstract to the EPOSNA Meeting.

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IMPORTANT INFORMATION
For your abstract to be successfully submitted, all presenters and co-authors must have a completed disclosure in the POSNA database updated **May 31, 2022, or after**. **Disclosures made before this date will not be valid.** If an author does not have a *completed* disclosure, your submission will be considered INCOMPLETE and INELIGIBLE for grading.
Please follow this link to update your disclosure.

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The POSNA disclosure system will be used to manage author and presenter disclosures. **EACH** author listed on a submission must submit their disclosure in the POSNA database. All listed co-authors will receive an email notification informing them of the submission.

- If an author does not have a record in the POSNA database, they will receive an email containing a link where they can create a record.
- If you are the submitter, the abstract system will check the POSNA database to see if you have a record. If you do not, you will be directed to create a new record. It is free to create a POSNA record.
- When listing abstract authors, please search each co-author by last name (required), first name, and email address (optional). The name of the author must match exactly what is listed in the POSNA database to integrate with the author's disclosure. *If there are duplicate accounts, please contact posna@posna.org.
- If a co-author is not found in the POSNA database, the system will allow you to add that co-author to the database using their last (family) name, first name, and email address.
- For an abstract to be eligible for submission, all authors on the abstract must have a **completed disclosure updated May 31, 2022, or after.** Authors should always update their disclosures whenever changes occur. The submitting party is responsible for obtaining necessary disclosures from the authors established on the abstract.
- Please use the directional arrows (up/down) to be sure co-authors and the presenter are in the correct order. Click the edit button to change who you designate as the presenting author. Refer to the Presenter Guidelines for eligibility requirements.
- Once you have entered all the authors and submitted your abstract, you can click "view summary" to view each author's disclosure status.

NOTE: To address potential conflicts of interest, we will again ask authors to report financial relationships with ineligible companies (as defined by the ACCME). We ask you to report any relationships that you or your co-authors have had **as of May 31, 2022, or after.** Further details on what to disclose can be found on the POSNA disclosure database webpage. This will allow us to be compliant with the requirements for CME accreditation and will allow the Program Committee and our learners to consider this information in assessing your research.

PRESENTATION GUIDELINES

- **Research that has been published or that is scheduled to be published prior to the EPOSNA Meeting should not be submitted for consideration. Case reports will not be accepted.**

  - Members and non-members can submit an abstract. If accepted, the **PRESENTER must be an EPOS or POSNA member or meet the non-member requirements below**:

    If the presenter is not a member of EPOS or POSNA, he/she/they must be a physician who has completed an orthopaedic residency or equivalent training program at the time of the presentation. This applies for Podium and ePoster presentations.

ABSTRACT SUBMISSION INFORMATION

- **Submission Restrictions: The presenting author listed on the abstract may only present a maximum of two (podium) papers.** If you are submitting multiple abstracts, please consider designating other presenters. We will contact all presenting authors of accepted abstracts that number three or more. Once contact is made, the original presenting author will have to decide which *eligible* co-author will present instead.

- **Abstract Body**: An English language abstract must be in the terminology familiar to specialists. The text should be succinct and substantive. The abstract must include:
  - (a) Introduction
  - (b) Methods
  - (c) Results
  - (d) Conclusion
  - (e) Significance

  Please **do not** use labels such as "Introduction" or "Methods" etc., within your submission. The system will automatically insert the labels.

  Please omit any reference to authorship and/or institution within the abstract. Submit your abstract in the required fields at a length of no more than 400 total words. *Abstracts exceeding the 400-word limit may not be considered for acceptance.* The font will automatically be formatted when you enter the text.

- **Graphs and Images**: You may upload one associated file or graphic as a jpeg only that is no larger than 5MB.

- **Additional Requirements:** An IRB statement, FDA Status attestation, Non-Exclusive License agreement, and Level of Evidence identification are also part of the submission process.

- **Finalizing Your Submission:** Once you have uploaded your abstract, you should preview your abstract on the final page. The appearance of the abstract in this stage will match its appearance in the abstract book. Make sure all author names are correct with their designation, your title is in mixed title case and not all capitalized, and symbols and text translated accurately. If your abstract is complete, which includes all authors completing their disclosures, you will be able to submit your abstract. Once all requirements are met, the presenting author will receive a confirmation email.

Any abstract can be edited at any time up until the submission deadline date. The best way to be sure your abstract was submitted and is complete is to check the status. If you return to the abstract submission site, you will see your submitted abstract(s), abstract tracking/ID number(s), and status. If an abstract is incomplete, click the edit page.

DON'T BE A "NO-SHOW PRESENTER"

Each presenter is asked to return an electronically signed response stating that she/he/they will *register and present* the accepted paper.
- Those who sign but are unable to attend are required to find an eligible co-author (see Presentation Guidelines) to attend and present and then alert the POSNA office of any changes.
- If you are unable to find a replacement that meets the criteria for presenters, you will not be permitted to present an abstract the following year.
- Urgent issues will be handled at the discretion of the Program Committee Chairs.

IMPORTANT DATES

October 5, 2023 **11:59 AM CT (Noon)/ 16:59 GMT**	Abstract Submission Closes
December 2023	*Presenting* Authors will be notified
February 13, 2024	Registration Opens
April 2, 2024	Early-Bird Registration Deadline
May 6, 2024	Pre-Registration Deadline

QUESTIONS: For your convenience, the POSNA office will be glad to assist you with any questions that might arise regarding your online submission at atonio@posna.org.