



Call for abstracts

Submission deadline: 23:59 UTC on 6 September 2018

Submission guidelines

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

Submit your abstract at www.wcpt.org/wcpt2019/programme/abstracts

Important dates

Submission opens	May 2018
Mentoring programme	May to 31 July 2018
Submission deadline	23:59 UTC on 6 September 2018
Notification of outcome	21 December 2018

Abstracts

Abstracts are invited that:

- report on the latest research with original scientific data [submissions with pending results will not be accepted]
- address new and unique developments in practice, theory, education, management, policy and resources
- describe innovative ways in which established methods have been adapted to meet the changing needs of practice

Presentation format

Abstracts are presented either as a platform or poster presentation.

Platform presentations

There are three types:

- **State of the art:** 12 minute platform presentations from the highest quality cutting edge abstracts that are likely to influence practice, with a 30 minute moderated discussion led by a leader in the field.
- **Classic:** eight platform presentations lasting eight minutes each followed by three minutes for questions.
- **Rapid five:** a platform presentation session of 10 abstracts each delivering key messages using no more than five slides in five minutes (5 x 5) along with moderated discussion times.

Poster presentations are changed daily and are grouped by topic within the poster area in the exhibition hall. Posters are displayed for one day during exhibition hours, with presenters attending their poster for 45 minutes for discussion with delegates.

Virtual poster walks

E-posters provide the opportunity for a chair to lead delegates through a small number of selected posters for discussions with presenters. Some will be facilitated in languages other than English.

Important please note: Platform and poster presentations are considered by the Congress Programme Committee (CPC) to be of equal standing and judged by the same criteria. Whilst presenters may indicate their preferred format of presentation, platform or poster, the CPC will assign abstracts to sessions. There is more space in the programme for posters than platform presentations. There are many more requests for platform presentations than can be accommodated in the programme and where abstracts requesting a platform presentation have passed the review process and there isn't room for them, presenters will be offered a poster presentation, where there is more space and plenty of opportunity to interact with delegates.

The decision of what format to assign to any abstract rests with the Congress Programme Committee.

Selection criteria

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

The following principles will be used to review abstracts.

1. Does the report 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 understandable?

Submission guidelines

Each submission must be via the WCPT website. All correspondence will be with the person who submits the abstract online. The presenting author does not have to be the first named author listed in the abstract.

The online submission form will provide restricted space for data entry, the available word count is indicated below and the system will impose the limit.

Submissions should include the following:

- a) Title of abstract. [maximum 20 words]
- b) Names of presenter and co-authors.
- c) Contact details of all authors to include:
 - i. full name, organisation/institution, city and country, as you would wish it to appear in the programme
 - ii. e-mail, work telephone, mailing address for the submitter.
- d) Fit with congress topic area(s). [Completed via drop-down list]
- e) The completed abstract [maximum 500 words covering items iii-viii below]. Abstracts will be included in the congress proceedings and must be structured using the following headings:

Heading	Notes
i. Title:	Clearly describes the abstract.
ii. Author(s):	
iii. Background:	What was the context for the study/project? Why was it important that this project was undertaken?
iv. 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?
v. Methods:	What principles, methods/methodological approaches, materials did the project involve?
vi. Results:	Summarise the main findings from the analysis.
vii. Conclusion(s):	What can be concluded from the study? What are the suggestions for future work?
viii. Implications:	What are the implications of the project and how will the results be translated into physical therapy practice / management / education / policy.
ix. Keywords:	Use up to three words to describe your work which are supplementary to the programme track and topic.
x. Funding acknowledgements:	Please acknowledge all funding sources that supported your work. If the work was unfunded please state this.

No images, tables or graphs are permitted.

- f) Ethics approval: [see general information point 12] Evidence that ethics approval was given is required. Please name the institution and ethics committee that approved your work, or advised you that it was not required. Provide the ethical approval number or state the reasons why ethics approval was not required. [20 words]
- g) Brief biography of presenting author. [200 words]
- h) Information concerning any presentations or publications of the work made prior to congress [see general information point 13]. [maximum 50 words]
- i) Presenting authors who are early career researchers (ECRs) should identify themselves as such on the abstract submission form. ECRs are defined as someone who, at the time of abstract submission, is actively engaged in research and within five years of the award of a research doctorate such as PhD. [The CPC is developing some targeted programming for this group.]

Mentorship programme

All abstract submitters are encouraged to use local and national research support resources and networks where available.

WCPT has a mentoring programme in place from **May to 31 July 2018**. The goal of WCPT's mentorship programme is to help the author present their material clearly and concisely prior to submitting the abstract to the formal abstract review process. The programme may be particularly helpful for those:

- that don't have local/national research support networks
- where English is not the first language
- presenting for the first time

Participants should prepare their abstract according to the submission guidelines and forward it to the Mentorship Programme Coordinator (abstractmentoring@wcpt.org). Feedback will be provided, with advice on ways that the presentation and language used could be enhanced, in time to make changes and submit before the **6 September 2018** deadline. It is the author's responsibility to submit the abstract following the call for abstracts guidelines.

It is important to note that the mentoring process is entirely separate from the formal abstract submission and review process. Requesting mentoring assistance and gaining feedback from that process **does not** guarantee that an abstract will be accepted for presentation at the WCPT Congress 2019.

General information

1. The congress 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 €22 per abstract must be paid. This is non-refundable. Contributions from this will go towards the congress 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 topic(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. The confirmation system will permit a change of presenting author on 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 and pre- and post-congress 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 WCPT. 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). To check that your research complies with ethical principles an overview can be accessed here <http://bit.ly/1MHKTWZ>¹. See also the global international standards²

The Congress Programme Committee expects the research to have been conducted in accordance with international principles.

Where service evaluations/audits are being reported it is important to ensure that appropriate consent has been given for use of the data and its presentation.
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 the WCPT Congress 2019. Abstracts for previously published or presented work will be considered only if they are unlikely to have reached an international physical therapy audience, and if the authors take responsibility for providing any copyright clearance needed for inclusion in the congress proceedings or other congress 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 congress and be available to participate in the programme at the time scheduled.**

¹ With thanks to Julius Sim, University of Keele, UK, for permission to use this document.

² [Declaration of Helsinki](#) of the World Medical Association (2013) and the Council for International Organizations of Medical Sciences' (CIOMS) [International Ethical Guidelines for Biomedical Research Involving Human Subjects](#) published in collaboration with the World Health Organization (2106). CIOMS and International Council for Laboratory Animal Science (2012) [International Guiding Principles for Biomedical Research Involving Animals](#).

16. The scheduling of all presentations will be determined by the Congress Programme Committee to ensure best fit with the overall congress 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 congress 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 programs, 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.

a) **Computer based programs:** Demonstrations of computer software including multimedia designed and used by the presenter(s) for any of the following purposes are welcomed:

- research data analysis
- patient/service records
- management (eg billing, scheduling and generating reports)
- controlling therapeutic equipment (eg virtual reality)
- instructing patients, students or staff for educational testing

Programs must be original designs, not simply modifications of programs developed by others. The presenter must have been a significant contributor in the development of the program. For platform presentations presenters will be expected to bring a laptop computer with the software loaded and this will be connected to a projector for display on a large screen. Screen shots should be used in poster displays.

b) **Materials:** Presenters wishing to discuss equipment, devices and graphic or printed matter should integrate images/photographs/diagrams of these into a PowerPoint presentation for platform presentation or a poster display. The following types of materials may be presented:

- small pieces of equipment, such as therapeutic equipment, supportive and adapted devices and clinical measurement instruments
- models, graphic material and booklets, used for students or patients
- special forms, for recording patient information or management data

c) **Audio visual resource presentations:** Audio visual programmes must have been designed and produced by the presenter. A variety of possible formats include video and audio files with accompanying instructions for their use. It is expected that the presenters should be able to integrate these into a PowerPoint presentation for a platform presentation or use screen shots in a poster display. The author(s) of the abstract must have been a significant contributor to the development of the material. Both **instructional material**, for teaching patients, carers, students or clinical staff, and **public relations material**, for promoting public awareness and understanding of physical therapy are welcomed.

19. WCPT is exploring options to publish congress sessions and outputs for those unable to attend the congress in person. The use of various media options is being investigated and may include podcasts and session recordings for online access. Some sessions may be audio-recorded and PowerPoint presentations recorded. Any recordings of PowerPoint presentations, or copies of posters made available online will be in PDF format; original PowerPoint files will not be published. As plans are agreed the implications will be communicated with abstract presenters and their cooperation is expected.

20. 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.
21. 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.
22. Accepted abstracts will be published in the congress proceedings. The author(s) for each abstract included in the programme transfers copyright to WCPT to publish electronically and in other formats their abstract which will be presented at WCPT Congress 2019. WCPT 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. WCPT gives permission for the abstract to be included in such publications.
23. The author(s) retain the right, after presentation at the congress, 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 WCPT.
24. Presenting authors only will receive a certificate of presentation.
25. All presentations during the congress 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 Congress Programme Committee.
26. In keeping with WCPT policy, honorarium, fee or payment of expenses will not be provided for presentations.
27. All decisions of the Congress Programme 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 WCPT congress, its proceedings or other congress 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 eg 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 WCPT to publish electronically and in other formats the abstract that will be presented at WCPT Congress 2019 (eg congress website, 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.