Call for abstracts
Submission deadline: 30 July 2020 (23:59 UTC)

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

All abstracts will need to be submitted via the online submission system which will open in April.

Important dates
Submission opens April 2020
Mentoring programme April – 25 June 2020
Submission deadline 30 July 2020 (23:59 UTC)
Notification of outcome 16 November 2020

Abstracts
Abstracts are invited that:

- report on the latest research with original scientific data [this includes systematic/narrative reviews and meta-analyses, submissions with pending results and study protocols 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 an 18 minute moderated discussion at the end led by a leader in the field.
- **Classic**: eight platform presentations of eight minutes, followed by three minutes for questions in each presentation.
- **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

- **Printed posters** 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.
- **E-posters** are accessible through terminals in the exhibition hall, or a meeting room, throughout congress. E-poster presentations will be grouped by topic, with each presenter being allocated a short presentation slot. Delegates can search the e-posters by keywords and topic areas.

Moderated poster discussions

Electronic screens are used to provide an opportunity for a chair to lead delegates through a small number of selected posters for discussions with presenters. A number 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, printed or e-poster, the CPC will assign abstracts to sessions. 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 the option of a printed or e-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 logical?

Submission guidelines

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 headings below.

<table>
<thead>
<tr>
<th>Heading</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>i. Title:</td>
<td>Clearly describes the abstract.</td>
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<td>ii. Author(s):</td>
<td></td>
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<tr>
<td>iii. Background:</td>
<td>What was the context for the study/project? Why was it important that this project was undertaken?</td>
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<tr>
<td>iv. Purpose:</td>
<td>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?</td>
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<td>v. Methods:</td>
<td>What principles, methods/methodological approaches, materials did the project involve?</td>
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<tr>
<td>vi. Results:</td>
<td>Summarise the main findings from the analysis.</td>
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<td>vii. Conclusion(s):</td>
<td>What can be concluded from the study? What are the suggestions for future work?</td>
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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 topic(s).

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 11] 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.

When submitting your abstract you will be asked "Did this work require ethics approval?" If no, you are then asked for the institution and ethics committee that advised you that ethics approval was not required and the reasons.

Ethical approval is unlikely to have been required if your work:
  • addresses new and unique developments in practice, theory, education, management, policy and resources;
  • describes innovative ways in which established methods have been adapted to meet the changing needs of practice; or
  • is a systematic or narrative review

The Council for International Organizations of Medical Sciences (CIOMS) in collaboration with the World Health Organization has developed the ‘international ethical guidelines for health-related research involving humans’ which provide examples of exemptions from review (see page 90) [https://cioms.ch/wp-content/uploads/2017/01/WEB-CIOMS-EthicalGuidelines.pdf]

In these cases please state N/A for institution and Ethics Committee, and complete the reason why ethics approval was not required, giving as much detail as possible. [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.
Support for abstract submitters

Mentoring 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 April to 25 June 2020. The goal of WCPT’s mentoring 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 Mentoring 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 30 July 2020 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 2021.

Further resources for abstract submitters

The following resources will be available through the WCPT Congress 2021 abstract submission webpage:

- Video: my first abstract submission
- Video: top tips for making an abstract submission
- Video: how to select topic areas for my abstract
- Video: how to choose the right format – platform presentation, printed poster, e-poster
- Report: writing an abstract

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. 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.
4. 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 that will attract the right audience to interact with you.
5. 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.

6. 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.

7. 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.

8. 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.

9. 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: www.disabilityisnatural.com/people-first-language.html for more information and examples.

10. Any source of funding or support for the work being presented should be acknowledged.

11. 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. See also the global international standards

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.

12. 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 2021. Abstracts for previously published or presented work will only be considered 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.

13. Speakers are responsible for providing all copyright permissions for material included in their abstracts and presentations.

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

14. The author presenting the paper must register to attend the congress and be available to participate in the programme at the time scheduled.

15. 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.

16. PowerPoint presentation will be available in all congress rooms and will be the primary resource available for platform presentations.

17. 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. If featured they must be included in the standard PowerPoint presentation or poster format.

18. 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. Consent will be sought prior to any publication.

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 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 2021. WCPT does not assume any liability or responsibility for publication of any submitted abstracts. The author(s) are able to freely pursue 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 and online institutional repositories with acknowledgement of where the abstract was presented.

22. The author(s) retains 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.

23. Presenting authors only will receive a certificate of presentation.

24. All presentations during the congress must include the same content and follow the same outline as described in the submitted and accepted abstract. Exceptions will only be allowed with written permission of the Chair of the Congress Programme Committee.

25. In keeping with WCPT policy, honorarium, fee or payment of expenses will not be provided for presentations.

26. 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 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 2021 (for example, 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.