Call for abstracts

Submission deadline: 31st October 2014

Submission guidelines

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

The World Confederation for Physical Therapy Congress will take place in Singapore from 1st to 4th May 2015. This prestigious international congress is ‘Where the world of physical therapy meets’.

The International Scientific Committee (ISC) now wishes to invite proposals for platform and poster presentations.

Submission process:

All submissions must be made electronically via the congress website www.wcpt.org/congress/abstracts

Important dates:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Opening date for the submission of abstracts</td>
<td>17th March 2014</td>
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<tr>
<td>A mentoring programme will run alongside the call for abstracts. Further details of this are available on the WCPT website.</td>
<td>17th March to 12th September 2014</td>
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<tr>
<td>Closing date for the submission of abstracts</td>
<td>31st October 2014</td>
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<td>All applicants will be notified of the outcome.</td>
<td>16th January 2015</td>
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Submission format:

Instructions and online submission of abstracts will be available on the WCPT website www.wcpt.org/congress/abstracts. All submissions should be made electronically.

Categories of presentation

Abstracts are invited in the following categories:

1. Research reports

Research reports (RR) are presentations of original scientific data collected by the authors. Submissions with pending results will not be accepted.
2. Special interest reports

Special interest reports (SI) include presentations of new or unique services, programmes or theories and descriptions of innovative ways in which established methods have been adapted to meet the needs of physical therapy practice, management, education or policy. Reports concerned with the organisation, regulation or management of physical therapy services, education, research development and service delivery will be considered in this category.

Those wishing to present details of professional resource materials, such as computer-based programs, materials or audio-visual material should submit an abstract under the special interest reports category.

Presentation format

Research and special interest reports may be made in one of the following formats:

**Platform presentations:**

Platform presentations are spoken accounts of the research or development, generally accompanied by visual information in the form of PowerPoint slides and followed by a period of discussion. At WCPT Congress 2015 there will be three types of platform presentation:

- **Classic:** a session of 8 platform presentations with speakers presenting their abstract for 8 minutes followed by 3 minutes question time.

- **Rapid five:** a platform presentation session of 10 abstracts each delivering key messages from the research or development using no more than five slides in five minutes (5 x 5); followed by 15 minutes open discussion of the findings, interpretation and application in practice between delegates and presenters at points around the room, and a further 15 minutes of moderated discussion, drawing all presenters and delegates back together.

- **State of the art:** a platform presentation session moderated by a leader in the field. A small number of abstracts selected in a given area, as being of highest quality, cutting edge and likely to influence practice will be presented sequentially with 10 minutes per presenter, followed by 10 minutes of moderated discussion and a summary of the ‘state of the art’ by the moderator.

The decision of what format to assign to any abstract rests with the ISC.

**Poster presentations:**

Posters are reports summarising information using brief written statements and graphic materials, such as graphs, charts, figures and photographs mounted on a poster board, the dimensions of which must not exceed the allocated space per poster (this will be notified at the time of acceptance).

Posters will be on display for one day during exhibition hours. Presenters will have an unopposed poster viewing time where they are assigned a 45 minute period to attend their poster for discussion with delegates during the lunch break.

In addition, a limited number of posters will be selected for moderated poster walks. A high profile moderator will lead delegates round a small number of posters for discussions with presenters. The moderator will make the selection of abstracts from a given day and the session added to the programme with presenters notified of the additional presentation time.
**Please note:**

Platform and poster presentations are considered by the International Scientific Committee to be of equal standing and judged by the same criteria. Whilst presenters may indicate their preferred format of presentation, platform or poster, the ISC 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.

**Selection criteria**

Submitted abstracts will go through a blind peer-review process carried out by international reviewers. The following criteria will be used to review both research and special interest report 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 intelligible?

**Programme tracks**

WCPT Congress 2015 will be structured around five programme tracks. These will effectively draw together different sessions that complement each other.

**Track 1: Global health**

The world's most pressing health issues, international health priorities and policies and the implications and opportunities for physical therapists.

**Track 2: Professional issues**

The effect professional issues have on health policy, service provision, quality and standards, service users and the context and scope of practice.

**Track 3: Professional practice**

The latest advances for practising clinicians in their daily practice, encompassing health promotion, prevention, treatment and rehabilitation throughout the lifespan and across different service settings.

**Track 4: Education**

The education of physical therapists to be fit for practice throughout their career in a changing environment and in different contexts.

**Track 5: Research methodology**

Exploring research methodology and innovative ways to generate and disseminate the evidence that is needed for evidence based practice in physical therapy.
Submission guidelines

Each submission must be made electronically 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 to limit the word count. To assist you in preparing your submission an indication of the maximum word count for each section is provided.

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 completed programme
   ii. e-mail, work telephone, mailing address for the submitter.

d) Fit with congress programme track(s) and 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:

<table>
<thead>
<tr>
<th>Heading</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>i. Title:</td>
<td>Clearly describes the abstract.</td>
</tr>
<tr>
<td>ii. Author(s):</td>
<td></td>
</tr>
<tr>
<td>iii. Background:</td>
<td>What was the context for the study? 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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<tr>
<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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<tr>
<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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<tr>
<td>viii. Implications:</td>
<td>What are the implications of the project and how will the results be translated into physical therapy practice / management / education / policy.</td>
</tr>
<tr>
<td>ix. Keywords:</td>
<td>Use up to three words to describe your work which are supplementary to the programme track and topic.</td>
</tr>
<tr>
<td>x. Funding acknowledgements:</td>
<td>Please acknowledge all funding sources that supported your work. If the work was unfunded please state this.</td>
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</table>

No images, tables or graphs are permitted.
f) **Ethics approval**: Evidence that ethics approval was given is required. Please name the ethics committee that approved your work, where appropriate. If ethics approval was not required, or if you do not have an ethics system in your country, please state this. [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 12). [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 ISC is developing some targeted programming for this group.]

**Mentorship process**

WCPT has a mentoring programme in place from **17th March to 12th September 2014** for those with limited or no experience of submitting an abstract for a scientific congress. 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. As abstracts must be submitted in English the programme may be most helpful for those whose first language is not English or who are not used to the structure of the abstract format. Participants should prepare their abstract according to the submission guidelines and forward it to the Programme Coordinator (abstractmentoring@wcpt.org). Feedback will be provided, with advice on ways that the clarity of expression could be enhanced, in time to make changes and submit before the **31st October 2014** deadline. It is the author’s responsibility to submit the abstract following these 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 2015.

**General information**

When completing the online submission process you will be asked to confirm that you have read and understood the general information and the requirements you are expected to fulfil.

1. The congress language is English and all proposals and presentations must be made in English.
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.
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. All submissions should reflect at least one of the five programme tracks. The track(s) and selected topic(s) is the heading under which your abstract will be reviewed and later published in the congress programme and proceedings, if accepted. Please choose the track and topics(s) which best describe the subject of your abstract.
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 will need to 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/explore/people-first-language 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 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, subject consent). Where no ethics committee exists the International Scientific Committee expects the research to have been conducted in accordance with international principles:


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 2015. 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.

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

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 International Scientific 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. Professional resource material, including computer based programs, materials and audio visual resource presentations, should be submitted in the special interest report category. There will be no display area provided for professional resource materials. 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
- 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.

18. 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 virtual online access. Some sessions may be audio-taped and PowerPoint presentations recorded. Any recordings of PowerPoint presentations, or copies of posters made available on CD or 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.

19. Contributors should not use these sessions for marketing opportunities for new products, equipment or organisations, and not use the presentation time to refute or denigrate 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 2015. WCPT does not assume any liability or responsibility for publication of any submitted abstracts. The author(s) are able to pursue freely publishing additional 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.

22. 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.

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 that described in the submitted and accepted abstract. Exceptions will only be allowed with written permission of the Chair of the International Scientific Committee.

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

26. All decisions of the International Scientific Committee are final.
Consent, permissions and copyright

In submitting a proposal 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 information provided 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 involving human or animal subjects, permission has been obtained from the relevant regulatory authority and properly informed consent given where appropriate
- anyone who is identifiable in the presentation materials 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 presentation materials, 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 information from the proposal that will be presented at WCPT Congress 2015 (eg congress website, programme, print materials)
- consent to have authors’ names, affiliation and biographical material being used in connection with the publication of your work

When completing the abstract form 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.