



Frequently Asked Questions Regarding Abstract Submission

1. What is the deadline to submit an abstract?

The deadline to submit is Tuesday, October 2nd at 11:59 AM CST

There will be a 30-day author disclosure grace period from the close of the abstract submission call. If all authors do not have their disclosure filled out by November 2, 2018, the abstract will not be reviewed for POSNA's 2019 Annual Meeting.

2. Can the abstract have been published prior to submitting to POSNA?

No, abstracts that have been published prior October 2, 2018 will not be considered for presentation. We also ask, relying on the honor code, that abstracts accepted for publication prior to October 2, 2018, not be submitted for presentation at POSNA. If the abstract has been submitted elsewhere, but not yet published or presented it is acceptable.

3. Do you have to be a POSNA member to submit?

No, anyone can submit an abstract. However, the presenting author must be a physician who has completed an orthopaedic residency, or equivalent training program, at the time of the presentation. Residency/training program graduates are allowed to present. This applies for Podium, Paper Poster and ePoster presentations.

4. Does POSNA accept late breaking abstracts?

No, POSNA does not have a separate call for late breaking abstracts.

5. How do I login to submit an abstract?

- Go to <http://submissions.mirasmart.com/POSNA2019/Splash.aspx>
- Click Enter Now
- If you have not yet submitted an abstract click "New User"
- Enter the login credentials you will use for the abstract submission site (this will be your login any time you wish to go back and make revisions to your abstract. This step only needs to be done once)
- Once a login and password has been established you may login and then you will be directed to the AAOS disclosure database. You can use your current AAOS login if you have one. If you do not have an AAOS login you can create a new record and then submit your disclosure. Once disclosure is submitted you will be directed back to the abstract submission site.
- Click create a new abstract and follow the next steps

6. Why do I need to create a record with the American Academy of Orthopedic Surgeons (AAOS) data base?

- The AAOS disclosure management data base has been selected as the system most able to meet the unique needs and requirements of the 2019 POSNA meeting for handling matters related to potential conflict of interest.
- To provide transparency for the POSNA Program Committee and POSNA attendees regarding matters related to potential conflict of interest, working with a professional society having an established history of disclosure management is essential.
- Continuing Medical Education regulations require a robust disclosure management system be implemented for the POSNA meeting presentations.

7. Is it mandatory for all of the authors listed on my abstract to submit disclosure to the AAOS database?

Yes, all authors listed on the abstract are required to submit disclosure. Upon submission of your abstract an automated email will be sent to all of the co-authors listed. That email will contain a link notifying your co-authors that they have been named as a co-author along with a link directing them to disclose in the AAOS disclosure database. You can search their disclosure by going to: www.aaos.org/disclosure

Steps for disclosure:

If the author has a record in the AAOS database:

- Go to www.aaos.org/disclosure
- Click I have a log in
- Login
- Follow instructions on how to disclose
- Confirm
- You will receive a confirmation email and confirmation on your current screen view:



Your disclosure is up-to-date.

If the author DOES NOT have a record in the AAOS database:

- They will receive an email asking them to search our database for themselves. If they cannot be found, they must create a record for themselves before accessing disclosure.
- Please have author [Click here to register](#).

8. What is the deadline to make revisions to my abstract?

You can log back into the system any time before the submission deadline (October 2nd) to make revisions to your abstract.

9. What is the maximum amount of words allowed in an abstract?

The length of the abstract is limited to 400 words.

10. Are tables and figures allowed in the abstract?

Yes, you can add one jpeg image with a maximum size of 5MB to your abstract (Note: This will not affect the word count)

11. What is the maximum number of co-authors that can be listed on an abstract?

The maximum number of co-authors that can be listed is 16.

12. When can I expect to be notified whether or not my abstract was accepted?

In early December, we will begin the process of sending acceptance notifications. Paper acceptances will be sent first, followed by Poster and ePoster acceptances. Once the program has been finalized by the Program Committee and all presenters have agreed to present, notifications will be sent to those whose abstracts were not accepted.

13. If my abstract is accepted for presentation, will the format (podium, eposter, poster) I requested change?

If the Program Committee suggests placing your presentation in a different format according to your abstract, yes, they may ask you to change the format. For example, if you select podium/paper presentation as your preference, the committee may decide to present it as a Poster or ePoster.