



**2019 POSNA MEETING**  
**May 15- 18, 2019**  
**Charlotte Convention Center**  
**Charlotte, North Carolina**

**Abstract Submission Deadline:**  
**October 2, 2018 at 11:59 AM CST (US)**

Thank you for choosing to submit an abstract to the annual meeting of POSNA.

#### **PRESENTATION GUIDELINES**

- Research that has been published or is scheduled to be published prior to POSNA 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 a POSNA member or meet the non-member requirements below:**

**If the presenter is not a member of POSNA, he/she 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.**

The AAOS disclosure system will be used to manage author and presenter disclosures for POSNA. All abstract submission must occur on the abstract submission website. Submission will not be accepted via email or fax.

- All authors listed on a submission must submit their disclosure to the AAOS database. All listed co-authors will receive an email notification informing them of the submission.
- If they do not have a record in the AAOS database they will receive an email containing a link where they can create a record in the AAOS database.
- If you are the submitter, the abstract system will check the AAOS database to see if you have a record. If you do not, you will be directed to create a new record.

#### **ABSTRACT SUBMISSION INFORMATION**

- **Authors and Financial Disclosures:** EACH author including the presenting author is required to disclose in the AAOS database. When submitting your authors, please search each co-author by

last name (required), first name and email address (optional). Please use the directional arrows (up/down) to be sure co-authors/presenter is in the correct order. Click the edit button to change who the presenting author will be listed as.



**NEW FOR 2019:** If the abstract being submitted has co-authors and the abstract is accepted, the submitting party will be responsible in working with POSNA to obtain necessary consents from the co-authors established on the abstract.

**NOTE:** To address potential financial conflicts of interest, we will again ask authors to report financial conflicts of interest. We ask you to report any relationships that you or your co-authors have had **as of May 15, 2018** with companies or institutions that are **directly or indirectly related** to your research. This will allow us to be compliant with the requirements for CME accreditation, and will allow the Program Committee and our audience to consider this information in assessing your research.

**There will be a 30-day author disclosure grace period from the close of the abstract acceptances. If all authors do not have their disclosure filled out by January 7, 2019, the abstract will not be included in the program for POSNA's 2019 Annual Meeting.**

**Submitters:** If you are an AAOS member and your disclosure is up-to-date in AAOS, you will automatically enter the Abstract Submission.

- If your disclosure is not current, you will be sent to the AAOS database to update your disclosure before submitting.
- If you are not an AAOS member or are not in the AAOS database, you will be asked to create a record in the AAOS database allowing you to submit your disclosures.

**You must have the correct last name for every co-author on the abstract.** The abstract system will search for each co-author by last name in the AAOS database. Once you have entered all the co-authors and submitted your abstract, you can click “view summary” to view each co-author’s disclosure status.

- **Submission Restrictions:** The presenting author listed on the abstract can only present a maximum of two papers. If you are submitting multiple abstracts, please consider other presenters. We will contact the presenting author of the decision upon acceptance.
- **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) Purpose
  - (b) Methods
  - (c) Results
  - (d) Conclusion
  - (e) Significance

Please **do not** use these labels such as “Purpose” or “Methods” etc. within your submission. The system will automatically insert these.

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.* 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:** IRB Statement, FDA Status, Non-Exclusive License Agreement and Level of Evidence 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. If your abstract is complete, including all authors, 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 s/he will 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 alert the POSNA office of the change.
- 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 POSNA Program Committee Chair.

### **IMPORTANT DATES**

October 2, 2018 11:59 AM CT	Abstract Submission Closes
December 2018	Submitters will be notified
January 7, 2019	30-Day Author Disclosure Grace Period Ends
January 14, 2019	Annual Meeting Registration Opens

**QUESTIONS:** For your convenience, the POSNA office will be glad to assist you with any questions that might arise regarding your online submission at [posna@aaos.org](mailto:posna@aaos.org)