



**POSNA**  
PEDIATRIC ORTHOPAEDIC SOCIETY  
OF NORTH AMERICA

## Frequently Asked Questions Regarding Abstract Submission

**1. What is the deadline to submit an abstract?**

The deadline to submit is September 29, 2022, at **11:59 AM CT (Noon)**.

**2. Can I submit an abstract that has been published previously?**

No, abstracts that have been published prior to September 29, 2022, will not be considered for presentation. We also ask, relying on the honor code, that abstracts accepted for publication prior to September 29, 2022, 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 POSNA member or 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 to Podium 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 log in to submit an abstract?**

- Go to <https://submissions.mirasmart.com/POSNA2023>
- 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 have been established, you may log in, and then you will be directed to the POSNA disclosure database. You can use your current POSNA login if you have one. If you do not have a POSNA login, you can create a new record and then submit your disclosure. Once your 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 within the POSNA database?**

- The POSNA disclosure database has been selected as the system most able to meet the unique needs and requirements of the POSNA Annual Meeting for matters related to a potential conflict of interest.
- To provide transparency for the POSNA Program Committee and POSNA attendees regarding matters related to potential conflicts of interest, having an established history of disclosure management is essential.
- Continuing Medical Education standards for integrity and independence require a robust disclosure management system for the POSNA meeting presentations.

**7. Is it mandatory for all authors listed on my abstract to submit a disclosure to the POSNA database?**

Yes, all authors listed on the abstract are *required* to have an updated disclosure of conflicts of interest.

For your abstract to be successfully submitted, all presenters and co-authors must have a completed disclosure in the POSNA database as of **May 1, 2021, or after**.

**Any disclosures made before this date will not be valid.** If an author does not have a completed disclosure, your submission will be considered INCOMPLETE and INELIGIBLE for grading. Authors should always update their disclosures whenever changes occur.

**Steps for disclosure:**

If the author has a record in the POSNA database:

- Go to <https://posna.org/Disclosures>
- Click “Update Now”
- Log in
- Follow instructions on how to disclose
- Confirm

**If the author DOES NOT have a record in the POSNA database:**

- They will receive an email asking them to search for themselves in our database. If they cannot be found, they must create a record for themselves before accessing the disclosure database. It is free to create a POSNA account.
- Please have the author [Click here to register](#).
- Click “create a new account” and follow the instructions.
- Once the author has an account, they will need to complete their disclosure.

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

You can log back into the system any time before the submission deadline 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 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 and ePoster) I requested be maintained?**

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 presentation as your preference, the committee may decide to present it as an ePoster.

**Important Dates/Deadlines:**

September 29, 2022 <b>11:59 AM CT (Noon)</b>	Abstract Submission Closes
December 2022	<i>Presenting</i> Authors will be notified

**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@posna.org](mailto:posna@posna.org).