



Frequently Asked Questions Regarding Abstract Submission

1. What is the deadline to submit an abstract?

The deadline to submit is October 5, 2023, at **11:59 AM CT (Noon)/ 16:59 GMT.**

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

No, abstracts that have been published prior to October 5, 2023, will not be considered for presentation. We also ask, relying on the honor code, that abstracts accepted for publication prior to October 5, 2023, not be submitted for presentation at EPOSNA. If the abstract has been submitted elsewhere but *not yet published or presented*, it is acceptable to submit to the EPOSNA call for abstracts.

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

No, anyone can submit an abstract. However, the *presenting author* must be a POSNA or EPOS member or a physician who has completed an orthopaedic residency or equivalent training program at the time of the presentation. This applies to Podium *and* ePoster presentations.

4. Does POSNA and EPOS accept late-breaking abstracts?

No, there is not a separate call for late-breaking abstracts.

5. How do I log in to submit an abstract?

- Go to <https://submissions.mirasmart.com/EPOSNA2024>.
- 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. **DO NOT CREATE DUPLICATE ACCOUNTS.** If you do not remember your POSNA login or created a duplicate account, contact posna@posna.org.
- 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 Annual Meeting for matters related to a potential

conflict of interest.

- To provide transparency for the Program Committee and meeting 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 31, 2022, 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/members/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 create a POSNA profile/account](#)
- 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 (October 5) 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 for podium presentations 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 (usually by the last day of the year).

13. If my abstract is accepted for presentation, will the format (Podium and ePoster) I requested be maintained?

The Program Committee reserves the right to change your format preference to best suit the program. For example, if you select podium presentation as your preference, the committee may decide to present it as an ePoster. Declining the change in your RSVP will result in declining the paper's acceptance.

Important Dates/Deadlines:

October 5, 2023 11:59 AM CT (Noon)/ 16:59 GMT	Abstract Submission Closes
December 2023	<i>Presenting</i> Authors will be notified
February 13, 2024	Registration Opens
April 2, 2024	Early-Bird Registration Deadline
May 6, 2024	Pre-Registration Deadline

QUESTIONS: For your convenience, the POSNA office will be glad to assist you with any questions that might arise regarding your online submission at atonio@posna.org.