

2025 Annual Meeting Abstract/Case Report Submission Guidelines

ELIGIBILITY

Anyone (POSNA members and non-members) may submit to the open call for abstracts and case reports.

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/they must be a physician who has completed an orthopaedic residency or equivalent training program at the time of the presentation. This applies for podium (including case) and ePoster presentations.

Maximum Presentation Restrictions: The presenting author listed on the submission may only present a maximum of two (podium) papers. This limit includes case presentations. The POSNA office will contact all presenting authors of accepted **podium abstracts and cases** that number three or more. Once contact is made, the original presenting author will have to decide which *eligible* co-author will present instead.

ABSTRACT/ePOSTER & CASE REPORT SUBMISSION INFORMATION

Research that has been published or that is scheduled to be published prior to the POSNA 2025 Annual Meeting should not be submitted for consideration. Case reports will now be accepted only in the case submission option – not as a paper/ePoster application.

Consider the following fields when preparing your submission:

Abstract/ePoster Submission	*NEW* Case Report Submission
<p style="text-align: center;"><u>STRUCTURE</u></p> <p>Title Authors Introduction Results Conclusion Significance/Take Home Message</p> <p style="text-align: center;"><u>OTHER</u></p> <ul style="list-style-type: none"> • Level of Evidence identification 	<p style="text-align: center;"><u>STRUCTURE</u></p> <p>Title Authors Introduction Case Presentation</p> <ul style="list-style-type: none"> • ≤3 patients • Concise chronological summary of key details of patient demographics, presentation, relevant history, diagnostics, treatments, and outcomes <p>Discussion</p> <ul style="list-style-type: none"> • Contextualize with published literature, highlight teaching points/areas of controversy, and comment on how case informs future research or patient care
<p style="text-align: center;"><u>SHARED REQUIREMENTS</u></p> <ul style="list-style-type: none"> • Must be submitted in the English language and 400 words maximum (not including Title or Authors) • Do not use labels such as ‘Introduction’. The system automatically inserts these labels. • Graphs and Images: 1 file or graphic upload is permitted. JPEG only and no larger than 5 MB. • Required Attestations: IRB Statement, FDA Status, Non-Exclusive License Agreement • Omit any reference to authorship or institution within the abstract/case report fields. <p>ALL accepted invitations for the meeting must have a registered eligible presenter.</p> <ul style="list-style-type: none"> • Those who sign but are unable to attend are required to find an <i>eligible co-author</i> to attend/ present and then <u>alert the POSNA office of any changes</u>. • If you are unable to find a replacement that meets the eligible criteria for presenters, you will not be permitted to present an abstract or case the following three (3) years. 	

Finalizing Your Submission: Once you have uploaded your abstract/case, preview your submission on the final page. The appearance of the submission in this stage will match its appearance in the abstract book. Make sure all author names are correct with their designation, your title is in mixed title case and not all capitalized, and symbols and text translated accurately. Once all requirements are met, the presenting author will receive a conditional confirmation email. A submission is fully submitted once all authors have a valid disclosure.

Any abstract/case can be edited at any time up until the submission deadline date. The best way to be sure your abstract/case was submitted and is complete is to check the status. If you return to the abstract submission site, you will see your submission(s), abstract tracking/ID number(s), and status. If an abstract is incomplete, click the edit page.

REQUIRED DISCLOSURE of CONFLICTS OF INTEREST

For your application to be successfully submitted, all presenters and co-authors must have a completed disclosure in the POSNA database updated **May 31, 2023, or after. Disclosures made before this date will not be valid.** Further details on what to disclose can be found on the POSNA disclosure database webpage. Please follow [this link](#) to update your disclosure.

- When listing abstract authors in your submission, please search each co-author by last name (required). The last name of the author must match exactly what is listed in the POSNA database to integrate with the author's disclosure. ***If there are duplicate accounts, please contact posna@posna.org to reconcile the account.**
- If a co-author is not found in the POSNA database, the system will allow you to add that co-author to the database using their last (family) name, first name, and email address.

IMPORTANT DATES

October 1, 2024 12:00 PM CT (Noon)	Abstract Submission Closes
December 2024	<i>Presenting</i> Authors will be notified
February 19, 2025	Registration Opens
April 8, 2025	Early-Bird Registration Deadline
May 13, 2025	Pre-Registration Deadline

QUESTIONS: The POSNA office will be glad to assist you with any questions that might arise regarding your online submission. Please direct inquiries to Lily Atonio, atonio@posna.org.