Frequently Asked Questions Regarding Abstract/Case Report Submission

1. **What is the deadline to submit to the 2026 POSNA Annual Meeting Call for Abstracts?**
   The deadline to submit is **September 30, 2025, at 12:00 PM CT (Noon)**

2. **Can I submit an abstract/case that has been published previously?**
   No, abstracts/cases that have been published prior to September 30, 2025, will not be considered for presentation. We also ask, relying on the honor code, that abstracts/cases accepted for publication prior to September 30, 2025, not be submitted for presentation at the POSNA Annual Meeting. If the work has been submitted elsewhere but *not yet published or presented,* it is acceptable to submit to the POSNA call for abstracts.

3. **Do you have to be a POSNA member to submit?**
   No, anyone can submit. 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. This applies to Podium, ePoster, and case presentations.

4. **Does POSNA accept late-breaking abstracts?**
   No, there is not a separate call for late-breaking abstracts/cases.

5. **How do I log in to submit?**
   - Go to https://submissions.mirasmart.com/POSNA2026.
   - Click "Enter Now."
   - If you have not yet submitted an abstract or case, click "New User." (NOTE: A new login is created every year for the call and is *not* your POSNA account login.)
     - 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 revise your submission. 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 you have created a duplicate account, contact posna@posna.org to reconcile your profiles.
   - Click "create a new submission" and follow the steps for submission.

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/case to submit a disclosure to the POSNA database?**
Yes, all authors listed on the abstract/case are *required* to have an updated disclosure of conflicts of interest. For your abstract/case to be successfully submitted, all presenters and co-authors <u>must</u> have a completed disclosure in the POSNA database as of **May 31, 2024, or after. <u>Any disclosures made before this date will not be valid.</u>** If an author does not have a completed disclosure, your submission will be considered <u>INCOMPLETE</u> and <u>INELIGIBLE</u> 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 revise my submission?**
You can log back into the system any time before the submission deadline (noon CT September 30) to make edits to your submission.

9. **What is the maximum number of words allowed in a submission?**
The length of the submission is limited to 400 words.

10. **Are tables and figures allowed in the submission?**
Yes, you can add *one* 1 file (.jpg, .gif, .png, .bmp, .tif, and .tiff file types are accepted but should be reduced to 3 inches x 3 inches.) to your submission (Note: This will not affect the word count).

11. **What is the maximum number of co-authors that can be listed on a submission?**
The maximum number of co-authors that can be listed is 20.

12. **When can I expect to be notified whether or not my submission was accepted?**
In early December, we will begin the process of sending acceptance notifications. Acceptances for podium presentations (including cases) 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 submissions were not accepted (usually by the last day of the year).

13. **If my submission 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. Case reports are only offered as a podium presentation.

14. What is the difference between a paper and case report?

Abstract/ePoster Submission	Case Report Submission
STRUCTURE	STRUCTURE

Title
Authors
Introduction
Methods
Results
Conclusion
Significance/Take Home Message
	Title
	Authors
	Introduction
	Case Presentation
	   • ≤3 patients
	   • Concise chronological summary of key details of patient demographics, presentation, relevant history, diagnostics, treatments, and outcomes
	Discussion
	   • Contextualize with published literature, highlight teaching points/areas of controversy, and comment on how case informs future research or patient care

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<tr><td colspan="2" align="center">SHARED REQUIREMENTS</td></tr>
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• 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. 1 file or graphic upload is permitted. .jpg, .gif, .png, .bmp, .tif, and .tiff file types are accepted but should be reduced to 3 inches x3 inches.
• Required Attestations: IRB Statement, FDA Status, Non-Exclusive License Agreement
• Omit any reference to authorship or institution within the abstract/case report fields.

ALL accepted invitations for the meeting must have a registered eligible presenter.
• Those who accept the invitation but are unable to attend are required to find an *eligible co-author* 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 for the following three (3) years.

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Important Dates/Deadlines:

September 30, 2025 12:00 PM CT (Noon)	Abstract Submission Closes
December 2025	*Presenting* Authors will be notified
February 11, 2026	Registration Opens
April 1, 2026	Early-Bird Registration Deadline
May 5, 2026	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.