

# ABSTRACT SUBMISSION GUIDELINES & INSTRUCTIONS



Please read the following instructions on how to use the Oxford Abstracts Submission System to register your details, submit, edit or withdraw an abstract for the WFOT Congress 2018.

## Register as a User in the Abstract Submission System

**Go to OXFORD ABSTRACTS SUBMISSION LOG-IN page:**

<https://thinkbusiness.conference-services.net/authorlogin.asp?action=authorLogin&conferenceID=4154&language=en-uk>

1. Create a new User ID. The system will automatically prompt you with a message to register your details if you have not yet done so.
2. Enter your name, surname, email and choose a password.
3. Enter any other personal information such as address, phone number, qualifications etc
4. You will be sent an email confirming your password to access the abstract submission system.

### Important

- **Please remember that submitting an abstract does NOT automatically register you as a Congress delegate.** Congress registration can be done online at a later date.
- All communications about your abstract submission will be sent to the email address you submit
- We recommend that the user ID and email belong to the main author that will be presenting at the congress

## Submit an abstract

Submitting an abstract is a multi-step process, and each step asks several questions:

1. Locate your abstract word file on your computer's hard disk so you can copy/paste the information easily into the text-based submission form's fields.
2. Go to **OXFORD ABSTRACTS SUBMISSION LOG-IN** page:  
<https://thinkbusiness.conference-services.net/authorlogin.asp?action=authorLogin&conferenceID=4154&language=en-uk>

3. Enter your email address and the password you chose when you first registered as a user.
4. Click the “**log in**” button and you will be taken to a screen from which the submission process starts.
5. Please read the instructions on the screen carefully. The abstract submission is a multi-step process. If you want to submit a new abstract you should click the link that says “**Click here to submit a new abstract**”.
6. Please follow the steps below and click “**Next**” to go to the next page.

**STEP 1** - Enter the *title and abstract text* and click “**Next**” to continue.

**Title (Max. 50 Words):** The title should be as brief as possible but long enough to indicate clearly the nature of the abstract. If you wish to include a subtitle, it must be included in this field and included in the 50 word limit.

**Abstract (Max. 250 words):** Any abstracts exceeding the word limit will not be accepted.

Oral and poster abstracts **MUST** be structured to include:

- Introduction/Rationale
- Objectives
- Method OR Approach
- Results OR Practice Implications
- Conclusion

Workshop abstracts **MUST** be structured to include:

- Learning Objectives
- Length of time required (1.5 hours for a workshop in the Congress programme or half or full day for a Pre Congress workshop)
- Description of teaching methods
- Maximum number of participants

Abstracts that do not follow these formats will not be accepted.

2. **References** are not required. If you wish to include them, they must be included in the body of your text and included in the 250 word count.
3. **Special Symbols and Formatting** are to be used sparingly. Once your submission is complete, please read your abstract in full to ensure the symbols are displayed correctly, and if not, please click on the “Insert Symbol” icon on the screen to see the list of available symbols.
4. Do not use **tables or figures**.
5. Proposed studies/presentations should be significantly advanced or completed at the time of abstract submission.

### **Permission**

Indicate approval by all authors and give permission to publish the abstract in all congress

information (includes print, website, app and social media formats), if the abstract is accepted for presentation.

**STEP 2** - Enter information about the *authors and affiliations*. Click “**Next**” to continue.

**Authors:** You **MUST** enter the names of ALL authors (maximum 10) - including yourself if you are an author - in the order in which you wish them to appear in all Congress information. Please ensure the spelling of their names and affiliations is correct. Names omitted here will **NOT** be included in the author index or the final programme.

**Presenters:** The system will allow you to nominate one presenter. You can advise the Congress Organisers via email of any additional presenters if your abstract is accepted for presentation. There is a limit of **TWO** presenters per presentation.

**Biography (Max 150 words):** Provide a 3-4 sentence biography of yourself and any other authors/presenters exactly the way you would like it read for your introduction (in case the Chair person requires it) and the Congress Smart Phone app. Please write in the 3rd person. For example: Dr John Smith is a doctoral candidate in clinical sciences at the University of Canada. He is currently a Faculty Lecturer at the School of Rehabilitation. His main areas of expertise are in adult and geriatric mental health and programme evaluation.

Please indicate if the presenter is a:  
Occupational Therapist, Student, Client Service User or Other.

Please indicate life span addressed in the abstract:  
Infant, Children, Youth, Adults, Elderly, Across the Life Span, Not Applicable

Please indicate methodology:  
Research, Practice, Education, Management

### **Registration**

Please indicate confirmation that the presenting author/s will register in full to attend and present the paper at the congress.

**STEP 3** - Enter information about your abstract. Click “**Finish**” to confirm and finalise your submission.

**Subject Category:** Please select 3 subject categories from the drop down menu that best suits your abstract submission. If you choose ‘Other’, please specify.

**Sub themes:** Please select a sub theme from the drop down menu that best suits your abstract submission.

**Presentation Format:** Please select your preferred means of presentation – oral only, poster only, pre Congress workshop (half or full day), in Congress workshop (1.5 hours)

**Target audience:** Please indicate the target audience for your submission  
Entry Level, Intermediate Experience, Advanced, All.

**Level of Experience:** Please indicate the level of your experience  
First time presenter, Previous Presenter Experience

**Conflict:** Indicate that you agree to provide a statement on any potential conflicts of interest at the commencement of the presentation and / or on any slides or posters.

NOTE: We recommend that you share the summary with the other authors so they can check that their names and affiliations are correctly listed and spelled.

6. If you have answered all the mandatory questions, then your abstract will be assigned a reference number and you will be taken to a **summary page**. If your submission was successful, a pop-up message will confirm “Your submission has been completed. A confirmation email has been sent to you.”

**Required Fields:** Some fields are marked “Required”. The system will not accept your abstract until these questions have been answered. If you have not answered all the mandatory questions, your abstract will be held in temporary storage until you return later and complete all the questions.

**Word Limit:** Please note the system will not accept fields that exceed the word limit, and will not allow you to continue until the word limit is met.

7. Check that all the details on the **summary page** are correct. Click on the “**Back ←**” to make any changes. If you are finished, please **print or save this page** for your records.
8. Click “**Next**” to submit another abstract or close the window if you have finished.
9. Check that you have received a confirmation email with your submission reference number.

### Submit More than One Abstract

If you are submitting more than one abstract, please use the same email address and password for each abstract. Please follow the same steps as above.

### Edit or Amend an Abstract

You may wish to change your answers to some of the questions on the submission form, or even to change the abstract file itself. You can edit/amend as many times as you like, up until the deadline.

1. Log back into the submission system.
2. You will see the list of abstracts that you have submitted so far. Click on the abstract that you wish to change.
3. Edit the fields you want to change. The process of amending an abstract is the same as the original submission process, except that the fields will already be populated with your previous entries – you don’t have to change an answer if you don’t want to.
4. Click “Finish”
5. You will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

## Withdraw an Abstract

If you want to withdraw an abstract, please contact the Congress Office in writing via email to [info@wfotcongress.org](mailto:info@wfotcongress.org) Please note that withdrawals need to be communicated in writing by the author who originally submitted the abstract, and in doing so, the Congress Office assumes that all other authors/presenters have been informed of the withdrawal.

## Important

Once an abstract is withdrawn, it may not be reinstated

## Author Notification

Authors will receive notification of acceptance by **27 July 2017**.

Upon receiving notification of acceptance, authors are required to notify the Congress Office of their intent to participate/present at the congress. Presentations of authors who fail to notify the Congress Office by the specified date may be withdrawn from the programme at the discretion of the committee.

## Further Information

For further information, please contact the Congress Office:

*Think Business Events*

Ph: 02 8251 0045

Fax: 02 8251 0097

Email: [info@wfotcongress.org](mailto:info@wfotcongress.org)