



## Frequently Asked Questions Regarding Abstract Submission

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

The deadline to submit is Wednesday, January 23<sup>rd</sup> at 11:59 PM CST

**NEW THIS YEAR:** There will be a 7-day author disclosure grace period from the close of abstract submissions. All disclosures for the meeting must be made on or after September 25, 2018. Any disclosures made prior to this date will not be valid. If an abstract does not have complete author disclosure by January 30, 2019, the abstract will not be reviewed by the OTA Program Committee. This includes breakout and main symposium submissions.

**2. Can the abstract have been published prior to submitting to OTA?**

No, abstracts that have been published prior January 23, 2019 will not be considered for presentation. If the abstract has been submitted and presented elsewhere, but not yet published it is acceptable.

**3. How do I login to submit an abstract?**

- Go to <https://submissions.mirasmart.com/OTA2019>
- 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)
- Click create a new abstract and follow the next steps

**4. Is it mandatory for all of the authors listed on my abstract to submit disclosure to the AAOS database?**

Yes, all authors listed on the abstract are required to submit disclosure. No abstract (whether podium, poster or breakout) may be presented without financial disclosure of ALL authors, whether or not they attend the meeting.

**Steps for disclosure:**

If the author has a record in the AAOS database:

- Go to [www.aaos.org/disclosure](http://www.aaos.org/disclosure)
- Click I have a log in
- Login
- Follow instructions on how to disclose
- Confirm
- You will receive a confirmation email and confirmation on your current screen view



Your disclosure is up-to-date.

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

- They will receive an email asking them to search our database for themselves. If they cannot be found, they must create a record for themselves before accessing disclosure.
- Please have author [Click here to register](#).

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

You can log back into the system any time before the submission deadline of January 23<sup>rd</sup> at 11:59 AM CST to make revisions to your abstract.

**6. What is the maximum amount of characters allowed in an abstract?**

The maximum number of characters (including Title, Purpose, Methods, Results, Conclusion and Authors) per abstract is 2600 characters (excluding any images). If you have included an image in your submission, 800 characters will be removed from the total number of characters available.

**7. Are tables and figures allowed in the abstract?**

Yes, you can add one image with a maximum size of 5MB to your abstract (Note: This will affect the word count by 800 characters). The graphics size will be reduced to 3 x 3 during the conversion process. For best results size your image to 3 inches x 3 inches (76 mm x 76 mm).

**8. Is there a maximum number of co-authors that can be listed on an abstract?**

No, but authors do count toward your 2600 character limit.

**9. Are case reports accepted?**

No, case reports are not accepted.

**10. What is the difference between a Breakout and a Main Symposium submission**

**Breakouts:** One main topic with a moderator and 3 to 5 faculty. Open to questions from the audience. This includes case presentations. Concurrent breakout sessions are held throughout the meeting. 60 min in length.

**Main Symposium:** One main topic with a moderator and 3 to 5 faculty. Leave room for discussion and questions at the end of the session. This is held in the general session room with no conflicting sessions. 90 min in length.

**11. When can I expect to be notified whether or not my abstract was accepted?**

In mid-March, we will begin the process of sending acceptance notifications. Annual Meeting and Basic Science Focus Forum Paper acceptances will be sent first, followed by Posters and International Trauma Care Forum Papers. 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.