



Frequently Asked Questions Regarding Abstract Submission

1. What is the deadline to submit an abstract?

The deadline to submit is February 5, 2025, at 5:00 PM CST

2. Can the abstract have been published before submitting it to OTA?

No, research that has been published in a peer review journal prior to the abstract submission deadline should not be submitted for consideration. Note: If the abstract has been submitted or presented elsewhere but not yet published (online or in print), it is acceptable.

3. **How do I log in to submit an abstract?**

- Go to <https://submissions.mirasmart.com/OTA2025>
- Click Enter Now→If you have not yet submitted an abstract for 2025 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.
- 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 a disclosure?

Complete author disclosures will be required for the presenting author, faculty, and the corresponding author / moderator if different from presenting author or faculty at the time of submission. Disclosures must be dated December 1, 2024, or later. Any disclosures made before this date will not be valid. **Financial disclosures are not required for co-authors.**

Steps for completing disclosures:

If the author has a record in the OTA database:

- Search name and add to the abstract
- If disclosures have been completed no further action required
- If disclosures are incomplete, individuals will receive an email with a link to access the Convey disclosures system and submit their disclosures
- An email notification will be sent once all requirements have been met.

If the author DOES NOT have an OTA profile:

- Individuals will need to create an account to obtain an OTA profile with a two-step process:
 1. Corresponding Authors and Moderators are able to create an account for themselves and/or create an account for presenting authors or faculty or

Corresponding Authors and Moderators provides link to individuals to create an account: [Create a free profile \(ota.org\)](https://ota.org)

2. Once account has been created, Corresponding Authors and Moderators will need to search for the name and add them to the abstract.
 - If disclosures are incomplete, individuals will receive an email link to access the Convey disclosures system and submit their disclosures.
 - An email notification will be sent once all requirements have been met.
5. What is the deadline for making revisions to my abstract?

You can log back into the system any time before the submission deadline of February 5 at 5:00 PM CST to make revisions to your abstract.
6. What is the maximum number of words allowed in an abstract?

The maximum number of words (including Title, Purpose, Methods, Results, and Conclusion) per abstract is 350 (excluding any images). Title, Purpose, Methods, Results, and Conclusion, all count toward the 350 words. If you include an image in your submission, **125 words will be removed from the total number of words 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. 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. Our study (or analysis) is not finished, but will be ready by the OTA Annual Meeting. Will abstracts with incomplete results be considered?

Submitted abstracts will need to include sufficient data for the committee to judge the scientific rigor and magnitude of the research (i.e., demographic data, study interventions, study outcome, follow-up rates, etc.). If accepted under the late breaking category, authors will need to provide the Program Committee Chairs an unblinded abstract by August 1, and the full manuscript at the standard September deadline. There will be no exceptions. The data collection should be completed or near completion.

The Late Breaking category is reserved for high-impact papers, typically multicenter studies with large sample sizes, that are likely to be published in major medical journals and would not be eligible for presentation at the following OTA meeting This does not include literature reviews, retrospective studies (even if multi-center). This category is specific to high impact prospective trials only.
9. Is there a maximum number of co-authors that can be listed on an abstract?

No

10. Is Corporate or Group Authorship permitted?

Yes, a Group Authorship name can be listed. At least one named (presenting) author must be included to ensure relevant conflicts of interests are disclosed.

11. What are the New Techniques (video format) Category?

Abstracts submitted to this category address a clinical innovation of interest to the membership, not yet at a level of evidence that supports its inclusion as a typical podium submission. These abstracts may address a clinical problem that requires a more efficient solution, a new technique, or a new implant supported by early clinical data.

This category is not designed to serve as an advertisement for a particular commercial product, please avoid commercial bias; this includes any mention of a commercial device name. You cannot submit your abstract to both this category and the podium category. You must choose one category. **Note:** This category is a video presentation.

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

Breakouts: One main topic with a moderator and 3 to 4 faculty. Open to questions from the audience. This includes case presentations. Concurrent breakout sessions are held throughout the meeting — 60 min in length. The program committee typically accepts approximately 20 breakout submissions.

Main Symposium: One main topic with a moderator and 3 to 5 faculty. Leave a minimum of 10 minutes for discussion and questions at the end of the session. This is held in the general session room with no conflicting sessions — up to 60 min in length. Successful symposium proposals typically address broad topics relevant to the entire OTA membership or clinical challenges warranting a larger audience discussion. The program committee typically accepts 3-4 breakout submissions.

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

In early May, we will begin the process of sending acceptance notifications. 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.

IMPORTANT DATES

February 5, 2025 5:00 PM CST	Abstract Submission Closes
Early May 2025	Accepted / Declined Notifications Sent
June 2025	Annual Meeting Registration Opens
August 1, 2025	Late Breaking unblinded abstract due

QUESTIONS: Contact [Sheila Alegria](#) with any questions.