



PRE-CONGRESS WORKSHOP SUBMISSION TERMS AND CONDITIONS

By submitting a Pre-Congress workshop, you agree to the following:

- Pre-Congress workshops will take place on Saturday 26 March 2022 for half a day, comprising a total of 3 hours (90 minute session, 30 minute break, 90 minute session).
 - Once accepted, presenters may be able to advise their preference for a morning or afternoon session. However, preferences may not be guaranteed.
1. All Pre-Congress workshops must be submitted in either English or French and via the online submission site only. Other forms of submission for example by post, email or fax will NOT be accepted.
 2. Pre-Congress workshops are excluded from the '2 abstracts per presenter' rule which only allows authors to present a maximum of either an oral and poster OR two posters. This would allow a Pre-Congress workshop presenter to also present an oral and/or posters.
 3. Pre-Congress workshop abstracts MUST include: **Rationale / Background, Learning Objectives, Instructional Methods, Structure of workshop and participant engagement activities, Target Audience**. Submissions without this structure will not be accepted.
 4. Proposed workshop should include a justification for relevance to the audience; this may include reference to current evidence and contribution to knowledge translation.
 5. The author is responsible for the accuracy of the submission.
 6. The acceptance of a submission does not imply provision of travel, accommodation or registration for the Congress, nor any other costs associated with preparation or presentation of the submission, or any costs associated with attendance at the Congress.
 7. By submitting a Pre-Congress workshop, you together with any co-authors give permission for the Pre-Congress workshop to be published in printed materials, website, App and social media.
 8. If the author/s have any commercial interests or associations that might pose a conflict of interest regarding this submission, they must be declared. If accepted for presentation, the commercial interest or association must be declared on the title slide or the slide immediately following the title slide.
 9. You confirm that the submission has been approved by all authors.
 10. You confirm that you will not submit the abstract if previously published elsewhere.
 11. The author agrees to present the material described and accepted in the submission.
 12. Presenting authors of accepted abstracts must be registered by 8 December 2021 to ensure inclusion of the abstract in Congress materials and in order to be scheduled for presentation.
 13. Presenters of accepted abstracts must notify the Congress Organisers of costs and requirements at time of submission. Requests will be considered, but not guaranteed once submissions close.
 14. Authors will be notified regarding outcome of abstract submission on or shortly after the 23 June 2021. Abstracts will undergo an anonymous review by two (or more) peers.
 15. At least one author must be available to present the abstract if selected for the programme. The authors will immediately notify the WFOT 2022 Congress Office if they are unable to present or if the presenting author is changed.