



WFOT CONGRESS 2022 CALL FOR ORAL / POSTER ABSTRACTS ONLINE SUBMISSION GUIDELINES AND INSTRUCTIONS

PLEASE NOTE BEFORE YOU SUBMIT

- Read all the Call for Papers documents and information on the WFOT Congress website to ensure you meet the specified criteria.
- All submissions must be made via the online portal in X-CD
- Submissions can be made in English or French by selecting the language toggle on the top right hand corner of the screen when you log in to the software
- Ensure ALL authors/presenters are aware of, and agree with the abstract details as well as the submission terms and conditions.

A. Register as a user in the online abstract submission system

The online form will require you to submit your abstract in two steps:

- Register as a user and then submit the abstract information – complete the fields
- Add any additional authors/presenters
(Please ensure profiles linked to a submission are correct and up-to-date. Once an abstract is submitted, any updates to additional authors/presenters can only be made by the additional authors/presenters themselves via a separate login they will receive with the automatic abstract confirmation).

To create a new user profile select **FIRST-TIME USER** login and select

[Click Here to Create a Profile](#)

FIRST-TIME USER	RETURNING USER
Click Here to Create a Profile	Enter your email and password to access your account.
	Email <input type="text" value="Account Email"/>
	Password <input type="text" value="Account Password"/>
	<input type="button" value="Login"/>
	Reset Password

Select the **RETURNING USER** section to view/update your abstract or update your profile once your abstract has been submitted.

You will be asked to:

- Review the system *terms and conditions* and check the box.
- Insert your name, email, category, institution, address, phone number, biography (150 words written in third person for inclusion in the Congress App if the abstract is accepted - presenters) and upload a photo for inclusion in the Congress App if the abstract is accepted - presenters. Uploading the photo is optional.

Once you create your profile, you will be automatically logged in to submit your abstract.

We recommend bookmarking this page as a favourite.

B. Submit an abstract

Please read the instructions on the screen carefully and complete the fields in the submission form. The submission can be edited until the system is closed.

Select the relevant submission form.

Select **Click Here to Start** a new abstract



ORAL / POSTER ABSTRACT SUBMISSION QUESTIONS

Please see below for the questions that will appear on the online submission form.

1. ENGLISH OR FRENCH

In which language will this abstract be submitted?

- English
- French

2. FULL TITLE (max 50 words)

Enter the FULL TITLE of your abstract. The title should be as brief as possible but long enough to clearly reflect the nature of your abstract. This title may appear in all Congress information (includes print, website, App and social media).

The title should be written in sentence case (not be all caps). Capital letters should only be used at the beginning of the title, for a proper noun or after a colon.

Example of correct title: Multiple Sclerosis: Don't you think?

3. ABSTRACT (max 250 words)

Please enter abstract.

The abstract should not repeat the title, authors and affiliations (abstracts will be blind reviewed).

WFOT requires a structured abstract organised under the following headings:

Introduction / Rationale:

Objectives:

Method / Approach:

Results and or Practice Implications:

Conclusion:

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.

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 'Special Character' icon on the screen to see the list of available characters to insert.

Do not use **tables or figures**.

Any abstracts exceeding the word limit and not using the above format will not be accepted

4. THEME

Please choose the theme that best describes your submission, followed by up to two alternative options that could also describe your submission. These will be used by the Scientific Programme Committee to assign to reviewers and to place abstracts in the programme. Choosing a 2nd and 3rd option is not mandatory.

- Ageing
- Infants, children, youth and families
- Technology
- Revolutionising rehabilitation
- Inclusive workplaces
- Transformative occupational therapy education
- Professional development and capacity building
- Implementation science/knowledge translation
- Leadership, advocacy and agents of change
- Occupational justice/human rights/equity/social inclusion
- Community development
- Health promotion, public health and health services
- Quality, effectiveness and outcome measures
- Disaster management, preparedness, response and recovery
- Migration, human displacement and occupation
- Occupational therapy theory/models
- Mental health and wellbeing
- User perspectives and experiences
- History of occupation and occupational therapy
- Environmental sustainability

5. THEME 2 (optional)

6. THEME 3 (optional)

7. PRESENTATION TYPE

Please choose your preferred means of presentation:

- Oral
- Poster

8. PLEASE INDICATE CATEGORY

- Research
- Practice
- Education
- Leadership and Management

9. AUTHOR APPROVAL

By submitting this abstract you confirm that this submission has been approved by all authors and you give permission to publish your abstract in all Congress information (includes print, website, App and social media), if the abstract is accepted for presentation.

10. CONFLICT OF INTEREST

Does the author/s have any commercial interests or associations that might pose a conflict of interest regarding this submission?

- Yes
- No

If 'Yes' is selected, please list the conflict of interest.

If this abstract is accepted for presentation, you must provide a statement on any potential conflicts of interest at the commencement of the presentation and/or on any slides or poster.

11. PREVIOUS PRESENTATION

Has / will this paper be presented at another conference prior to WFOT 2022?

- Yes
- No

If 'Yes' is selected, please advise where it has been / will be presented prior to WFOT 2022.

12. REGISTRATION

I confirm that the presenting author/s will register to attend and present the paper at the Congress.

13. PERMISSION TO RECORD AND UPLOAD PRESENTATIONS

WFOT may record concurrent sessions at WFOT 2022 (audio with PowerPoint slides) and make them accessible via a secure site on the WFOT website. If your abstract is accepted into the programme, please advise if you give permission (on behalf of your authors/presenters) to have your session recorded and made available in this way:

- Yes
- No

14. VIRTUAL ATTENDANCE

The WFOT 2022 Congress is planned to be an in-person event with some virtual attendance options. We will continue to monitor developments and provide updates as needed. Potential speakers should be aware if your submission is accepted into the programme, you should be willing to present virtually **if required**.

Virtual presentations will be either live or pre-recorded, and may include a live Q&A component. Specific details of the presentation format will be provided upon notification, and successful presenters will be provided with training and support.

Please indicate your ability to present this submission virtually if required.

- Yes, I am able to present this submission virtually
- No, I am not able to present this submission virtually

SUBMIT

Once you are satisfied with your submission, select SUBMIT.

NOTE: Once you submit your abstract, you will receive a confirmation email with a submission number and information. You may login at any time prior to the site closing to update your submission. Submissions close on 17 March 2021.

C. ADDING CO-AUTHORS

When you have finished creating a new submission, X-CD will automatically assign you as a main presenter. Once you have completed all submission fields, you will then be directed to add your co-authors/presenters or select SKIP.

If adding co-authors, each co-author will also receive a confirmation email with your contact information and their login information. All co-authors have *Read only* access, unless you assign a co-author to be a presenter. Presenters have *Read/Write* access.

To prevent duplicates, first search for an existing contact using the search box.

You can assign co-authors by:

- **Selecting an existing contact from the drop-down menu** (someone who already has a user profile). Begin by typing part of their last name. Make sure to select the correct person, in the correct organisation. Co-authors will be added to your abstract and will be sent an automated email with login instructions and details of the abstract. For privacy reasons, you will NOT be able to view an existing profile in X-CD. If you select someone from the drop down menu, please follow up with this person to ensure they have received the email with the instructions on how to login and check/update their own profile.

OR

- **Adding a new contact** (someone who does NOT have a user profile, or may work for a different organisation than listed). You must enter their email address and other required contact information. Please note that you will not be able to edit the information once you hit 'Add Co-Author' button. Co-author/s will be sent an automated email with login instructions and details of the submission. Follow up with your co-authors!

Under **Authors**, you can also update the order of the authors by dragging and dropping as well as define the 'Primary Presenter'.

UPDATING AN ABSTRACT

Authors may login to edit/update the submission until the call for papers closes on 17 March 2021.

This can be done by logging in as a RETURNING USER and selecting **Edit Abstract** OR **Authors** as per below.



WITHDRAWING AN ABSTRACT

If you want to withdraw an abstract, please contact the Congress Office in writing via email to WFOTCongress@thinkbusinessevents.com.au

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.

ENQUIRIES

For any enquiries regarding abstract submissions, please contact the WFOT Congress Office:

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Sydney, NSW 2000

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p + 61 2 8251 0045

e WFOTCongress@thinkbusinessevents.com.au

For easy reference, please always include the reference number and title of your submission in your email.