

ABSTRACT SUBMISSION GUIDELINES & FAQs

1. Abstract Topics

The theme of this year's meeting is:

Elevating Hip Preservation Worldwide: Exchange, Engage, Excel

Abstracts should be submitted within one of the following topic areas:

- 1. Basic Science/Cadaveric Studies**
- 2. Extra Articular Conditions & Management**
- 3. Post Operative Management & Rehabilitation Strategies**
- 4. Technology Enhancing Outcomes/Research/Patient Education**
- 5. Innovative Approaches: Techniques & Interventions**
- 6. Clinical Outcomes Research**

Keywords should be used to further categorise the content and topic covered in the abstract.

2. Abstract Specifications

- Abstracts may be on any topic related to hip arthroscopy, hip preservation surgery or pre/post-operative rehabilitation.
- Abstracts must be written in good and clear English. We highly recommend that the abstract is proofread for spelling and grammar errors by a fluent English speaker before submission. Abstracts written in poor English have less chance of being accepted. If an abstract is accepted for podium presentation, all presenters must present in English, and be prepared to answer questions from the audience in English.
- Abstracts must not exceed 350 words in length.
- Please do **not** use all upper-case letters when entering your abstract title or text.
- No graphs, tables, photographs or slide presentations are accepted.
- Information required for abstract submission – please have this readily available:
 - Full names and affiliations for all authors
 - Abstract title in full for publication
 - Abstract text; to be inserted as plain text into a text box located in the online application
 - Financial Disclosure Statement and Copyright Licence Agreement on behalf of all authors; to be uploaded as attachments in the online application
 - Short bio for the presenting author; to be inserted as plain text into a text box located in the online application
 - Head and shoulders photograph for the presenting author; to be uploaded as an attachment in the online application



3. Presentation Formats

Submitters should indicate their preferred presentation format upon abstract submission:

- Oral presentation
- EPoster presentation
- No preference

Efforts will be made to comply with the stated preference; however, the Scientific Programme Committee will make final decisions on the mode of presentation for each abstract. Details of how to prepare for your presentation format will be indicated in your acceptance notification.

4. Abstract Grading

Abstract Review will be based on the following criteria:

1. Scientific Merit (0 – 6)

- Is the problem clearly stated?
- Are the statistics sound?
- Are there adequate numbers of subjects?
- How is the methodology (are there controls, is this prospective vs. retrospective)?
- Is the abstract clear / well written and are the results clear?
- Are the conclusions supported by the results?

2. Originality of project (0-2)

3. Clinical Usefulness (0-2)

4. Level of Interest to ISHA Members (0-2)

5. General Technical Advice

- If you are having difficulties uploading the Financial Disclosure and Copyright documents, please check that these are saved in PDF format.
- If you are having difficulties uploading the presenting author photograph, please check that the file size is within the platform's specified size limit (5 MB).
- If you submit your abstract and a red warning sign appears next to your submission, do not worry, this is indicating that the abstract deadline is imminent. If you are concerned, email abstract@ishaconference.com and we can confirm receipt.
- If you are having difficulties entering author names or affiliations, please check in the first instance that there are not any illegal characters being used.



6. Frequently Asked Questions (FAQs)

Submission

Q: Can I submit an abstract if it was previously submitted/presented at another conference?

A: No. Abstracts are not eligible for consideration if the manuscript of the abstract has been presented and/or published previously.

Q: How many abstracts can I submit?

A: The maximum number of abstracts that can be accepted by the portal is 50 per account. Institutes may opt to upload all of their institute's research submissions in one account, however in doing so, said institute undertakes to observe the stipulations on presenter changes and number of presentations per presenter/institution as set out in the [Conditions of Abstract Submission](#).

Q: Can I open an account if I am not the presenting author?

A: Yes, you can submit an abstract on behalf of the presenting author. The corresponding author is responsible for informing the presenting author and co-authors about the status of the abstract. Once accepted, the abstract submission will be moved to an account for the presenting author.

Q: May I amend the submitted abstract?

A: Yes, you may log in and amend the abstract at any time before the submission deadline. If you spot a typo mistake after the submission deadline, please contact abstract@ishaconference.com. Please note that the content cannot be adjusted after the submission has been distributed to reviewers.

Q: Should the financial and interest disclosures be limited to the past 1 year?

A: All disclosures should be listed if relevant to the abstract content, and all others within the last year. Older disclosures are not required.

Q: Can I use abbreviations in my abstract?

A: Yes. All abbreviations must be defined the first time they appear in your text (but do not define in the title).

Q: May I submit a case report?

A: Yes, case reports may be submitted for consideration. Submit these via the same platform.

Q: May I submit a video?

A: Yes, video summaries may be submitted for consideration. Submit a written abstract of 350 words, describing the video content and learning goals. You do not need to submit the video itself. If accepted, you will embed the video in your presentation slide deck or ePoster.

Q: Are you planning to have late breaking submissions?

A: No, all abstracts should be submitted by the deadline of 13 April 2025 (23:59 UTC).

Q: Will my abstract be processed if I leave it in an incomplete/draft status?

A: No, an abstract must be in 'submitted' status before it can be processed and submitted for reviewing. Please check ahead of the submission deadline that your abstract's status is submitted and not left in draft.



After Submission

Q: How will I know if my abstract has been accepted?

A: Notifications will be sent by email to the corresponding author w/c 23 June 2025.

Q: Will I only be notified if my abstract is accepted?

A: No, each abstract submission will receive a notification, whether accepted or rejected.

Q: Will all co-authors be notified?

A: No, only the corresponding author will be notified. It is up to the corresponding author to notify the presenting author (if different) and co-authors of the status of the abstract. The information submitted with the abstract will be used in printed and digital programme material. Please notify ISHA of any changes no later than 24 August 2025 (23:59 UTC), after which changes will not be possible.

Q: When will I know the day and time of my presentation?

A: The notification email will include the day and time of the presentation, as well as instructions for preparation.

Q: Can I make changes/additions to my abstract after the submission deadline?

A: Changes cannot be made to the abstract content once the submission deadline has passed. However, if you spot a typo mistake after the submission deadline, please contact abstract@ishaconference.com so that it can be amended.

Q: If my abstract is accepted, do I have to register for the Annual Scientific Meeting?

A: Yes, accepted abstracts must have at least one of the authors registered to attend the Meeting in person (the presenting author). This applies to both oral presentations and ePosters.

Q: Are authors eligible for a reduced registration rate?

A: There is no special registration rate for abstract authors. Discounted rates are available only for ISHA Members in Good Standing. There are different rates depending on whether you are a physician, resident/fellow/trainee, allied health professional/physiotherapist, advanced practice provider, etc.

Q: What happens in case of a change of corresponding/presenting author?

A: A co-author can substitute for the listed presenting author; however, authors are asked to keep changes to a minimum wherever possible. Any authors wishing to attend the meeting must register in their appropriate category. In order to make an author change, please send an email to abstract@ishaconference.com no later than 24 August 2025 (23:59 UTC). In the email text, kindly include: the abstract reference number and the complete title of the abstract, as well as the name, contact details, bio and photograph of the new presenting author.

Q: How do I withdraw my abstract?

A: In order to withdraw your abstract, please send an email to abstract@ishaconference.com no later than 24 August 2025 (23:59 UTC). In the email text, kindly include: the abstract reference number and the complete title of the abstract.



Technical Questions

Q: When and where are you going to publish the abstracts?

A: All accepted abstracts will be available to access via the ISHA 2025 conference website and in the ISHA 2025 conference app 7 days before the start of the ISHA 2025 Annual Scientific Meeting. The Abstract Book will additionally be made available on the ISHA website post-event.

Q: How do I submit the Financial Disclosure Statement and Copyright Licence Agreement?

A: Please upload these items as PDF attachments with your abstract within the abstract submission portal.

Q: Who owns the copyright of the published abstracts?

A: The copyright is automatically owned by the abstract's author(s). In case you would like to use the data, you must have the permission of the authors. By completing the Copyright Licence Agreement, the authors are giving consent for ISHA to publish the submitted abstracts, to reference them in any promotional material, and to include them within any ISHA content library.

Q: Whom should I contact if I need a certificate of presentation?

A: Please send an email to abstract@ishaconference.com, indicating your name and the abstract title. Please note that Certificates of Presentation can only be issued to presenting authors, not co-authors.

Q: What format will EPosters take?

A: Authors of abstracts accepted as ePosters will be sent preparation instructions along with presentation templates. This is a formatted PowerPoint slide. It is possible to embed video and add narration to your ePoster. Information on how to do this will be included in the upload instructions, which will come directly from ISHA's ePoster software provider, DocuMedias.

Questions?

If you need any assistance with abstract submission or any other matters relating to abstracts, please contact abstract@ishaconference.com or speak to the team on tel. + 44 (0) 20 3519 9427 (Mon – Fri BST business hours).

ISHA Secretariat Office

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