Supplemental Abstract Submission Guidelines
(See website for additional instructions)

**Deadline:** 11:59 p.m., October 29, 2017

**General Abstract Requirements**
1. All abstracts must be submitted through the online submission site no later than **11:59 p.m. CST, October 29, 2017**
2. All applicants must designate their research as **basic, clinical, or participatory**. Abstracts in each category will be selected.
   
   Using International Classification of Function (ICF) framework:
   - **Basic Module**: Animal or Virtual Model to Human Structure and Function
   - **Clinical Module**: Human Structure and Function to Activity
   - **Participatory Module**: Activity to In-Community

3. An individual may be listed as the first author for a maximum of one (1) abstract submission. An individual may be listed as co-author for an unlimited number of abstract submissions. The identical abstract cannot be submitted in more than one category.
4. Completed projects are recommended for oral or poster presentation. Projects in progress are recommended for poster presentation only.
5. All abstracts should demonstrate relevance to the theme of the symposium and include the following sections:
   - Title
   - Purpose
   - Methods
   - Results
   - Conclusions
   - Discussion
6. In the event an abstract is not selected for the oral presentation requested, the author may indicate that they would like to be considered for poster presentation. It is at the discretion of the Program Planning Committee to determine presentation status. **See below for definition of presentation types.**
7. The technical quality of your submission may influence a reviewer’s scoring of your abstract, so please be sure to check for spelling and grammatical errors. Symposium reviewers do NOT edit abstracts.
8. Short titles and standard abbreviations are recommended. The title should be specific in addressing the key concepts in the project.
9. Do not include author name(s) on the abstract itself.
10. Invited presenters will be expected to register for and attend the entire symposium. Registration information will be available by November 1, 2017.
11. Additional information will be requested from invited presenters for purposes of professional contact hours approval for the Symposium.
**Definition of Presentation Types**

*Podium/Oral Presentations*

- A podium presentation is an oral presentation reserved for completed projects for which results are reported as part of the presentation.
- Each podium presentation will be a maximum of 15 minutes in length and will be followed by 5 minutes of Q&A led by the designated Faculty Moderator.

*Poster Presentations*

- Reports of completed research projects or research projects in progress may be presented as a poster.
- Manned poster sessions will be grouped in basic/applied, clinical, and participatory areas of research.
- The 120-minute session for general poster viewing will be concurrent with scoring by the Planning Committee. During scoring, each presenter is to present the key points of their poster and is asked a specific question or two by the reviewer.

**Formatting**

1. The body of the abstract may not exceed 350 words.
2. The body of the abstract should be single-spaced.
3. Use Arial font with a size no less than 11 pt.
4. All margins must be no less than 1 inch.

**Criteria for Review of Research Based Abstracts**

The following criteria will be used to score abstracts for both poster and oral presentations:

1. Purpose and research questions/hypotheses are clearly stated.
2. Theoretical framework/rationale is appropriate.
3. Methods are appropriate to address purpose/questions/hypotheses.
4. Results are appropriately analyzed (as applicable).
5. Conclusions reflect appropriate interpretation of the results.
7. Relevance to theme of Symposium.

Each criterion will be rated on the following scale:

5 = Exceptional, 4 = Excellent, 3 = Good, 2 = Fair, 1 = Not Acceptable, 0 = Not Considered