



## ORAL / POSTER ONLINE SUBMISSION GUIDELINES AND INSTRUCTIONS

### PLEASE NOTE BEFORE YOU SUBMIT

- Read ALL the information on the call for abstracts page of the Congress website.
- All submissions must be made via the online portal in X-CD.
- Have all your submission information on hand (refer to the submission questions in this document).
- Ensure ALL presenters are aware of and agree with the submission details and terms and conditions.
- Submitting authors can edit the submission up until the call for abstracts closes.

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

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

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

Select the **RETURNING USER** section to view/update your submission.

When you submit an abstract, you will be asked to:

- Review the system *terms and conditions* and check the box.
- Insert your contact details and upload a biography (150 words written in third person) and a photo (optional) for inclusion in the Congress App and online program if the abstract is accepted.

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 fill in the required fields in the submission form. The submission can be edited until the system is closed.

Start a new abstract

**NEW ABSTRACT**  
[Click Here to Start](#)

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

**1. FULL TITLE (max 25 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 lower case (not be all capitals). Capital letters should only be used at the beginning of the title, for a proper noun or after a colon.

**2. ABSTRACT (max 250 words)**

Please enter abstract.

The abstract should not repeat the title, nor include authors and affiliations (abstracts will be blind reviewed).

WFOT requires a structured abstract organised under the following headings:

**Introduction / Rationale**

**Objectives**

**Methods / Approach**

**Results / Practice Implications**

**Conclusion / Significance to the Occupational Therapy Profession**

**References** are not required.

**Special Symbols** are to be used sparingly. Once your submission is complete, please read your abstract in full to ensure the symbols are displayed correctly. No abbreviations unless previously identified the first time they appear in the abstract text.

Do not use **tables or figures**.

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

**4. CATEGORY**

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 2<sup>nd</sup> and 3<sup>rd</sup> option is not mandatory.

**5. CATEGORY 2 (optional)**

**6. CATEGORY 3 (optional)**

**7. PRESENTATION TYPE**

Please choose your preferred means of presentation:

- Oral
- Poster

**8. AUTHOR APPROVAL**

Online/Onsite Programme Information: By submitting this abstract, you confirm that this submission has been approved and give permission to publish your abstract in all Congress materials (includes print, website, App and social media), if the abstract is accepted for presentation.

## 9. WFOT ABSTRACT PUBLICATION

Abstracts will be published as submitted, no changes accepted. By submitting this abstract, you confirm that this submission has been approved by all authors and give permission to publish your abstract in the WFOT Abstract Publication if accepted. I understand that no changes will be permitted to the abstract once submitted.

I agree to publication in the WFOT Abstract publication in line with the terms stated

I do not agree to publication in the WFOT Abstract publication.

## 10. CONFLICT OF INTEREST

Do 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 on the first slides and/or poster.

## 11. PREVIOUS PRESENTATION

Has / will this paper be presented at another conference prior to WFOT 2026?

Yes

No

If 'Yes' is selected, please advise where it has been / will be presented prior to prior to WFOT 2026 and explain how the presentation for WFOT 2026 will be different.

## 12. PREVIOUS PUBLICATION

Has/will this paper be published at another conference prior to WFOT 2026?

Yes

No

If 'Yes' is selected, please advise where it has been/will be published prior to WFOT 2026.

## 13. REGISTRATION

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

### 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.

## 14. Add 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.