Abstract Submission Instructions
39th International Seating Symposium
March 20-22, 2025

Thank you for your interest in presenting at the 39th International Seating Symposium (ISS). This document outlines the information that is required to submit and abstract.

ISS is the world's largest educational conference on wheelchairs and mobility-related assistive technology. Its audience consists of professionals across the continuum of care, including clinicians, researchers, manufacturers, suppliers, and consumers. ISS's mission is *to advance mobility and universal accessibility through educational events that unite stakeholders across the full spectrum of wheelchair and mobility device service provision*.

BEFORE YOU BEGIN YOUR SUBMISSION, please collect all required information. We recommend using a word processor (e.g., Microsoft Word), then copy/pasting directly into the submission portal. This ensures you will not lose your work. The link to the submission portal can be found at the **end** of this document.

ISS Abstract Submissions must follow guidelines for Continuing Education Units (CEUs). Product pitches or presentations that bias particular brands, manufacturers, or other entities will not be accepted.

- Personal information – name, title, email address, etc.

- Presentation Type – There are five standard presentation types. Choose **one**:
  1. Poster Presentation
  2. Paper Presentation (15 mins)
  3. Short Course (30 minutes)
  4. Instructional Course (60 minutes)
  5. Interactive Course (90 minutes)

- Topic – Topics are used to classify presentations. Please select **up to three** that apply to your work:
  - Adult
  - Pediatric
  - Manual Wheelchairs
  - Power Wheelchairs
  - Home Modification/Aging in Place
  - Communication (smart apps, AAC, computer access)
  - Transportation
  - Service Delivery and Operations Management
  - Funding/Policy
  - Research
  - Cushion and Back Support
  - Adaptive Sport
  - Prosthetic and Orthotic

- Target Audience – This allows attendees to select sessions that are most appropriate for them. Choose **one**:
  - Beginner (less than 3 years of experience)
  - Intermediate (3-6 years of experience)
  - Advanced (more than 6 years of experience)

- Submission Title – Titles **may not exceed 100 characters, including spaces** (this is about 15 words).
  - Titles should be **concise** and **engaging**. Sometimes **less is more!**

- Abstract – This is an overview of your work. It should provide relevant **background**, **introduce** your work, describe the **goals** of the presentation, explain any **findings** or **conclusions**, and discuss why it is **significant**.
  - Abstracts **may not exceed 3,000 characters, including spaces** (this is about 400 words).

- Learning Objectives – Learning objectives ("LOs") are what your audience will accomplish in your session. They ensure that presentations are rigorous and educational.
    - A minimum of **THREE learning objectives** are required to submit.
    - LOs are typically written in the following format: "*Upon successful completion of this presentation…*" followed by the objective.
    - **Learning objectives must be measurable**. This way, we can confirm if attendees have accomplished the objective. See below for examples:
        - **Measurable**: "*Upon successful completion of this presentation, participants will be able to **list** three brands of power wheelchair.*"
            - **This objective is measurable:** we can measure how many brands of power wheelchair participants can list. This would determine if the objective was achieved.
        - **NOT Measurable**: "*Upon successful completion of this presentation, participants will **consider** different brands of power wheelchairs.*"
            - **This objective is NOT measurable:** we cannot measure what, or how much, the participants "considered." There is no way to test if the objective was achieved.

- References – Academic work **must cite their sources** to ensure quality and prevent plagiarism.
    - A minimum of **THREE references** are required to submit.
    - References **must be in APA style**.
        - For help with formatting in APA, please see the **Purdue Writing Lab**.
        - Below is an example of a reference correctly cited in APA format:
          Schmeler, M.R., Schein, R.M., Saptono, A., & Schiappa, V.J. (2019). *Development and Implementation of a Wheelchair Outcomes Registry*. Archives of Physical Medicine and Rehabilitation, 100(9), 1779-1781. https://doi.org/10.1016/j.apmr.2019.03.007
    - References **ARE** materials such as…
        - Academic Journals & Publications
        - Conference Presentations
        - Professional Whitepapers
        - Textbooks
    - References **are NOT**…
        - Any person's contact information (e.g., phone numbers, email addresses)
        - Employment or education history (e.g., a resume or CV)
        - Website URLs/addresses alone (if citing a website, must be part of a full APA-formatted citation)
        - Personal opinions or attestations

- ISS Speaker Agreement – All abstract submitters must complete the ISS Speaker Agreement, which includes the *Code of Ethics & Rights of Use*, *Recording & Presentation Availability*, and *Conflict of Interest Disclosure*.
    - After reviewing and completing all three sections, complete the speaker agreement with your digital signature and date.

With all required information, you are ready to proceed to the
Abstract Submission Portal.

We look forwarding to receiving your abstract submission!
Questions? Please contact iss_info@pitt.edu.

https://www.seatingsymposium.us/