

## FREQUENTLY ASKED QUESTIONS ABOUT PAPER, POSTER and SCIENTIFIC EXHIBIT ABSTRACT SUBMISSION:

### 1. What is the deadline to submit?

The deadline to submit is Friday, June 1st at 5:00 PM Central Standard Time.

There will be a 30-day disclosure grace period (June 1<sup>st</sup>, 5:01 PM Central Standard Time thru July 1<sup>st</sup>, 5:00 PM Central Standard Time) should you need to contact your co-authors regarding disclosure. This grace period applies only to disclosure only. During this time, you cannot make any changes to your abstract.

### 2. Can the abstract have been presented or published elsewhere prior to submitting to AAOS?

No. Abstracts that have been presented or published at previous meetings or journals will not be considered for presentation. If the abstract has been submitted elsewhere but not yet published or presented it is acceptable.

### 3. Do you have to be an Academy member to submit an abstract?

No. At least one author has to be an Orthopaedic Surgeon or a Research Scientist.

### 4. Does the AAOS accept late breaking abstracts?

No, the Academy does not allow late breaking abstracts.

### 5. I tried to submit an abstract but have not received a confirmation email that it is complete. How do I know if it is complete?

Once you have completed all the necessary steps and all authors have disclosed you will receive an email message stating that your submission is complete. You can search for your co-authors disclosure by going to [www.aaos.org/disclosure](http://www.aaos.org/disclosure)

You may also sign into the application system to check the statuses of your applications, [www.aaos.org/abstracts](http://www.aaos.org/abstracts)

### 6. Where do I go to revise my abstract?

Go to [www.aaos.org/abstracts](http://www.aaos.org/abstracts) Login and click on the title of your presentation. Changes can be made until June 1st (5:00 PM Central Standard Time). Please note, any additional co-author(s) to your abstract may change the status from “complete” to “incomplete” if the additional co-author(s) have not updated his/her disclosure.

### 7. I keep getting an error that says my abstract has too many characters and it won't fit in the text boxes provided. Why am I getting this error?

The maximum number of characters in an abstract is 5,250. Spaces do not count as characters.

**Please note:** For each graphic and table you insert 300 characters will be removed from the total number of characters available.

### 8. What is a Study Group?

A study group is a group of participants that consists of 10 or more individuals. If your application has 9 or fewer participants it is not considered a study group. If you have additional authors, not included in the study group, you may list up to 8 additional authors who are not part of the study group.

**9. What is the maximum number of co-authors on an abstract?**

The abstract must have one presenter and can have a maximum of 8 co-authors (9 total).

**10. When will I be notified whether my abstract was accepted?**

By the end of September an email will be sent to all presenters of accepted and rejected abstracts. This email will contain a title and paper or poster number if it was accepted.

**11. If my abstract is accepted for presentation, will the format I requested change?**

There is a possibility. The Central Program Committee will determine the final format (paper or poster) of all accepted abstract regardless of which box you checked when you submitted the abstract.

**12. Once my abstract is accepted, how do I make changes to it or change the presenter?**

You will be able to make changes to the author list and/or presenter after the abstract is accepted. Instructions will be included with your acceptance letter. **PLEASE NOTE: You cannot add or delete authors after the June 1st deadline.**

**13. Is disclosure mandatory when submitting an abstract?**

Yes, all presenters and co-authors must have disclosed in the AAOS disclosure database as of April 1, 2018 or later. Disclosure is mandatory for each author listed on the abstract. You can search their disclosure by going to: [www.aaos.org/disclosure](http://www.aaos.org/disclosure)

**Steps for disclosure:**

**If the author has a record in the AAOS database:**

- Go to [www.aaos.org/disclosure](http://www.aaos.org/disclosure)
- Click I have a log in
- Login
- Follow instructions on how to disclose
- Confirm
- You will receive a confirmation email and confirmation on your current screen view:



Your disclosure is up-to-date.

**If the author DOES NOT have a record in the AAOS database:**

- They will receive an email asking them to search our database for themselves. If they cannot be found, they must create a record for themselves before accessing disclosure
- Please have author [Click here to register](#).