ICOMS 2023 Abstract Submission Guidelines

Call for Abstracts is now open!

Abstract submissions are welcome for consideration for the 25th International Conference on Oral and Maxillofacial Surgery, June 8 – 11, Vancouver, Canada.

Important Dates

Call for Abstracts Opens: September 8, 2022
Abstract Submission Deadline: November 21, 2023
Notification of Review Outcome: January 20, 2023
Deadline for accepted authors to register to confirm attendance: February 20, 2023
Program Available Online: June 1, 2023

What are we looking for?

We are looking for research, innovation, ideas, and empirical data on experience, across the spectrum of clinical problems confronting maxillofacial surgeons that will inspire, interest, and assist your colleagues around the globe.

Theme

Abstracts are welcome in any one of the following themes:

1. Dentoalveolar/Implantology
2. Regeneration/Tissue engineering
3. Trauma/Infection
4. Craniomaxillofacial/Cleft-Sleep Disorders/Cosmetic surgery
5. Pathology/Salivary glands
6. Pediatric Surgery
7. Anaesthesia/TMJ Dysfunction/Facial pain
8. Surgical Oncology and Reconstruction
9. Computerized Surgery/Navigation/CAD CAM/Imaging
10. Orthognathic Surgery
11. Miscellaneous

Presentation Type

An abstract can be submitted for presentation at the Conference as one of the following categories:

- Oral Presentation
- Poster Presentation

At the review stage, the Program Committee may change the presentation type submitted by the author to ensure the continuity of the conference programme i.e. oral presentation may be changed

to poster presentation OR poster presentation to oral presentation. The Presenting Author will be informed of any change to their submitted presentation type at the acceptance notification stage. The decision of the program committee is final.

Oral Format:
Accepted authors will be notified of the format and length of time allotted for oral presentations in the acceptance letter.

Poster Format:
Accepted poster presenters will be asked to produce a poster for display at the conference. Presenters are asked to take note of the following guidelines when producing their poster:
- All posters will be displayed in a printed format.
- Maximum poster size is A0 (0.84 x 1.19m) (3'10" H x 3'10" W)(portrait orientation)
- Poster presenters are responsible for putting up and taking down their poster
- Keep text to a minimum
- Ensure any text is in large font
- Use graphs, charts, and/or tables
- Ensure contents have a logical flow
- Make it colourful
- Removal and collection of posters at the end of the display period remains the responsibility of the presenter. Posters not removed by the indicated take down time will be removed and disposed of.

Abstract Publishing

Accepted abstracts will be published digitally in the International Journal of Oral & Maxillofacial Surgery. All abstracts accepted by the Journal must abide by their guidelines and editorial requests. This may include shortening of abstracts before they are published.

Previously presented or submitted abstracts

Abstracts that have been previously published or presented at other conferences such as National/International Conferences will not be considered for presentation. However, abstracts that have appeared in conference booklets or have been presented at regional conferences are welcome. Please email **freepaper-icoms@iaoms.org** if you are unsure about submitting previously presented work.

Abstract Honors and Certificates

All accepted abstract authors and coauthors will receive a certificate of acceptance.

The ICOMS Scientific Committee will recognize select outstanding submissions from Trainees. Details for eligibility will be posted on the website.

Submission Process

The abstract submission process for ICOMS 2023 will be through the IAOMS online submission portal: https://abstracts.iaoms.org/

Important Information Regarding the Submission Process

- The Presenting Author must submit the abstract and is required to be the corresponding author for the abstract.
- Authors do not need to register for the conference in order to submit the abstract. However, *all authors and coauthors must have an IAOMS account in order to submit an abstract.* If you are not a member or do not have an IAOMS account, you may establish one here.
- All abstracts must be received by the submission deadline to be included in the review.
- Accepted abstract presenters must register by February 20, 2023.
- Abstracts must be submitted in English.

Submission Guidelines

It is ESSENTIAL that you read the guidelines below before you submit. Abstracts which do not adhere to the guidelines will not be reviewed.

Who submits the abstract?

The Presenting Author must submit the abstract and will act as the main point of contact for the abstract with organizers.

Submission Details Required

The online abstract submission is a simple step-by-step process and will ask you to input the following details:

- **Abstract title** - word limit is 30
- **Presentation type** – Oral or Poster
- **Theme** - chosen from the theme list above
- **Presenting Author -** Name, affiliation, department and country
- **Co-Authors** - Name, affiliation, department and country
- **Abstract document** - Abstract word limit is 250. Graphs/tables must not be included.

How to Submit

- Enter the online submission portal: https://abstracts.iaoms.org/ and enter your IAOMS username and password. If you have previously established an IAOMS account but have forgotten your password, please contact Kimberly Shadle. If you do not have an IAOMS account you may establish one here. Please keep a record of your username and password as you will require them should you be asked to log back into the account. Important: You will use your IAOMS username and password for both the abstract portal and to register for the conference.
- Under **USER ACTIONS,** click **Submit and Abstract**
- Enter the title, the proposal type, and the required fields for each author and co-author. Please note that all authors and coauthors must have an IAOMS account in order for their information to populate. If your co-author does not have an IAOMS account, skip this step, ask them to establish an account and return to the abstract to add them.

- Enter the abstract text and topic.
- Accept the **Terms and Agreement.**
- Click the yellow bar to **finalize** your abstract and indicate there will be no more changes and it is ready for review. To leave your abstract in draft mode to edit later skip this step and click the **Submit Information** button.
- Upon successful submission of the abstract a confirmation email will be sent to the Presenting Author. If you have not received a confirmation email, please check your spam folder. Additionally, you may check that your abstract is not left in draft and is fully submitted by logging back into the portal and click the *Open Quickview* link.

To Edit your Abstract

- Log into the abstract portal: https://abstracts.iaoms.org/ and enter your username and password.
- Click the Open Quickview button
- Click on the abstract you wish to edit
- It is important to note that you must click the yellow **Finalize** button in order for your abstract to be submitted and reviewed. Ensure that your complete this step in order for your abstract to be reviewed. If you need to edit your abstract after you have clicked the button please email **freepaper-icoms@iaoms.org** for assistance.

Review and Notification of Acceptance

All abstracts will go through a blind peer-review carried out by reviewers selected by the ICOMS 2023 Scientific Committee.

Notification of acceptance or rejection will be sent to the submitter on January 20, 2023.

Registration of the Abstract Presenter

When notified of acceptance, the Presenting Author is required to accept the offer by registering for the conference and paying in full by February 20, 2023. You will be provided with a link to register in your acceptance email.

If a presenter fails to register by February 20, 2023:

- Will be removed from the program
- Will be removed from all ICOMS 2023 related publications

Withdrawal Conditions & Change of Presenter

If you need to withdraw the abstract or change the presenting author contact ICOMS 2023 by January 20, 2023.

Terms and Conditions

The submitted abstract must adhere to the abstract submission guidelines outlined on the Conference Website.
- The abstract must be submitted is in English.

- Please ensure the abstract has only been submitted once for ICOMS 2023. Please do NOT submit duplicate abstracts. If you wish to make a change to your abstract after you have finalized your submission please email **freepaper-icoms@iaoms.org**
- It is the responsibility of the presenting author to submit the abstract. They are the main contact for the submission and it is their responsibility to keep their coauthors informed.
- The presenting author must be available to present at the conference.
- The presenting author must register and pay in full by the deadline indicated in the abstract review outcome email. If they do not register and pay in full, the abstract will be removed from the program and any associated publications.
- The text of the abstract, along with the names and affiliations, poster and/or additional documents as requested, may be published on the conference website, in the abstract document and on the conference app.
- A submission as a particular presentation type or theme may be changed to a different type following review in order to be accepted and included in the program.

If you have any questions regarding the above, please contact **freepaper-icoms@iaoms.org**