



**The 31st Annual Congress of The Hong Kong Orthopaedic Association
19-20 November, 2011, Hong Kong Convention & Exhibition Centre, Hong Kong**

Abstract On-line Submission guideline

All abstracts submitted electronically must be received by **31 July 2011**. Abstracts received after this deadline will not be accepted for inclusion in the scientific program. Authors are requested to be certain that their abstracts meet the criteria and guidelines below. Abstract will not be considered if it does not follow the guidelines.

- Abstracts are accepted into one of two categories: oral presentation or poster presentation.
- All abstracts must be submitted in **ENGLISH** and should **not exceed 250 words**.
- Acceptance of the abstract in the program and assignment to a session are determined solely by the Committee based on a review of the abstract and its subject matter. Decisions of the Scientific Committee are final. Due to the logistics of assigning abstracts to sessions and the number of abstracts received, requests for particular sessions, days, or times will not be considered by the Scientific Committee.
- Once submitted, the content of the abstract is not allowed to be changed.
- The Committee will review all abstracts and a notice of acceptance will be sent before **15 September 2011** if accepted. Session assignments will be posted by the end of **October 2011** to the address given for correspondence. **Authors are encouraged to submit their abstracts as early as possible.**
- Abstracts must be submitted in electronic format through Internet. Online abstract submission form can be found in www.hkoa.org after **1st June 2011**. Use a NEW form for EACH abstract.
- **Successful submitted abstracts will be acknowledged automatically by the system, please contact the secretariat immediately if you do not receive the acknowledgement.**

Please read the Abstract submission guideline and the Selection guidelines for **Award Winning Papers** carefully before sending your abstract.

- Please note that for all Candidates who want to be considered for selection as **Award Winning Papers**, they need to submit a **1000 words extended abstract** by **31 August 2011**. The Candidate **would not be notified** separately whether their paper would be selected for consideration as Award Winning Paper until 15 Oct 2011 for the allocation of presentation
- The presenter is **NOT qualified** to obtain any award if he / she is **not a current HKOA life fellow, fellow, member or an associate member**.
- Also, HKOA fellow or member presenters of the selected abstracts are entitled to be nominated as HKOA Ambassadors. Being a HKOA ambassador, he or she will represent the HKOA to attend and to present his or her paper in a sister overseas Orthopaedic Association.
- The ambassadors are obliged to publish his or her paper in the **Journal of Orthopaedics, Trauma and Rehabilitation**, the official journal of the Hong Kong Orthopaedic Association and the Hong Kong College of Orthopaedic Surgeons if they will **accept the sponsorship from the HKOA for the travelling** as a HKOA ambassador.
- If the presenter is to be changed after abstract submission, the paper could still be presented, but it would be excluded from the award-winning session.

NO change is allowed once the information is confirmed.

Presenter **MUST** be one of the authors.

All abstract presenters **MUST** register with the congress **on or before 30 September 2011**. **Abstracts are not allowed to be presented or published if registration of the presenter is not received on or before 30 September 2011.**

The Scientific Committee reserved the final right to re-allocate the topic / category.