

## ABSTRACT SUBMISSION RULES & GUIDELINES

Abstract submissions are invited for the IOF Regionals – **9th Asia-Pacific Bone Health Conference** scientific programme. All abstracts will be published in the Conference Abstractbook which will be made available on the official website of the IOF Regionals Conference.

**DEADLINE: Wednesday, September 24, 2025 (at 00:00, UTC +2)**

- / All abstracts for the Conference must be submitted using the online abstract submission system – open from June, 2025 to September 24, 2025.
- / Submission by fax, e-mail or courier will not be accepted.
- / While delegates may indicate their preference for oral or poster presentation, the final decision is taken by the Scientific Programme Committee. While every attempt will be made to the programme abstracts according to the requests of authors, oral presentations cannot be guaranteed.
- / All submitted abstract must contain original data in order for it to be published.
- / IOF is not responsible for errors in the abstract submission. Read your text to ensure accuracy with no spelling, grammatical or scientific errors. No corrections will be accepted after the abstract submission deadline.
- / IOF will not translate any abstract. It will be published if accepted as submitted only in English in the Conference Abstractbook.

### COMMITMENT:

- / Submission of an abstract constitutes a formal commitment by the presenting author to attend the Conference and present the abstract (if accepted) orally or as a poster in the session and at the time assigned by the Scientific Programme Committee.
- / Expenses associated with the preparation, submission and presentation of an abstract are the responsibility of the presenting authors.
- / All submitting authors must consent to the Declaration Statement on behalf of her/his co-authors in order for the abstract to be accepted for submission. This includes the certification that any work with human or animal subjects related in this abstract complies with the guiding principles for experimental procedures as set forth in the Declaration of Helsinki and related publications.
- / All submitting authors acknowledge the established IOF Privacy Policy in order to protect personal information: <https://www.osteoporosis.foundation/privacy-policy>

#### Organizer

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## **ORGANISATION AND CONTENT: PLEASE READ THIS INFORMATION CAREFULLY**

### **A) Regulations**

- / Abstracts must be submitted in English and presented in that language.**
- /** For standardization, the total length of the abstract must not exceed **2000 characters** (approx. 350 words) (excluding: spaces, title, authors, and affiliations). If you are including a table or a figure, this limit is lower.
- /** The body of the abstract should be structured as follows with the following subtitles:
  - Objective(s)
  - Material and Methods
  - Results
  - Conclusion(s)
  - References (if applicable)
  - Acknowledgments (if applicable)
  - Disclosures (if applicable)
- /** Figures may be included with the following criteria:
  - Resolution of images: 300 dpi
  - Allowed file types: gif, jpg, png
  - Images will be reduced to a width of 8 cm (with the initial ratio)
- /** Commercial (trade) names of drugs are not allowed - the generic or chemical names must be used.

### **B) Guidelines**

- /** Please be advised that the insertion of tables and images may significantly reduce the allowed number of text characters, because these will be included in the character and line count. It is highly recommended to use only one figure or table to allow for enough abstract text.
- /** The abstract Title should clearly define the content of the paper. It should be in capitals.
- /** It is preferable that the Objective is stated in one sentence, the Material and Methods kept to a brief description, that the Results are summarized and presented in sufficient detail to support the Conclusions. Note that it is not recommended to postulate that “the results will be discussed during presentation” or that “other data will be presented later”.
- /** Tables and figures will be published in black and white with a printed width of approximately 8 cm. A table or figure should be large enough so that it is readable when printed in the abstract book.
- /** No bold characters and no words in capital letters (capital letters only for abbreviations)
- /** Please refer to the online abstract submission platform for further details regarding abstract content and style, including submission of Greek characters, tables and figures. Note that copy pasting is enabled with automatic update of the font style.
- /** Use standard abbreviations where appropriate. Include any other abbreviations in brackets after the full word the first time it appears.
- /** Number and list references (if applicable) in the order in which they appear in the abstract, within the 2000 characters limit.
- /** All acknowledgements to grants, funding source or other co-workers will appear at the bottom of the abstract and shall be included in the 2000 characters limit.

## DISCLOSURE OF CONFLICT OF INTEREST

All submitting authors must disclose, on behalf of all other authors of the abstracts, any conflicts of interest during the online abstract submission or have their work refused at the discretion of the organising committee. All disclosures will be published in the Conference programme and abstract book.

When you submit your abstract online, you will be asked to indicate if the authors now or in the past 24 months have had a significant financial interest or other relationship with commercial companies or other entities whose products or services you may discuss in your presentation, or who are supporting this activity. For any of the following relationship categories that apply to each author, you will be asked to indicate the relationship and name the commercial entities involved:

- / grant/research support
- / consultant/speaker's bureau/advisory activities
- / board membership
- / company employee
- / stock ownership or royalties
- / patent licensing
- / other

We request all presenters to cooperate by declaring any potential conflict of interest on their slides or posters.

## EDITING AND WITHDRAWAL

All abstracts may be edited or withdrawn by going through the online abstract submission system prior to September 24, 2025. However, abstracts may not be withdrawn after September 24<sup>th</sup>, 2025 unless an acceptable explanation is received in writing by the organizers.

## ABSTRACT RECEIPT CONFIRMATION

The final step of the online submission process generates a confirmation email that your abstract has been received, which you should print for your personal record. The confirmation email represents the successful submission of an abstract for the review process.

## ABSTRACT REVIEWING

All abstracts will be subjected to a single blind review process by international experts in the field. Mean scores will be calculated for each abstract and based on this they will be allocated to oral or poster presentations, or they may be rejected. Each abstract will be scored based on the following criteria: scientific merit, suitable sample size, proper statistical analysis, adherence to instructions and originality of the work.

## ABSTRACT ASSIGNMENT NOTIFICATION

Contact persons will be notified by e-mail by **mid-October, 2025** if their abstract has been accepted. Date, time and type of their presentation will be confirmed. It is the responsibility of the contact person to notify the co-authors of the outcome decision. IOF and the Scientific Programme Committee do not correspond on the reasons of acceptance/rejection of an abstract. Instructions for oral presentation and poster preparation will be e-mailed in due course to the contact person by the Conference secretariat. At least the presenting author must be registered to the Conference

## **ABSTRACT EMBARGO**

A publication and media embargo is in force for each abstract to be presented at the IOF Regionals – 9th Asia-Pacific Osteoporosis Conference, Tokyo 2025 and will be lifted one hour after the abstract has been presented. If study results are reported prior to the embargo date, the abstract is subject to penalties, including removal from the Conference programme. This embargo policy covers all abstracts accepted as part of the IOF Regionals – 9th Asia-Pacific Osteoporosis Conference, Tokyo 2025, regardless of whether information is obtained from another source.