



ICOH 2022
33rd International Congress
on Occupational Health

ORAL FREE PAPERS AND INTERACTIVE POSTERS GUIDELINES FOR ABSTRACT SUBMISSION

Oral Free Papers and Interactive Posters represent a relevant part of the scientific program of the Congress, allowing Congress participants to share the results of their studies and research with the extended community of OSH experts. There will also be opportunities for early and midcareer delegates, including a student prize, the ILO Master Fellowship Award and grants for delegates from Low and Middle Income countries who have an abstract accepted.

The digital format of the 33rd International Congress on Occupational Health will be a high level experience in terms of scientific content and interaction, with networking and engagement opportunities. The Congress platform will accommodate all sessions and main events that are traditionally included in the ICOH Congress format and will ensure a 24-hour access to the scientific content throughout the Congress and beyond.

You are invited to play an active role in the scientific program by submitting an abstract for consideration as an oral or poster presentation. Accepted abstracts for oral and poster sessions will be published in an online supplement of Safety and Health at Work (SH@W), one of the key international journals in its field and part of the Elsevier Group. **Impact Factor: 2.707** (Source: Journal Citation Reports, 2020).

Please follow the guidelines below to submit your abstract and to discover how to apply for the award, competition and grants provided by the Congress organizers.

1. RULES FOR ABSTRACT SUBMISSION – (oral free papers and interactive posters)

Oral Papers and Interactive Posters are for brief presentations on studies, investigations, or observations in occupational health and safety, and represent a vital component of the Scientific Program of the ICOH 2022 Congress.

Abstracts accepted as Oral Paper will be for a pre-recorded presentation of a maximum of 10 minutes. Recordings will be managed by the Congress Professional Conference Organizer and instructions will be given in the letter of acceptance.

Abstracts accepted as Interactive Posters will be for Posters to be placed in a dedicated area of the Congress Platform. Instructions on preparation and how to upload will be given in the letter of acceptance. Please note that all the scientific contribution accepted as Interactive Posters will automatically participate in the Best Poster Competition.

All abstracts must be submitted online, exclusively through the ICOH 2022 Congress website at www.icoh2022.net, on the “**Submit Your Abstract**” page. Please follow all the steps and make sure to carefully complete all sections. If all sections are not completed, your abstract submission will NOT be accepted.

Please note that submitters can be co-authors of as many abstracts as they like, but they can be the presenting author only for one single abstract. The submission form provides for identifying the presenting author.

When submitting their abstract:

a) Authors are required to indicate their preferred type of presentation by selecting either ORAL or POSTER from the dropdown menu in the submission web page. However, the reviewer panel will make the final decision on the type of presentation (i.e. oral or poster).

b) Acceptance or rejection of abstracts will be based on rankings given by a peer review of experts in the associated topic/category. Results of the selection process will be sent via e-mail to the corresponding author. The Committee decision is final and cannot be appealed.

c) Authors are encouraged not to submit an abstract which is identical to any abstract that has previously been presented at a major international meeting prior to the ICOH2022 Congress. An update to a prior study is acceptable.

d) Instructions on the preparation of oral presentations and interactive posters will be included with the notification of acceptance.

e) Submission of an abstract indicates:

- i. that the author(s) agree to comply with the abstract submission and presentation rules;
- ii. that the presentation is based on scientific and/or clinical methods that are ethical and valid;
- iii. that all authors have contributed to and approve the abstract and its entire contents.

f) All accepted abstracts will be published in an online supplement of Safety and Health at Work (SH@W).

g) Accepted abstracts are official contributions to the scientific program of the Congress. The presenting author agrees to register, to attend the Congress, and to present the abstract as scheduled by the ICOH. To ensure inclusion of the presentation digitally in the final official program of the Congress and the publication of the abstract in the online Supplement of Safety and Health at Work (SH@W), the presenting author must register for the 33rd International Congress on Occupational Health by 9 November 2021. Until this deadline, the early bird registration remains on offer.

h) The evaluation and scoring of the abstract (acceptance as interactive poster or as oral presentation, or rejection) will be made according to a number of criteria, including relevance and importance of the content to occupational health and scientific quality.

2. INSTRUCTIONS FOR ABSTRACT PREPARATION

a) The official language of the Congress is English. Abstracts must be written and presented in English. Abstracts that are not written in understandable English will be rejected and/or returned to the author(s) for revision.

b) Title, each author's name, each author's affiliation, presenting author and the body of abstract must be provided by completing the online form. Please note that the abstract submission form provides for strict length limits for both the title and the body of the abstract.

- **Title:** Use a concise descriptive title of no more than **200 characters (including spaces)** that summarizes the content of the abstract. Please minimize the use of abbreviations in the title. Commercial trade names for drugs, devices, products, and services should NOT be used in the title.
- **Body of Abstract:** overall, the body of abstract must not be longer than **1650 characters (including spaces)**. The abstract must include the following sections: Introduction, Material and Methods, Results and Conclusions. These subheadings must be written in bold and are included in the overall characters count. The online submission form will automatically not allow submissions that do not fit this requirement. It is NOT satisfactory to simply state that "The results will be discussed."
Only common and standard abbreviations may be used without definition.
NO REFERENCES, TABLES, FIGURES, CHARTS OR IMAGES ARE ALLOWED

Please consider that the abstract submission system provides the overall count of 1850 characters, which includes 200 characters for the title and 1650 characters for the abstract. The characters not used in one section, cannot be utilized in the other.

c) Check spelling and grammar carefully. Direct reproduction from your electronically submitted abstract text means that any errors in spelling, grammar or scientific data will be reproduced as submitted and published in SH@W.

d) Drugs, devices, products, and services should be identified by generic name only within the abstract. The use of commercial drug names, brands and registered trademarks are strictly prohibited. No mention of pharmaceutical company names should be included in the abstract.

e) Data must be given in units (International metric system is preferred) that are generally accepted in scientific publications.

f) All co-authors must agree with the submitted results and conclusions, and consent to being listed as authors.

g) Research involving humans or animals, or material derived from them must have been approved by an institutional ethics committee and this approval needs to be explicit in the abstract.

3. ABSTRACT TOPICS

For reviewing and scheduling purposes, abstracts will be classified into thematic areas. Only 1 thematic category may be chosen for each abstract.

Authors are invited to check the topics on the Call for Abstract page of the Congress Website (<https://icoh2022.net/submit-your-abstract/>) and to select the preferred topic from the dropdown menu in the abstract submission system.

The reviewer panel will attempt to respect the authors' choice regarding their self-selection to a specific topic, but reserves the right to change the allocation in order to achieve a well-balanced scientific program.

4. IMPORTANT DEADLINES

Online Abstract Submission will be available on the Congress website until **30 September 2021, at 23.59**. Your abstract submission will be acknowledged automatically by email, but this confirmation does not constitute official acceptance for presentation.

Submitted abstracts can be modified at any time until 30 September 2021 at 23.59 GMT, by accessing the abstract submission system with the user name and pin code received with the submission acknowledgment email. If you didn't receive this email after you complete the submission process, please contact the Congress Secretariat at abstractsubmission.icoh2022@thetriumph.com

Official acceptance of your abstract and the form of presentation (oral or interactive poster) will be notified to you by **31 October 2021**.

To ensure inclusion of the presentation digitally in the final official program of the Congress and the publication of the abstract in the online Supplement of Safety and Health at Work (SH@W), the presenting author must register for the 33rd International Congress on Occupational Health by 9 November 2021. Until this deadline, the early bird registration remains on offer.

Authors who wish to withdraw their abstract must send a written request to abstractsubmission.icoh2022@thetriumph.com

5. GRANTS AND AWARDS

a) Grant application for low and middle income country delegates: Participants from countries with GDP less than 15,000 USD who have an abstract accepted for Oral or Interactive Poster presentation at ICOH 2022, will be able to apply for a grant to waive their registration fee. Applicants must be ICOH members in good standing when submitting their application and they must be the presenting author for the abstract.

Countries eligible by income are defined according to the ICOH membership classification (check your country GDP at <http://www.icohweb.org/site/members-info.asp>).

Presenting Authors who meet the eligibility criteria and are submitting an abstract, will be able to indicate their intention to apply for a grant (should their abstract be accepted) by checking the box "Applying for the Grant application for low and middle income country delegates" at the end of the abstract submission form.

The Chair and members of the Fundraising Committee will collect and evaluate the applications submitted.

b) Student Poster Competition: As in previous ICOH Congresses, ICOH 2022 will host a Student Poster Competition.

To be eligible, students must register and submit an abstract of their work as presenting author within the advertised time frames. Following acceptance, they should prepare a scientific poster to be displayed in a dedicated digital poster area.

Detailed information on judging criteria will be provided in the official abstract acceptance letter.

The posters will be judged on scientific quality, poster presentation quality and clarity by a panel of international volunteer judges selected among the Congress participants.

There will be a cash prize for the Best Student Poster, and the winner will be recognized at the Congress Closing Ceremony.

Presenting Authors who meet the eligibility criteria and are submitting an abstract will be able to indicate their intention to apply for the Student Poster Competition (should their abstract be accepted) by checking the box “Applying for the Student Poster Competition” at the end of the abstract submission form. They will be asked to provide written documentation of their enrolment as a student.

c) ILO Master Fellowship Award: At ICOH 2022 a partial fellowship to attend the ILO Master in OSH will be assigned to two eligible ICOH members from low and middle income countries who will present a scientific contribution at ICOH 2022 accepted as Oral or Interactive Poster presentation. The partial fellowship will cover the residential and catering package on the campus of the International Training Centre of the ILO in Turin (ITC-ILO), Italy.

Applicants must be ICOH members in good standing as of 31 December 2020.

To be admitted to the competition, the candidate must:

- hold a first university degree (BA) of minimum three years duration;
- have a working knowledge of spoken and written English;
- have the ability and access to use computer and Internet;

The candidates meeting the preliminary criteria for participation will be requested to return to ICOH Secretariat the following documents:

- **letter of commitment** (a template will be prepared and e-mailed by ICOH Secretariat) containing:
 - a commitment to participate in the master course in case of winning the award;
 - a declaration to hold the minimum requirements to be admitted in the competition (first university degree (BA) of minimum three years duration; working knowledge of spoken and written English; ability and access to use computer and the Internet);
 - a commitment to raise funds for the costs not covered by ICOH.
- **CV** including education background, working experience, level of spoken and written English and level of ability and access to use a computer and the Internet (requirement needed for the first phase of the Master, non-residential).

The awarding criteria will be published on the ICOH website (www.icohweb.org).

Presenting authors who meet the eligibility criteria and are submitting an abstract will be able to indicate their intention to apply for the ILO Master Fellowship Award (should their abstract be accepted) by checking the box “Applying for the ILO Master Fellowship” at the end of the abstract submission form.

6. ACCEPTANCE NOTIFICATION

Authors will be notified by **31 October 2021** as to the acceptance status of their submissions. This includes the assignment of session category and presentation format (oral or poster). Detailed instructions regarding requirements and instructions for oral and poster presentations will also be provided at that time.

If your abstract is accepted, you must complete your registration no later than **9 November 2021** on the Registration page of the Congress website (www.icoh2022.net).

Unless you register by that date, your abstract will not be included in the final official program of the Congress nor will it be published in SH@W.

For more information please contact: ICOH 2022 Secretariat icoh2022@thetriumph.com