

## Abstract Submission Guidelines

**Submission Period: 1st April 2026 – 12 June 2026 (JST, UTC+9)**

**Please read these guidelines carefully before submitting.** By submitting an abstract to ITMA 27th World Congress, the submitting author confirms that all rules and policies described herein are understood and accepted.

### 1 Abstract Preparation

#### Language

All abstracts must be written in English.

#### Word Limit

The abstract body must be **within 300 words**. The title line, author names, affiliations, and keywords are **not** included in the 300-word count.

#### Required Structure (Structured Abstract)

Please use the following four section headings and format your abstract accordingly:

<b>Background</b>	Describe the background and rationale of the study.
<b>Methods</b>	Describe the study design, participants, and analytical methods.
<b>Results</b>	Present the key findings. Abstracts that state “results will be presented” (or equivalent) may be rejected.
<b>Conclusions</b>	Summarize the conclusions and implications.

#### Required Items

Each abstract submission must include all of the following:

- Title
- Authors (with the presenting author clearly indicated)
- Affiliations (for all authors)
- Abstract text (structured as above)
- Keywords (3–5 terms)

#### Figures and Tables

**Figures and tables are not permitted in the abstract.**

#### Abbreviations and Trade Names

Define all abbreviations at first use. Avoid product trade names where possible; use generic names instead.

#### Originality

Abstracts must present **original work**. Submissions that are identical or substantially similar to work already published or presented at another international congress may be rejected.

## 2 Topic Categories

Please select **one topic category** from the list below and indicate it in your submission email.

- Traffic injury epidemiology / Prevention
- Emergency care / Trauma systems
- Rehabilitation / Disability after traffic injury
- Older drivers / Vulnerable road users
- Biomechanics / CAE
- Human factors / Psychology
- Alcohol, drugs, medical conditions and driving
- Road safety policy / Systems / Education
- Automated driving / ITS / New mobility
- Forensic traffic medicine
- Others related to traffic medicine

## 3 Ethical Considerations and Privacy

### Research Ethics

Authors are responsible for ensuring their work complies with all applicable research ethics and privacy requirements, including:

- Appropriate ethics committee approval and/or informed consent where applicable.
- Anonymization of any personal or patient-identifying information. **Do not include any patient identifiers or sensitive personal information in the abstract text.**

### Privacy and Data Use

Personal data collected during the submission process (e.g., names, affiliations, email addresses) will be used solely for abstract handling, peer review, and congress administration. Such data may be shared with the Scientific Committee, reviewers, and organizers for these purposes. Data will be retained for a limited period after the congress for administrative needs and then securely deleted where feasible.

## 4 Conflict of Interest (COI) Disclosure

A **COI disclosure slide is mandatory** for all accepted presentations and must be placed as the **first slide** of the Oral or Poster presentation. The Secretariat and Scientific Committee may request clarification of COI information when necessary.

## 5 Submission by Email

### Submission Deadline

#### **Submission Period: 1st April 2026 – 12 June 2026 (JST, UTC+9)**

Submissions must be **received** by the Secretariat by **12 June 2026, 23:59 (JST)**. Late submissions will not be accepted under any circumstances, including different local time zones or technical issues on the submitter's side.

## Where to Submit

Please submit your abstract by email to: [contact@itma27-jcts62.jp](mailto:contact@itma27-jcts62.jp)

## Email Subject Line (Required)

Use the following subject format:

**ITMA Abstract Submission – [Presenting Author Family Name]**

## Abstract File Attachment

Attach one abstract file with the following specifications:

<b>File format</b>	.docx (preferred) or .pdf
<b>File name</b>	ITMA_Abstract_[PresentingAuthorFamilyName]_[FirstKeywordOrShortTitle].docx

## Required Information in the Email Body

Please copy and paste the following information into the body of the submission email:

- Title
- Authors (mark the presenting author)
- Affiliations
- Corresponding email address
- Topic category (choose one from the list in Section 2)
- Presentation preference: Oral preferred / Poster only / No preference
- Confirmation statement (copy and paste the text below):

*"I confirm that the abstract is written in English, does not include figures or tables, and the abstract body is within 300 words (title excluded). I also confirm that ethical requirements and anonymization have been addressed where applicable."*

## 6 After Submission

### Acknowledgement of Receipt and Abstract ID

The Secretariat will send an acknowledgement email and issue an **Abstract ID (receipt number)** within **one week** after receipt. If you do not receive an acknowledgement within **7 days** after sending your email, please contact the Secretariat.

### Revisions and Resubmissions

If you need to revise your abstract before the deadline, please resend the updated file with the subject line:

**ITMA Abstract Revision – [Abstract ID]**

Please clearly indicate **'Revised version'** and the date in the email body.

## 7 Review and Acceptance

### Review Process

All abstracts will be reviewed by the **Scientific Committee**. Acceptance or rejection, and the assigned presentation format (Oral or Poster), are at the discretion of the congress.

## Presentation Format Assignment

Authors may indicate a presentation preference in their submission email; however, the **final assignment (Oral or Poster) will be determined by the congress.**

## 8 After Acceptance

### Presenter Commitment

If an abstract is accepted, **at least one author must present the work at the congress** (onsite, unless the congress announces an alternative format). Presenter registration details and presentation instructions will be provided with the acceptance notification.

### Change of Presenter

If the designated presenting author cannot attend, a co-author may present only if the Secretariat is informed in advance, as instructed in the acceptance email.

### Withdrawal

Withdrawal requests must be submitted **in writing** to the Secretariat as soon as possible. After the program and abstract materials are finalized, removal from the program may not be possible.

## 9 Disclaimer and Rights

### Editorial Disclaimer

The Congress Secretariat may make minor editorial changes (e.g., formatting or typographical corrections) that do not alter the scientific content of the abstract.

### Copyright and License

Copyright of the submitted abstract remains with the author(s). By submitting an abstract, the author(s) grant the Congress Organizers a **non-exclusive license** to reproduce and distribute the abstract in the congress abstract materials (PDF and/or printed booklet) for **registered participants only**.

### Publication Scope

The Abstract Book (PDF and/or printed booklet) will be provided to **registered participants only** and will not be made publicly available.