

# Annual Conference Rome 2019 18-20 May

Guidelines:  
Oral and Poster Presentation  
Abstracts

# 1 YOUR ABSTRACT

## 1.1 Types of abstracts

**The following types of abstracts are welcomed, and applicants will indicate their preference when submitting their abstract online.** Presentations from commercial representatives and for commercial purposes are not permitted within the oral or poster presentations.

### 1.1.1 Oral Presentation abstracts

- Presentation abstracts can be on any research, clinical or educational topic.
- Depending on the nature and content of the abstract, presenters may be asked to do a short presentation (approximately 10-15 minutes duration), or a longer one.
- Short presentations will be grouped into one hour sessions on a common topic, with up to 4 presenters speaking in turn in each session and a chairperson leading the session.

### 1.1.2 Poster presentation abstracts

- Poster presentations can cover research, education or clinical topics.
- Authors are expected to be present at their posters during their allocated presentation session. Absences will be noted. The number of poster presentation sessions and allocated presentation times will be finalised with the programme.
- We are using electronic posters, please be advised that you are expected to send the poster to the Academy two months in advance.

## 1.2 Evaluation criteria

The following criteria will be used to evaluate abstracts and should be considered in preparing your abstract. All abstracts will be evaluated based on the likelihood that the material covered will be of interest to an adequate number of delegates. We recognise that abstracts may have a research, clinical or educational theme and the following information gives a guide to how abstracts will be evaluated.

### 1.2.1 Abstracts with scientific or research-led theme

- The abstract relates to a completed piece of research and is not 'preliminary' or related to an incomplete study.
- The scientific and/or clinical significance is clearly stated in the abstract.
- The methods appear to be adequate to test the stated hypothesis (including sample size and power calculations where possible).
- The abstract contains evidence of a significant, new result that adds to the body of knowledge.
- The results of the study are described in adequate detail and the conclusions in the abstract appear to be justified by the results presented.
- The abstract does not present material that substantially duplicates another abstract or other publications from the same author(s).
- The abstract relates to material that has not already been published.
- Where it describes an evaluation or trial of a commercial product, instrument or idea, the evaluation is scientifically sound.

### 1.2.2 Abstracts with a clinical theme

- The case presents questions or potentially challenges conventional clinical practice, through the uniqueness of the case, the management or the outcome.

- The case is useful in providing messages that delegates can take away and apply to their own practice.
- The abstract highlights new information, or a unique treatment or management process, clinical governance structure or service delivery model.
- Cases must adhere to relevant legal and ethical requirements regarding patient confidentiality.
- The abstract does not represent solely a review of information already in the literature.
- The case or cases demonstrate the application of a new technology (or a new application for an existing technology) that provides new information about a condition or a disease.

### **1.2.3 Abstracts with an educational theme**

- The abstract provides information relating to the evaluation of an established educational course, scheme or system or approach that offers insight into its strengths or weaknesses.
- The abstract relates to a novel approach to an aspect of education, training, assessment or continued professional development that has been developed or evaluated.

## **2 PREPARING YOUR ABSTRACT OR PROPOSAL**

### **2.1 Language**

All submissions must be in English. If English is not your first language, we suggest you consult someone with good English skills before submitting your abstract. All presentations and posters must be presented in English.

### **2.2 Structure**

All abstracts must include the following:

- Title, lead author (and place of work), all co-authors (and their places of work), abstract content, acknowledgements.
- References and citations should be kept to a minimum in the abstract
- Abstracts should be structured in the following ways, based on their type of content:
  1. Scientific or Research abstracts: Purpose, Method, Results, and Conclusion
  2. Clinical abstracts: Clinical topic, Content or case presentation, Actions taken, Recommendations/Conclusions
  3. Educational abstracts: Educational topic or area, Content, Results, Recommendations/Conclusions

### **2.3 Formatting**

- Your abstract must follow these guidelines:
- no more than 350 words in total, not including images, data, headings, title or author information
- author information to include organisation, city and country
- not include any third-party symbol fonts or the special WordPerfect symbol or math fonts.

### **2.4 Images (to be submitted WITHIN the abstract document AND submitted as separate files):**

- can include tables, graphs, figures, diagrams or photos
- should only be used where they aid understanding of the text
- should be high-resolution JPEG files (minimum resolution 600 dpi.)
- should provide enough detail to be acceptable for both online viewing and print
- should be a maximum of three and be an appropriate size.

## 2.5 Making corrections to your submission

Proof read your submission carefully before submitting. The Academy does not proof read or correct abstracts or proposals. If you wish to make an amendment after you have made your submission, please contact the Academy with an amended version of your document as soon as possible.

## 3 SUBMITTING YOUR ABSTRACT

### 3.1 The online submission

All abstracts must be submitted using the submission form on the website. Please complete all the information as requested. Please note that telephone numbers must include the country code. **Please ensure contact details are entered correctly to avoid delays in communicating decisions.**

**NOTE:** Final presentations must clearly relate to the abstract as submitted and the research described (if appropriate).

### 3.2 Attachments

- You will be asked to attach the following documents:
- Concise biography for the first author (200 words maximum)
- JPEG files of any images used in the abstract.

### 3.3 Commercial relationships and conflicts of interest

You must disclose any commercial relationships or conflicts of interest that are relevant to the content of the abstract or proposal when submitting it.

You must identify the company and offer complete information about the commercial interests of the authors and details of funding organisations (where relevant) and any other relevant conflicts of interest.

### 3.4 Copyright and permissions

The Academy is obliged to ensure that abstracts submitted for consideration for inclusion in an Academy event or meeting are not subject to copyright restrictions arising from pre-existing copyright agreements or transfer. For this reason you will be required to agree to a statement of declaration before submitting your abstract or proposal.

You may also be asked to confirm permission for the Academy to make abstracts or audio or video recordings of sessions available via its website.

### 3.5 Ethical approval

You will be required to agree to a statement declaring that any research that requires ethical approval has received it (see section 5 for details). This implies informed consent and approval by the corresponding local Ethics Committee if it involves a study involving human subjects as participants.

### 3.6 Problems or questions – who to contact

If you experience any problems with the online submission form or if you have any questions, please contact us on [admin@eaoo.info](mailto:admin@eaoo.info)

Please note, all communication regarding the submission and its presentation at the conference will be held with the presenter/main author.

## 4 CONFIDENTIALITY

Submissions are confidential and the Academy will not discuss their contents with any individual, nor will copies of abstracts be made for its own or others' use.

## 5 RESEARCH ETHICS AND GUIDELINES

### 5.1 Research involving animals or human subjects

The Academy is committed to promoting responsible research that complies with established ethical requirements relating to animals or human subjects. The Academy considers that the statement and guidelines produced by the Association for Research in Vision and Ophthalmology (ARVO) provides appropriate standards for researchers in optometry, optics and vision science who are conducting research involving animals (please see [here](#) for more information).

For research in which human subjects are used the Academy regards the [Declaration of Helsinki](#) as a key reference point. For this reason the Academy requires written confirmation from the First Author (who is acting as the authorised agent for all authors) that any research reported in the abstract or workshop proposal being submitted was conducted in compliance with the "ARVO Statement for the Use of Animals in Ophthalmic and Vision Research" and/or the "Declaration of Helsinki" **and** any other relevant legislation (local, national or global) and ethical standards or guidance that may apply to the research in question.

### 5.2 Registration of Clinical Trials

The Academy considers that all reports relating to clinical trials/research that are to be presented at should be from trials that are registered with a trial registry such as the International Standard Randomised Controlled Trial Number scheme (<http://www.isrctn.com/>). The Academy will not accept abstracts relating to clinical trials if the trial has not been registered with an appropriate body (ISRCTN, NIHR for example). Authors should clearly indicate the relevant guidelines that were followed (such as START, CONSORT, WHO). For this reason the College requires a written statement from the 1<sup>st</sup> author (acting as the authorised agent for all authors), as an appendix to the submitted abstract, confirming that any trial reported on is registered, and the registration organisation, location and number must be included on the abstract and on the final presentation or poster.