

USEFUL INFORMATION

This guidance provides information relating to the submission and processing of abstracts for the joint conference between European Academy of Optometry and Optics (EAOO) and the Italian organisation Federottica, in Rome, 18-20 May 2019.

They are intended to guide those interested in participating as presenters or session leaders or facilitators through the submission process from start to finish.

1 What is the European Academy's annual conference?

The Academy's annual conference brings together key stakeholders from across Europe to share and discuss the latest research and best practice relating to optometry, dispensing optics, optics and vision science.

The Academy conference takes place as part of the regular joint spring meeting with the European Council of Optometry and Optics (ECOO) and it attracts delegates with diverse interests and from a range of clinical, research and educational backgrounds.

The event comprises:

- Lectures/short presentations
- Poster presentations
- Clinical skills workshops
- Special Interest Groups (SIGs)
- Networking opportunities

2 Who can present?

You do not have to be a member of any of the host organisations to submit an abstract. You should only make a submission if the first author is able to attend the conference to make the presentation. This cannot be changed without seeking permission from the Academy. All oral and poster presentations must be in English. A person may appear as first author (presenter) for maximum two abstracts.

3 Timeline

- All abstracts must be received by **Friday 2 November 2019 (midnight CET)**.
- Submissions received late, or that are incomplete at the time of the final closing date, may not be put forward for review.
- Applicants will hear whether they have been accepted after the review process has been completed by the end of January 2019.

4 Abstract topics

Abstracts are invited on any topic or content that can provide delegates with information they can apply to practice and discuss with colleagues. Any work that has the potential to help colleagues, at a national, European or international level in their professional development is welcome.

This could be new research, clinical findings, new technology / developments in visual assessment, novel ideas for how to move patients through the healthcare system, educational topics, or anything else that represents an issue and how to help resolve it. We will also hold a Young Researchers session and welcome abstracts from professionals starting out with their

carrier, who would like to present the results of their Bachelor or Master thesis completed in 2018 or 2019.

5 Ways to Present your Abstract

There are two ways individuals can present their work:

- **Oral presentation**
- **Poster presentation**

Please see the detailed guidance for abstract submission [here](#)

6 Clinical Skills Workshops

The Academy conference also provides a series of workshops for eyecare professionals to learn new skills and get practical experience. We welcome workshop abstracts from individuals wishing to provide a Clinical skills workshop session.

Please see the detailed guidance for workshop abstract submission [here](#)

7 Attendance and fees

All presenters will need to fund their own attendance at the conference. Conference registration fees will be found on the Conference section of the website in due course.

Presenters are responsible for making their own arrangements to attend the Academy's annual conference. If your abstract is accepted, you may be asked to complete a further information form so that we can apply for UK Continuing Education and Training (CET) points for your presentation, where appropriate.

8 The abstract review process

The abstracts are reviewed by a committee with representatives from both the Academy and Federottica. Abstracts will be submitted for three types of presentation: oral presentation, poster presentation or clinical workshop, and the applicant will indicate their preference at submission.

All of those involved will be asked to declare any conflicts of interest they may have with any of the abstracts submitted and will not take part in the review of any such abstract. Reviewers will consider the Relevance of the topic covered, its originality, the rigor of its methods and the clarity in exposition to determine the score for each abstract. Abstracts will be ranked by score and accepted according to rank. At least 3 independent reviewers, blinded to the results of others, will evaluate each abstract. The review process is entirely confidential.

The committee will make the final decision to assign abstracts to a mode of presentation. It will also communicate the timings required for all presentations to the presenting author. The Academy reserves the right to change the conference programme and timing if required to accommodate the requirements of the event. Presenters will be advised of any changes.