



Vision for the future:
forum for optometry and optics



Annual Conference HELSINKI2020 15-17 May

Guidelines:

Workshop

Abstracts

1 Your abstract

1.1 Workshops – key points to remember

The clinical workshops are the opportunity for delegates to practise skills that they can put into practice straight away. They are the most practical way that the European Academy helps delegates to develop their clinical skills. They will involve using clinical equipment for between one and two hours.

This means that almost all of the workshop that you present should involve the delegates practising the skills themselves. So your abstract should talk about what clinical equipment you will use, how patients will be involved, or how delegates will practise techniques on each other, if appropriate. It should concentrate on skills that delegates can take back to their own practice straight away.

You should also think about the type of person your workshop is aimed at, relative to your own country. Is it aimed at students or new practitioners, or more experienced practitioners? The Academy audience is very diverse so please consider this and make it clear in your abstract.

1.2 Evaluation criteria

All workshops will be evaluated by how well they fit the required format and how likely they are to meet the learning objectives described in your abstract, as well as the following additional criteria:

- the experience and expertise of the presenters in presenting workshops and in the material to be covered
- if the abstract describes an evaluation or trial of a commercial product, instrument or idea, that the abstract describes a scientifically sound investigation of the equipment, idea or product.

2 Preparing your abstract

2.1 Language

All submissions must be in English.

2.2 Structure

Abstracts should include the following information at the top of the abstract:

- title, lead author (and place of work), all co-presenters (and places of work)
- name of a facilitator who has agreed to help with the workshop (and place of work), if you have one.

Following this, the abstract content should be structured under the following headings: □ workshop content

- skills to be developed
- learning objectives
- level of practice the workshop is aimed at: please state whether, **in relation to practitioners in your own country**, the content of your abstract is aimed at:
 - (a) students or new practitioners
 - (b) established practitioners
 - (c) very experienced practitioners

- equipment needed (to include all equipment, both optometric and general, i.e. tissues, hand-gel, hand washing facilities etc and whether the equipment is essential or preferable)
- patient requirements, if any (to include number of patients per workshop, any specific eye conditions required, drugs/medicines needed and whether patients are essential or preferred).

Please note: all equipment and patients needed or preferred **MUST** be mentioned in your abstract when it is submitted, as the Panel cannot fully review your abstract without this information and may reject the abstract as a result.

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
- maximum of three images in total
- should only be used where they aid understanding of the text
- should be high-resolution JPG files (minimum resolution 600 dpi.)
- should provide enough detail to be acceptable for both online viewing and print
- should be kept to 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 do so before Sunday 3 November (midnight CET) on the online submission platform.

3 Submitting your abstract

3.1 The online submission form:

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

3.2 Attachments

You will be asked to attach the following documents:

- concise biography for the first author (400 words maximum)
- concise biography of co-presenters, if any, and facilitators (400 words maximum each)
- 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 or other means.

3.5 Ethical approval

You will be required to agree to a statement declaring that any of your work that requires ethical approval has received it.

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 Ana-Maria Nia at admin@eaoo.info.

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

4 Confidentiality

All abstracts received are subject to the following confidentiality requirements:

- 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.
- Academy panel members will declare any conflicts of interest and will not review any submissions where conflict of interest may be perceived, i.e. work on which a panel member has authored or co-authored or work completed in laboratories where the panel member works.