

# INDORE DIVISIONAL OPHTHALMOLOGICAL SOCIETY (IDOS)

## Free Paper Guidelines

### General Guidelines

1. Each member can submit a total of 3 abstracts (as Chief author / presenting author), of which (2 can be of the same / similar specialty) 2 can get selected based on the evaluation process & scores.
2. A free paper can have one presenting author and up to 3 co-authors. (4 authors in total )
3. One of the above 4 authors can be the presenting author of the free paper.
4. All authors should be members of IDOS.
5. Abstracts are to be submitted online only. No abstracts shall be accepted as a email, Fax, Hard copies etc.
6. All abstracts undergo an evaluation process.
7. Based on the evaluation, a member can present a MAXIMUM OF 2 FREE PAPERS.
8. Each Author must have contributed to the scientific part of Free paper being submitted.
9. Free paper awards, if any, will be given to all Presenting author and certificates will be given to all co-authors.
10. The **presenting author** MUST BE A RATIFIED MEMBER OF IDOS **to contest for an award.**
11. If presenting author is not a ratified member, the paper can be presented by the member BUT will not be considered for evaluation of any IDOS award.
12. Eligibility for IDOS Award – The submitted paper should not have been published in indexed journal/submitted for publication in indexed journal. Paper presented in other conferences can be submitted and shall be eligible for IDOS award. If any ambiguity found anytime : This would amount to plagiarism and the presenter and all the co-authors will be debarred for submitting to IDOS for next 3 years.
13. Free Paper duration is 6 minutes only.

14. No change in presenting author is allowed during Free paper final session.
15. Institution / hospital affiliation and doctor's name in the title or abstract should not be mentioned and will lead to automatic rejection.
16. Single case report will not be considered for Free paper.

## Specialties

Free papers are accepted in any of the following specialties

1. Cataract
2. Community / Social Ophthalmology
3. Comprehensive Ophthalmology
4. Cornea
5. Diabetic Retinopathy and Medical Retina
6. External Eye & Ocular Surface Disease
7. Glaucoma
8. Lacrimal
9. Neuro Ophthalmology
10. Ocular Pathology , Ocular Oncology and Tumors
11. Optics / Refraction / Contact Lens
12. Orbit & Oculoplasty
13. Pediatric Ophthalmology
14. Refractive Surgery
15. Squint
16. Trauma
17. Uvea
18. Vitreo Retinal Diseases

( One or more specialties may be combined depending on the number of submissions in the specialty. )

## Abstract Structure

Type the details exactly as you would want to be printed in the abstract book programme

### Abstract Title

The title of the abstract SHOULD NOT exceed 100 characters (including spaces).

### Abstract body

The abstract body SHOULD NOT exceed 1000 characters (including spaces).

- Study design
- Purpose
- Methods
- Results
- Conclusion

The Clinical Implication abstract body SHOULD NOT exceed 300 characters (including spaces).

### Add Presenting Author

At Least one presenting author should be added. The chief author himself / herself can be a presenting author. It is the duty of the chief author to get consent from the presenting author before adding his/her name.

### Add co-authors

A maximum of three co-authors can be added. If there are no co-authors, add the chief / presenting author itself as a co-author. **All co-authors should be a member of IDOS.**

Note : Do not use proprietary names alone in the title or body of the abstract. If necessary, you may include a proprietary name in parentheses directly after the generic name on first use in the body of the abstract.

## Sessions for the selected free papers at the conference

- The preliminary round for all specialties will be held on Day 1 or 2 of the Conference.

- The semi-finals for sections which has more than one preliminary rounds shall be held on day 1 or 2 of the conference.
- The selection for Dr. Ramesh Krishna Agrawal Award, Award will be held on day 1 or 2 of the Conference
- Maximum no. of submissions a co-author can participate - An author can participate up to a maximum of 4 free papers as a co-author

## Awards

### Dr. Ramesh Krishna Agrawal Award

1. There will be a best paper award - Dr. Ramesh Krishna Agrawal Award.
2. This will be given to the best paper presentation in General Ophthalmology, from IDOS members (RLM, ALM, HLM) in Ophthalmology Tomorrow conference every year.
3. **The submission should be a single author submission**
4. The presenter has to be registered for the conference
5. Full text has to be submitted 30 days before the conference
6. A colour photograph of the presenting author of the best paper shall be sent to the scientific committee for inclusion in the scientific committee website /Program Book / Ready Reckoner.

### Dr Mrs Vimal & Dr Janardan Mahashabde Award

1. There will be a best paper award for post graduate - Dr Mrs.Vimal & Dr Janardan Mahashabde Award.
2. This will be given to the best free paper presentation for post graduate, by IDOS members, (Presenter and Co Authors have to be IDOS member, Either ratified or non-ratified) in Ophthalmology Tomorrow conference every year.
3. The presenter has to be registered for the conference
4. Full text has to be submitted 30 days before the conference
5. A colour photograph of the presenting author of the best paper shall be sent to the scientific committee for inclusion in the scientific committee website /Program Book / Ready Reckoner.

## Certificates

The Scientific Committee shall issue a certificate of presentation to all the authors of the free paper which was read at the conference.

## Declaration to be provided

The following points has to be declared while submitting the abstract

1. Whether the research has been carried out in India.
2. Has this submission been presented in any other conference earlier.
3. Was this submission published or submitted for publication in any peer reviewed journal.
4. Does this paper pertain to Laboratory research ( Translational research ).
5. In case research involves human subjects if Ethics committee approval has been obtained with reference number.

## Important Note

1. The submitted paper should NOT have been published in indexed journal OR submitted for publication in indexed journal.
2. If ambiguity found anytime, this would amount to plagiarism and the presenter and all the co- authors will be debarred from submitting for IDOS for next 2 years.
3. Your session during the conference, along with your presentation shall be video-taped for inclusion in the proceedings of the conference.

## Withdrawal / Change of instructors

If for any unavoidable reason, the presenting author wants to withdraw the paper, he/she can withdraw from his/her topic on the following condition(s) :

1. No change in the sequence shall be accepted a less than one month from the scheduled date of conference.

## Financial disclosure

It is mandatory to add financial disclosure of the presenting author and all co-authors in the abstract as the second slide after the title in the presentation.

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# Guidelines for E-Poster

## Specialties

E-Posters are accepted in any of the following specialties

1. Cataract
2. Community / Social Ophthalmology
3. Comprehensive Ophthalmology
4. Cornea
5. Diabetic Retinopathy and Medical Retina
6. External Eye & Ocular Surface Disease
7. Glaucoma
8. Lacrimal
9. Neuro Ophthalmology
10. Ocular Pathology , Ocular Oncology and Tumors
11. Optics / Refraction / Contact Lens
12. Orbit & Oculoplasty
13. Pediatric Ophthalmology
14. Refractive Surgery
15. Squint
16. Trauma
17. Uvea
18. Vitreo Retinal Diseases

## General Guidelines

An E-Poster is an electronic version of the traditional boards, and is displayed on the e-poster and video kiosks. E-Poster may include text, figures, tables and images but NO video/animations.

1. Scientific E-Posters, in general, have the following characteristics:
  - Are presented by individuals rather than by organizations.
  - Present scientific material, usually new information
  - Do not solicit members, or promote an organization
2. Each Presenting Author can submit three E-Posters out of which 2 can get selected based on the evaluation process & scores.
3. There can be a maximum of 4 authors in an E-Poster (including the chief author).
4. All authors should be members of IDOS (Either ratified or non-ratified).
5. Non-ophthalmic co-authors can be included (if relevant) & they can be non-members.
6. However, remaining authors should be ratified or non-ratified members of IDOS.
7. Ophthalmic authors who are non-members of IDOS should become a member of IDOS to be an author of the e-poster.

8. To include non-ophthalmic authors, who are non-members of IDOS, please write to [chairmanscientificcommittee@idos.org](mailto:chairmanscientificcommittee@idos.org) (with CC to [helpdeskforidos@gmail.com](mailto:helpdeskforidos@gmail.com)) along with details of the course, name of the author, his/her complete address, valid email id and mobile number.
9. Institution / hospital affiliation and doctor's name in the title or abstract should not be mentioned and will lead to automatic rejection.

## How many authors an E-Poster can have?

1. An E-Poster can have one presenting author and up to 3 co-authors. (4 authors in total)
2. One of the above 4 authors can be the presenting author of the E-Poster.
3. All the 4 authors should be a ratified or non-ratified member of IDOS.

## Abstract Structure

Only the title and the authors name will be printed in the abstract book.

### Abstract Title

The title of the E – Poster SHOULD NOT exceed 100 characters (including spaces).

### Synopsis

The Synopsis SHOULD NOT exceed 1000 characters (including spaces).

### Add Presenting Author

At least one presenting author should be added. The chief author himself / herself can be a presenting author. The presenting author should be a member of IDOS

### Add co-authors

A maximum of three co-authors can be added. If there are no co-authors, add the chief / presenting author itself as a co-author. All co-authors should be a ratified or non ratified member of IDOS.

## Declaration to be provided:

The following points has to be declared while submitted the abstract

1. Whether the research has been carried out in India.
2. Was this submission been presented in any other conference earlier.
3. Would this submission be presented in any other conferences prior to the upcoming annual conference of IDOS?
4. Has this submission won any National / International Award.
5. Was this submission published or submitted for publication in any peer reviewed journal.
6. Does this paper pertain to Laboratory research ( Translational research ).

## Uploading / Submission of E-Posters

A link to upload selected E-Posters will be made available and the same will also be uploaded in the website.

Last date for submission of e-posters is 5th May. E-posters submitted after the last date shall be automatically rejected.

## Presentations for E-Posters

E-Posters should consist of a maximum of 12 Microsoft Power point slides, including title slide and offering information on the following topics:

1. Introduction
2. Material and Methods
3. Discussion
4. Conclusion
5. Use Time New Roman or Arial fonts.
6. Use the first slide to show the title of the E-Poster and the authors information.
7. Font should be no smaller than 18 points.

8. Maximum of 120 words on each slide.
9. Use a plain background without patterns or dark colours.
10. Use clear headings and leave spaces between sections.
11. Pictures and graphics should be clearly labelled and described.
12. Pictures and graphics should be of good quality.
13. Text should not be obscured by images.
14. Remember that simpler posters are always more attractive and easier to read.
15. Do not fit too much information on one slide.
16. Correct spelling and punctuation make your poster more attractive and informative.
17. E-Posters should contain no video clips/animation files.
18. The file should be not more than 5 MB (more than this size, it will be rejected automatically).

## Selection and presentation

1. All the Submitted E-Posters will be subjected to an evaluation Process.
2. Based on the scores, the best e-poster of each section will be prominently displayed in the e-poster terminal.
3. The authors of E-Posters need not be physically present at the E-Poster / Video display terminal

## Viewing E-posters

The selected E-Poster can be viewed any time during the conference. A specific time slot will not be required.

## Presence at the conference

Presence of the chief author, presenting author or the co-author of e-poster at the conference is not mandatory.

## Certificates

The Scientific Committee shall issue a certificate of presentation to all the authors of the e-poster which was displayed in the kiosk.

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## GUIDELINES FOR PHYSICAL POSTERS

The Scientific Committee feels that Physical Posters are one of best ways to present your work. Apart from high visibility, it allows one to one interaction and collaboration.

### General Guidelines

1. 2. Abstracts are to be submitted online only.
2. Scientific Physical Posters, in general, have the following characteristics
  - Are presented by individuals rather than by organizations
  - Present scientific material, usually new information
  - Do not solicit members, or promote an organization
3. Each PRESENTING AUTHOR can submit three Physical Posters out of which two can get selected based on the evaluation scores.
4. Not more than 3 co-authors are allowed in a Physical Poster.
5. All authors should be members of IDOS. (Either ratified or non-ratified). Each author must have contributed to the scientific part of the poster submitted.
6. Non-ophthalmic co-authors can be included (if relevant) & they can be non-members. However, remaining authors should be ratified or non-ratified members of IDOS.
7. Ophthalmic authors who are non-members of IDOS should become a member of IDOS to be an author of the physical poster.
10. To include non-ophthalmic authors, who are non-members of IDOS, please write to [chairmanscientificcommittee@idos.org](mailto:chairmanscientificcommittee@idos.org) (with CC to [helpdeskforidos@gmail.com](mailto:helpdeskforidos@gmail.com)) along with details of the course, name of the author, his/her complete address, valid email id and mobile number.
11. The presenting author must be a ratified member of IDOS
12. A physical poster can have one presenting author and up to 3 co-authors. (4 authors in total)
13. One of the above 4 authors can be the presenting author of the poster.
14. All the 4 authors should be a ratified or non ratified member of IDOS.
15. If presenting author is not a ratified member, the poster can be presented by the Co-author BUT will not be considered for evaluation of any IDOS award. All Physical Poster awards will be given to the presenting author only.
16. Institution / hospital affiliation and doctor's name in the title or abstract should not be mentioned and will lead to automatic rejection.

### Specialties

Physical Posters are accepted in any of the following specialties

1. Cataract
2. Community / Social Ophthalmology
3. Comprehensive Ophthalmology
4. Cornea
5. Diabetic Retinopathy and Medical Retina
6. External Eye & Ocular Surface Disease
7. Glaucoma
8. Lacrimal
9. Neuro Ophthalmology
10. Ocular Pathology , Ocular Oncology and Tumors
11. Optics / Refraction / Contact Lens
12. Orbit & Oculoplasty
13. Pediatric Ophthalmology
14. Refractive Surgery
15. Squint
16. Trauma
17. Uvea
18. Vitreo Retinal Diseases

## Abstract Structure

Only the title and the authors name shall be printed in the abstract book.

### Abstract Title

The title of the course SHOULD NOT exceed 100 characters (including spaces).

### Abstract body

**The Synopsis SHOULD NOT exceed 1000 characters (including spaces).**

- Study design
- Purpose
- Methods
- Results
- Conclusion

**Clinical Implication Synopsis SHOULD NOT exceed 300 characters (including spaces)**

## Add Presenting Author

At least one presenting author should be added. The chief author himself / herself can be a presenting author. It is the duty of the chief author to get consent from the presenting author before adding his/her name. The presenting author should be a member of IDOS

## Add co-authors

A maximum of three co-authors can be added. If there are no co-authors, add the chief / presenting author itself as a co-author. All co-authors should be a member of IDOS.

**Note : Do not use proprietary names alone in the title or body of the abstract. If necessary, you may include a proprietary name in parentheses directly after the generic name on first use in the body of the abstract.**

## Selection

The abstracts will undergo evaluation by Screening Committee. The posters will be displayed based on the scores secured in the evaluation. Intimation of selection will be conveyed to the presenting author by way of an email.

## Upload of the poster

1. Responsibility to bring the physical poster to the conference venue lies with the authors of the posters. The scientific committee shall not provide any poster printing facilities.

## Declaration to be provided

The following points has to be declared while submitted the abstract

1. Whether the research has been carried out in India. Was this research carried out in India?
2. Was this submission been presented in any other conference earlier.
3. Would this submission be presented in any other conferences prior to the upcoming annual conference of IDOS.
4. Has this submission won any National / International Award.
5. Was this submission published or submitted for publication in any peer reviewed journal.

6. Does this paper pertain to Laboratory research (Translational research).

7. In case research involves human subjects if Ethics committee approval has been obtained with reference number.

## Poster Preparation Guideline

Once your physical poster is selected, the following guideline has to be adhered to display in the conference venue.

### Poster legibility

Use large print and shade or colour block letters when possible. For legibility, a minimum font size of 28 points and a maximum of 600 words are recommended. Fully disclose all commercial relationships relevant to the subject matter.

### Poster Dimension

The poster size will be 36 Inches horizontally and 48 Inches vertically in the portrait format.

### Author names to be added

The poster shall contain the names of all the authors (Chief, presenting and co-authors) of the poster.

## When to display your physical Poster?

All physical posters should be displayed on or before the 10 AM of the first day of the conference. The poster panels will be available for you to display your poster on the day 1 of the conference.

## How to display?

Poster boards (Pin Boards) to put up the posters and thumb pins will be available at the poster panel area. No sticking tapes to be used.

## How to identify your physical poster display panel?

You will get an email containing the poster panel number and location to be displayed prior to the conference.

The poster panel will have your poster number and the title of your presentation displayed on it for you to identify your panel.

## Interaction with the delegates:

Physical poster presentation provides a great opportunity for you to interact with the delegates. Display the date and time of your availability near your physical poster so that the delegates can come and interact with you. Your availability of at least of 1:30 hours on each day is recommended ; the time will be communicated to you prior to the conference

## Judgement

1. The judgment of Physical Posters will be done on Day 1 by a panel of Experts.
2. The Presenting author (preferable) or a co-author will need to be present next to their poster during the judging session. The judging session time will be intimated to the presenting author by email.

## Absence of presenting author while judgement

1. It is mandatory that the presenting author of the poster is present near the poster during the poster judgment.
2. For any unavoidable reason, if the presenting author is unable to be present near the poster during the judgment, it is imperative that either the chief author or one of the co-author should be present near the poster at the time of judgment.
3. The name of the author who is present near the poster should have been printed on the poster. Else, it shall be considered that the author is absent during the judgement.
4. If the author is not present at the time of judging, marks shall not be provided by the judge and the poster shall become ineligible to contest for an award and certificate shall not be issued to the authors of the poster.

## Removal of physical Posters

The Posters should be removed after 13:00 on the last day of the conference. Nobody will be responsible for care / damage to posters after that.

## Certificates

The Scientific Committee shall issue a certificate of presentation to all the authors of the physical poster which was displayed during the conference.

**Authors of plagiarized abstract shall be debarred from submitting abstract for the next two years**

## Guidelines for Videos

### Specialties

Video abstracts are accepted in any of the following specialties

1. Anterior Segment
2. Posterior Segment
3. General videos

### General Guidelines

1. Each PRESENTING AUTHOR can submit 3 videos out of which maximum of 2 can get selected based on the evaluation scores.
2. A video can have one presenting author and up to 3 co-authors. (4 authors in total)
3. One of the above 4 authors can be the presenting author of the video.
4. All the 4 authors have to be member of IDOS-
5. Abstracts are to be submitted online only. No abstracts shall be accepted as a email, Fax, Hard copies etc.
6. Not more than 3 co-authors are allowed in video abstract submission.
7. All authors should be Members of IDOS. (either ratified or non-ratified)
8. Non-ophthalmic co-authors can be included (if relevant) & they can be non-members. However, remaining authors should be ratified or non-ratified members of IDOS.

9. Ophthalmic authors who are non-members of IDOS should become a member of IDOS to be an author of the video.

10. To include non-ophthalmic authors, who are non-members of IDOS, please write to [chairmanscientificcommittee@idos.org](mailto:chairmanscientificcommittee@idos.org) with cc to [helpdeskforidos@gmail.com](mailto:helpdeskforidos@gmail.com) with details of the course, name of the author, his/her complete address, valid email id and mobile number

11. Video duration is 8 minutes only.

12. All video awards will be given to the presenting author only.

13. If presenting author is not a ratified member, that video will not be considered for any IDOS award.

14. No change in presenting author is allowed during video presentation.

15. Institution / hospital affiliation and doctor's name in the title or abstract should not be mentioned and will lead to automatic rejection.

16. Title of the Video should not exceed 100 characters including spaces

17. Synopsis cannot exceed 1000 characters including spaces

18. The videos can be sent to the scientific committee in the following ways :

a. You can send it online

through [www.dropbox.com](http://www.dropbox.com) / [www.wetransfer.com](http://www.wetransfer.com) / [www.drive.google.com](http://www.drive.google.com). Ensure that you share the file to [helpdeskforidos@gmail.com](mailto:helpdeskforidos@gmail.com) mentioning your VT number and title of the video.

If the video doesn't reach the above address on or before the last date of submission, then your VT submission shall not be considered for evaluation for the annual conference.

## Declaration to be provided:

The following points has to be declared while submitted the abstract

1. Whether the research has been carried out in India. Was this research carried out in India ?
2. Was this submission been presented in any other conference earlier.
3. Would this submission be presented in any other conferences prior to the upcoming annual conference of IDOS.
4. Has this submission won any National / International Award.
5. Was this submission published or submitted for publication in any peer reviewed journal.
6. Does this paper pertain to Laboratory research ( Translational research ).

7. Do any of the producers have financial Interest? (YES/NO)
8. Is the research approved by an IRB? (YES/NO/NO, NOT REQUIRED)
9. I verify that the final, edited version of my video will be no longer than 08 minutes: (YES/NO)
10. I verify that the final, edited version of my video will not contain use of copyrighted music or material without written authorization: (YES/NO)

## Evaluation

1. Each Media containing the video received by the scientific committee shall be sent for evaluation.
2. Based on the scores given by the evaluators, 10 in each segment shall be selected for screening in the preliminary round of the annual conference.
4. Of the remaining videos, the ones which are considered to be of good quality will be selected to be displayed in the video kiosks.

## Judgment of Videos

1. The top 10 videos in each segment (Anterior, Posterior, General) selected after evaluation shall be presented in the preliminary round at the annual conference
2. Videos will be judged according to Originality, Educational value, Presentation and Expert use of the medium.
3. The preliminary round will be held on day 1 of the conference.
4. The best three videos of each segment will contest for the Dr M N Bande Memorial Award on day 2 of the conference.

## Awards

1. Three best videos shall be selected in each segment /session.
2. The best of the best video win the coveted Dr M N Bande Memorial Award .
3. This will be given to the best video presentation in Ophthalmology, from IDOS members (RLM, ALM, HLM) in Ophthalmology Tomorrow conference every year.
4. **The submission should be a single author submission**

5. The presenter has to be registered for the conference
6. Full video has to be submitted 30 days before the conference
7. A colour photograph of the presenting author of the best videos shall be sent to the scientific committee ([helpdeskforidos@gmail.com](mailto:helpdeskforidos@gmail.com) and [chairmanscientificcommittee@idos.org](mailto:chairmanscientificcommittee@idos.org)) for inclusion in the scientific committee website.

## Display of videos

Video kiosks will be arranged, where all selected videos will be loaded and the delegates can come and watch the same at their convenience throughout the duration of the conference so that this will give maximum exposure of all the selected videos.

## Certificates

The Scientific Committee shall issue a certificate of presentation to all the authors of the video which was displayed in the kiosk by email.

## Important note

No videos will be returned. Hence keep a copy for your record and send. Do not send the original.

Change of speaker in any of the session should be intimated to the scientific committee at least one month prior to the conference. Any speaker delivering a topic whose name is not in the scientific program of the session shall be debarred from participating in the next annual conference.

1. Please ensure that you have permission to use any image presented as part of the video. This includes a license for copyrighted material and release forms from any patient(s) recognizable in the video.
2. Use of copyrighted music or materials is forbidden without written authorization. By submitting your video under these instructions, you represent that you have or do not need such authorization and you agree to indemnify and defend the Academy from all claims based on copyright infringement.