THE COLLEGE
OF OPTOMETRISTS

Abstract and Workshop Proposal Submission

Guidelines and Rules

Introduction

1. This document provides information about the requirements and rules relating to the submission and processing of Abstracts and Workshop Proposals for the College of Optometrists' annual Research Symposium. It is intended to inform all those interested in participating as presenters or workshop leaders/facilitators and to support them in submitting an abstract or proposal.

2. The College will normally appoint an Abstract and Programme Panel to oversee the processes connected with requesting, receiving and reviewing abstracts and workshop proposals.

Abstracts and Workshop Proposals

Writing

3. Abstracts for ***Research Presentations*** (whether oral or poster) must include the following information and be laid out in this format:

   a) **1st Author** (and Presenter): name and job title/role of presenter *(NB: 1st author/presenter must register for the meeting/event in respect of which the Abstract is being submitted)*
   b) **Other Authors**: names and workplace of any co-authors
   c) **Title** of presentation
   d) **Keywords** (maximum of 8)
   e) **Abstract**: main body of the abstract (maximum of 350 words in total, not including images and diagrams)
      - **Purpose**
      - **Methods**
      - **Results**: please ensure that you provide clear information about the data you gathered, how you analysed it and other relevant information (e.g. power calculations etc.)
      - **Conclusions**
   f) **Brief CV** for 1st Author/Presenter (brief CVs should normally be in the form of a concise biography with list of recent/relevant publications and should be limited to 400 words)
   g) **Commercial Interests** (for 1st Author and all co-authors)
   h) **Presentation Format**: preferred method of presentation: oral or poster presentation or 'no preference' – you may indicate first and second preference as follows: oral (1) poster (2) *(NB: the Abstract and Programme Panel will assign abstracts to a mode of presentation and has the final decision)*
   i) **Contact Details**: presenter's contact details – postal address, email address and telephone number *(NB: Please ensure that you provide all of the details listed here)*

4. For ***Education Presentations*** (whether oral or poster) the abstract must include the following information and be laid out in this format:

   a) **1st Author** (and Presenter): name and job title/role of presenter
   b) **Other Authors**: names and workplaces of any co-authors
   c) **Title** of presentation
   d) **Keywords**: a maximum of 8 keywords

e) **Abstract**: main body of abstract (maximum of 350 words in total, not including images and diagrams)
   - **Background**
   - **Discussion**: description of material to be covered (Case Report, Course/Assessment/Service model evaluation, etc.)
   - **Conclusions**

f) **Commercial Interests** (for 1st Author and all co-authors)

g) **Brief CV** for 1st Author/Presenter (brief CVs should normally be in the form of a concise biography with list of publications)

h) **References**, if applicable (maximum of 3 following the Harvard conventions for references)

i) **Presentation Format**: preferred method of presentation: oral or poster presentation – you may indicate first and second preference as follows: oral (1) poster (2) (*NB: the Abstract and Programme Panel will assign abstracts to a mode of presentation and has the final decision)*

j) **Contact Details**: presenter's contact details – postal address, email address and telephone number (NB: Please ensure that you provide all of the details listed here)

Corrections

5. Although the College makes every effort to support presenters, we would ask that you proof-read your abstract carefully before submitting it (it can be helpful to ask someone else to read through once you have completed the final draft) as the time available to College staff to process abstracts once received is limited and we are not able to proof-read all abstract or make corrections. If you identify a significant error or amendment after you have submitted your abstract you are advised to notify us immediately, providing an updated/corrected version of the abstract. You will be advised whether your correction has been received in time to allow staff to incorporate the new version into the communications and publications.

1st Authors/Presenters

6. Please ensure that the presenter is clearly identified on the abstract as submitted. Individuals may submit more than one abstract as first author for consideration by the Abstract and Programme Panel. There is no restriction on the number of times an individual may appear as a co-author on abstracts. You should only submit an abstract if the first author is able and intends to attend the event to make the presentation. Presentations must clearly relate to the abstract as submitted and the research described. Once an abstract has been accepted, if circumstances arise that prevent the first author from making the presentation you must contact the College of Optometrists immediately to inform us.

Formatting for Submission

7. Abstracts must be submitted via email. The College operates PCs running Windows XP or Vista and Office 2007. You are asked to ensure that your abstract is submitted either as a WORD or Open Office compatible file. It is recommended that you use a format that is compatible with the most recent version of Word or Open Office available to avoid problems with formatting or accessing the abstract.

8. **Font**: abstracts should be submitted using Arial, with headings in point 12 and text in point 11. For special symbols, use the standard Windows or Macintosh symbol font. Please do not use any third-party symbol fonts or the special WordPerfect symbol and math fonts.

9. **Alignment**: the main body of the text should be left aligned.

10. **Spacing**: single spacing should be used throughout – a clear line should be left between paragraphs.

11. **Images**: abstracts may include images (tables, graphs, figures, etc.). Images should be high-resolution JPG files (minimum resolution 600 dpi.). It is important to provide images with enough detail to be acceptable for both online viewing and print. Images (tables and graphics) will not be counted toward the maximum abstract length, but should be kept to an appropriate number and size. The use of graphs, diagrams and images is advised where this aids understanding of the text.

12. **Timing**: due to limitations on staff time, College staff may not be able to correct formatting issues that arise from abstracts submitted in older versions of these programmes or other formats.

13. We strongly suggest that you submit your abstract as early as possible as this will allow the greatest scope for any issues to be identified and corrected. If you need further information about submitting your abstract, please get in touch with us as soon as possible.

Disclosure of Conflicts of Interest and Commercial Relationships

14. The College seeks to promote transparency in relation to the commercial relationships associated with research and educational presentations. For this reason the College requires first Authors and co-authors to disclose any commercial relationships or conflicts of interest that are relevant to the content of the abstract/workshop proposal. These must be disclosed in the abstract/proposal submission and at the beginning of the presentation at the meeting or event concerned. The First Author (Presenting author) is responsible for providing this information.

15. **Note**: disclosing employment in the author block is not sufficient commercial relationship/conflict of interest disclosure; 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 in the disclosure section.

Copyright

16. The College of Optometrists is obliged to ensure that abstracts and workshop proposals submitted for consideration for inclusion in a College event or meeting is not subject to copyright restrictions arising from pre-existing copyright agreements or transfer. For this reason the College requires written acknowledgement from the First Author (who is acting as the authorized agent for all authors) that certifies:

    a) that all contributing authors have provided the First Author with a written transfer of copyright for the contributions he/she has made to the abstract being submitted, and/or permission* for the abstract to be presented at the event concerned and in related printed and electronic material
    b) that there are no pre-existing copyright agreements relating to the abstract being submitted that would prevent or limit the presentation of the abstract and associated information, data or material at the meeting or event concerned, or that would prevent or limit its inclusion in any printed or electronic material that may be produced in relation to the event/meeting

c) that the abstract is an item/work of authorship that is otherwise in the public domain and is already exempt from all copyright considerations

17. ***Note:** first authors are required to submit copies of the signed copyright transfers/confirmation of permission to present/publish and relevant declarations in respect of copyright from each co-author with their completed abstract/workshop proposal submission, but should ensure that the originals are retained. Suggested wording for such a document is:

18. *I,[author's name], an author who has contributed to the abstract entitled [title of abstract], hereby transfer all my rights, title and interest in such contribution (including the copyright) to [the first author's name] and grant permission for [first author's name] to present the abstract as titled above at the College of Optometrists event – [name of event/meeting] on [date of event/meeting] and also for the abstract to be included in the printed and electronic material produced in relation to this event/meeting. [author's name typed/printed] [author's signature and date].*

Research involving Animals or Human Subjects

19. The College is committed to promoting responsible research that complies with established ethical requirements relating to animals or human subjects. The College's policy on Research Ethics covers research involving Animals, Human subjects and Foetal material provides appropriate standards for researchers in optometry, optics and vision science who are conducting research involving animals. This policy is available to download from the College website (www.college-optometrists.org). For research in which human subjects are used the College regards the Declaration of Helsinki as a key reference point in addition to the College's policy (http://www.wma.net/e/policy/pdf/17c.pdf).

20. For this reason the College requires written confirmation from the First Author (who is acting as the authorized agent for all authors) that any research reported in the abstract or workshop proposal being submitted was conducted in compliance with the College of Optometrists' Policy on Research Ethics and any other relevant legislation (local, national or global) and ethical standards or guidance that may apply to the research in question and/or the professionals involved.

Registration of Clinical Trials

21. The College expects all research relating to clinical trials to be conducted in accordance with best practice and the prevailing regulatory and legal frameworks relevant to the researchers and the locations at which the research will be conducted. In particular the College considers that all reports relating to clinical trials/research that are to be presented at a College event or meeting should demonstrate awareness of (and preferably compliance with) the guidance and standards described by the National Institute for Health Research (NIHR) Registered Clinical Trials Units and the International Standard Randomised Controlled Trial Number – ISRCTN – scheme (http://www.controlled-trials.com/isrctn/submission).

22. The College may 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 First Author (acting as the authorized agent for all authors) confirming that any research presented in the abstract that reports on a clinical trial was registered, and the registration organisation, location and number must be included on the abstract.

Workshop Proposals

23. Where Workshop Proposals have been invited, the same considerations apply as noted above for Abstracts for oral and poster presentations. Workshop Proposals may be invited for Research, Educational or Clinical topics. For Workshop Proposals the submission must include the following information laid out in the format below:

    a) **1st Presenter**/workshop facilitator: name and job title/role of presenter
    b) **Other Presenters/Facilitators** (workshops may have up to 2 co-presenters/facilitators): names and workplace of any co-presenters
    c) **Other credits**: a list of others that contributed to the design or authoring of the workshop presentation or of material to be used
    d) **Title** of workshop
    e) **Keywords**: maximum of 8 keywords
    f) **Proposal**: main body of the proposal (maximum of 350 words in total, not including images and diagrams)
        - **Background**
        - **Main Subject** or hypothesis or aims and objectives
        - **Objectives/Learning Outcomes**
        - **Conclusions**/points of interest
    g) **Brief CV** for 1st Presenter – this should clearly describe the 1st Presenters relevant experience relating to the subject area as well as information relating to experience of leading/presenting/facilitating workshops
    h) **Brief CVs** for Co-Presenters – see note at (g) above
    i) **Commercial Interests**
    j) **Format** – workshops should be no longer than 1 hour (including questions) and the number of presenters and desired attendees should be provided, along with a rationale for numbers given
    k) **Contact Details**: presenter's contact details – postal address, email address and telephone number *(NB: Please ensure that you provide all of the details listed here)*

Evaluation Criteria for Abstracts and Workshop Proposals

Research Studies/Presentations

24. For abstracts relating to **research** the following criteria will normally be used in the evaluation of the abstract:

    a) the abstract relates to material that is likely to be of interest to an adequate number of those attending the event
    b) the abstract relates to a completed piece of research and as such is not 'preliminary' or related to an incomplete study (unless they are part of a larger study that is still underway or can show adequate data – in terms of sample size and general scope – for the work being presented
    c) the scientific and/or clinical significance is clearly stated in the abstract
    d) the methods appear to be adequate to test the stated hypothesis
    e) the control group is appropriate
    f) the sample size is sufficient to address the question (power calculations are useful)
    g) the results of the study are described in adequate detail
    h) the abstract contains evidence of a significant, new result that adds to the body of knowledge
    i) the conclusions in the abstract appear to be justified by the results presented

j) the abstract does not present material that substantially duplicates another abstract or other publication from the same author(s)
k) the abstract relates to material that has not already been published

Equipment, product or concept evaluation

25. If the abstract describes an evaluation or trial of a commercial product, instrument, or idea the following will normally apply:

    a) the abstract meets all the criteria listed under paragraph 24 for research studies/presentations
    b) the abstract describes a scientifically sound investigation of the equipment, idea or product

Education

26. If the abstract relates to education or educational material (such as case studies or reviews, reports relating to local service delivery models/schemes, reporting on novel training or educational material or approaches, reports relating to audits or other reviews of clinical practice for example) the following criteria will normally be applied:

    a) the abstract highlights cutting edge information, or a unique treatment/management, clinical governance structure or service delivery model, or an approach to training/education/CPD
    b) the presenters adhere to relevant rules and legal and ethical requirements regarding patient confidentiality
    c) the abstract does not represent solely a review of information already in the literature

27. Scientific Case Reports:

    a) the case or cases presented/reviewed point to questions regarding a new theory or potential challenges to conventional clinical practice/wisdom
    b) the case or cases reviewed/reported generate a new theory or possible explanation for pathogenesis of disease, treatment or adverse event
    c) the case or cases demonstrates the application of a new technology (or a new application of an existing technology) that provides new information about a condition or a disease

28. Educational Case Reports:

    a) the case demonstrates an important concept that can be generalized to other cases
    b) the case demonstrates unique therapies/approach to treatment
    c) the case content (management or diagnosis) is controversial
    d) the case contains an unusual combination of conditions, events or rare features that make diagnosis/management challenging
    e) the case highlights a significant and unexpected adverse response (or responses) to treatment/therapies

29. If the abstract is about teaching methodology, student evaluations/assessment or curriculum:

    - submit the abstract as an education presentation
    - include an evaluation of the method/assessment/curriculum

30. Additional criteria considered for this category are as follows:

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

Workshop Proposals

31. Workshop proposals will be evaluated against the relevant criteria above, depending on whether the content is concerned with research, education, educational material or other clinical material, or any combination of these. In addition to the criteria above, the following additional criteria may be used in evaluating Workshop proposals:

    a) the experience and expertise of the presenter(s)/Facilitator(s) in relation to the material to be covered
    b) the experience of the Presenter(s)/Facilitator(s) in leading workshops
    c) the potential for the objectives proposed for the workshop or learning are achievable
    d) the relevance of the material to be covered to those attending
    e) the suitability of the material for a workshop format

32. **N.B. In all cases, the submitting author must indicate that appropriate ethical and regulatory standards were met. Any conflicts of interest must be disclosed with the abstract submission, and must also be disclosed in the presentation at the meeting. An abstract may not be accepted if the author(s) have failed to make scheduled presentations at previous meetings.**

Review Process

33. Abstracts that are received and are complete at the closing date will be reviewed by the Abstract and Program Panel (which is a panel of the Research Committee). Abstracts which are received late or that are not complete at the time of the final closing date will not be put forward for review.

34. The College's Abstract and Programme Panel works on the basis that abstracts under review are subject to confidentiality requirements. The members of the panel agree to the following conditions in respect of the review of abstracts: abstracts provided to panel members for review are confidential, and panel members will not discuss their contents with any individual, nor will copies of abstracts be made for their own or others' use. In addition, panel members declare any conflicts of interest and will not review any abstracts 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 (cf. College of Optometrists Conflicts of Interest Policy for Research).

35. The first Author/Presenter will be notified to confirm receipt and if the abstract is accepted for review by the Abstract and Programme Panel. Any notices relating to amendments or technical issues with abstracts will be sent to the First Author/Presenter.

36. Abstracts that are accepted will be assigned a presentation time in the event/meeting programme. First Authors/Presenters will be notified of the date and time of their presentation (along with the relevant information relating to the location for the presentation within the event venue) as soon as this information is confirmed.

37. The Abstract and Programme panel reserves the right to reject abstracts following their review against the criteria noted above. Abstracts that do not meet the guidance above risk not being sent forward to the Panel for review or being rejected at review. The College recognises that considerable time and effort goes into preparing abstract submissions and is committed to working to ensure that the submission and review process is as open and productive as possible. Where possible the Panel will offer constructive feedback to First Authors of unsuccessful abstracts.

Links/References

i. Association for Research in Vision and Ophthalmology (ARVO) statement on animal research
http://www.arvo.org/eweb/dynamicpage.aspx?site=arvo2&webcode=AnimalsResearch
ii. United Kingdom Clinical Research Network guidance on Registered Clinical Trials
http://www.ukcrn.org.uk/index/clinical/registered_ctus.html
iii. World Medical Association (WMA) – Declaration of Helsinki
http://www.wma.net/e/policy/pdf/17c.pdf
iv. Medical Research Council – guidance and information relating to the use of animals in research
http://www.mrc.ac.uk/Ourresearch/Ethicsresearchguidance/Useofanimals/MRC002559
v. National Centre for Replacement, Refinement and Reduction in Animal Research (NC3Rs) – Statement on responsible use of animals in research
http://www.nc3rs.org.uk/page.asp?id=871
vi. NC3Rs Guidance as Adopted my Major UK Research Funders
http://www.nc3rs.org.uk/downloaddoc.asp?id=719
vii. International Council for Laboratory Animal Science (ICLAS)
www.iclas.org
viii. National Institute of Health (USA) – policy information on research with animals
http://grants.nih.gov/grants/policy/air/policy.htm
ix. Guide for the Care and Use of Laboratory Animals, a publication of the National Research Council, is considered the "gold standard" for all issues related to the welfare of animals used in research; the Guide contains detailed specifications for all aspects of a good laboratory animal program, and is the basis for AAALAC accreditation
http://www.nap.edu/readingroom/books/labrats/
x. The American Veterinary Medical Association Guidelines on Euthanasia contains information regarding humane endpoints and preferred euthanasia methods for all animals used in research, including ectothermic, aquatic and fur-bearing animals
http://www.avma.org/resources/euthanasia.pdf
xi. The NASA Principles for the Ethical Care and Use of Animals articulate the three basic principles behind ethical animal use: respect for life, societal benefit and non-maleficence
http://warp.nalusda.gov/awic/legislat/nasa.htm

xii. W. M. S. Russell, R. L. Burch, The Principles of Humane Experimental Technique, (Methuen, London, 1959; reprinted, Universities Federation for Animal Welfare, Wheathampstead, UK, 1992)
http://altweb.jhsph.edu/publications/humane_exp/het-toc.htm
xiii. Federation of European Laboratory Animal Science Associations (FELASA), "First ICLAS meeting for the harmonization of guidelines on the use of animals in science" in *Proceedings of the Ninth FELASA Symposium, Section 2, International Harmonisation of Care and Use Issues*, Nantes, France, 13 and 14 June 2004 (FELASA, London, 2005), p40
www.lal.org.uk/pdffiles/FELASA/Section2.pdf
xiv. *1996/1997 EC recommendations for euthanasia of experimental animals*, parts 1 and 2
www.lal.org.uk/workp.html
xv. ICLAS, "International harmonization of guidelines on euthanasia" (ICLAS, Nantes, France, 2004), approved in Buenos Aires, Argentina, November 2004, available on Science Online.

Acknowledgements

38. In developing this document it seemed sensible to avoid using resources to reinvent a well established format. The information provided by the following organisations was particularly helpful in developing this document:

- American Academy of Optometry and Optics
- American Association of Physics Teachers
- American Mathematical Society
- Association for Research in Vision and Ophthalmology
- American Society of Tropical Medicine and Hygiene
- European Society for Dermatological Research
- Materials Research Society
- World Molecular Imaging Congress

Appendix 1 – Abstract Checklist

This checklist is designed to provide a way for applicants to ensure that their abstract meets all of the essential requirements for consideration by the abstract panel. While abstracts may not require the inclusion of all of the below information, applicants must consider whether or not each of the below are required and include such information if so.

1. **Information *(Your abstract <u>must</u> include all of the below)***

- ❑ Authors – first and others (if applicable)
- ❑ Abstract
- ❑ Brief CV
- ❑ References
- ❑ Preferred method of presentation – oral or poster
- ❑ Contact details

2. Disclosures and copyright *(Your abstract may need to include some or all of the below)*

- ❑ Declaration of any relevant commercial relationships
- ❑ Declaration of any conflicts of interest
- ❑ Copies of written acknowledgement certifying:
  - transfer of copyright for any contributing authors (signed by authors)
  - that there are no pre-existing copyright agreements

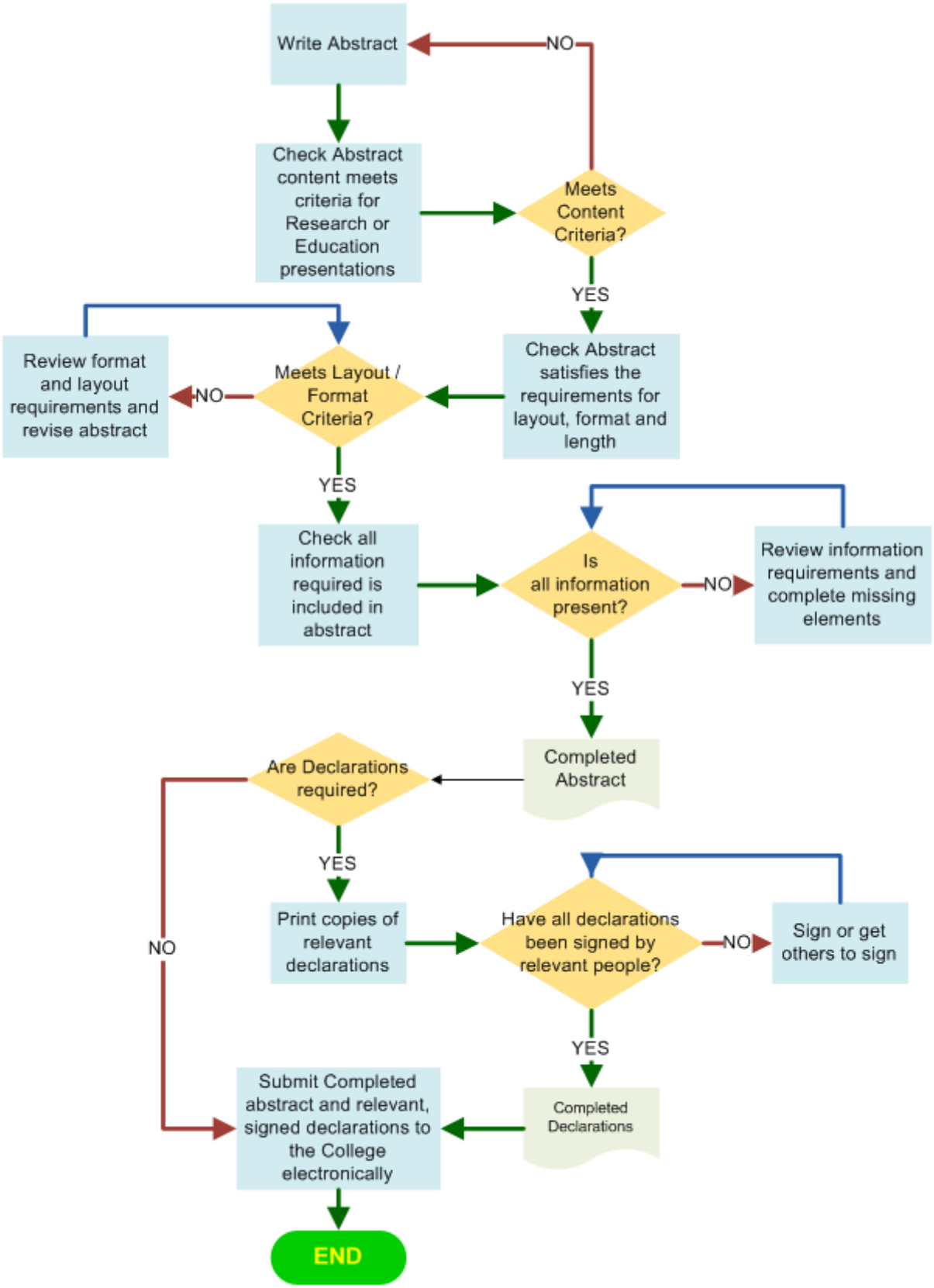
3. Ethical approval and clinical trials *(Your abstract may need to include some or all of the below)*

- ❑ Written confirmation certifying:
  - research undertaken complied with College Ethics Policy AND other relevant legislation
  - clinical trials were registered along with confirmation of registration organisation, location and number

4. Length, layout and format *(Your abstract <u>must</u> follow the following format)*

- ❑ Length – maximum of 350 words not including images and diagrams
- ❑ Font – Arial, headings in point 12 and text in point 11
- ❑ Text – left aligned, single spaced, clear line between paragraphs
- ❑ Images – high resolution JPG (min res 600 dpi.)
- ❑ Submitted as WORD or Open Office compatible file

Appendix 2 – Abstract Development Flowchart



Appendix 3 – Abstract Submission and Review Process