

# GUIDELINES FOR INSTRUCTION COURSE

Instruction courses are accepted in any one of the following specialties

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

## General Guidelines

1. Instruction courses dealing with clinical sciences should present current, but reasonably established information.
2. Highly controversial or unproven concepts, may be more appropriately presented as papers or E- Posters.
3. Courses with formats utilizing innovative teaching styles are particularly encouraged. Interactive dialogues and panel discussions are educational methods that stimulate additional interest and promote learning.
4. The duration of ALL ICs will be 75 minutes with 5 minutes change over time between sessions. The chief instructors must ensure that the session finishes exactly on time & does not spill over to the changeover time.
5. An instruction course can have one chief instructor and up to a maximum of 5 co-instructors (6 instructors in total). An instructor can speak on more than one topic.

## Chief instructor

1. A Chief instructor MUST be a ratified member of KOS
2. As a Chief instructor, a ratified member can submit ONE INSTRUCTION COURSE ONLY
3. All Co-Instructors have to be members of KOS and CAN PARTICIPATE in a maximum of THREE INSTRUCTION COURSES as an instructor.

4. Non-ophthalmic co-instructors can be included (if relevant to IC's). Please write to [drchaitra@hotmail.com](mailto:drchaitra@hotmail.com) (with CC to [info@kosonline.org](mailto:info@kosonline.org)) if you want to include non-ophthalmic co-instructors with details of the course, name of the co-instructor, his/her address, valid email ID and mobile number.
5. Ophthalmic Instructors who are non-members of KOS should become a member to be a Co-instructor in the instruction course. Visit <https://www.kosonline.org/> to become a member.
6. The chief instructor should ensure that the co-instructors have been informed and consent obtained before submitting the IC. After acceptance, please inform your co-instructors the same so they can prepare their talk well in advance and register for the conference
7. If the co-instructor doesn't consent or if an alternate co-instructor cannot be found, the scientific committee may find a suitable alternative and if that does not work out for whatever reason, the TOPIC WILL BE AUTOMATICALLY REMOVED FROM THE COURSE.

#### **Withdrawal/change of instructors**

An IC selected for the Annual Conference is a matter of great prestige and specialty experts evaluate every instruction course submitted. Hence, an instructor should avoid withdrawing from a course. If a valid and unavoidable reason exists, the chief instructor or co-instructor can withdraw from his or her topic on the following conditions: –

- a. The chief-instructor is responsible to find an alternate co-instructor WITHIN 7 DAYS from the date of announcement of selected instruction course if the chosen co-instructor withdraws from the instruction course, get the consent from the new instructor and communicate the Name, KOS membership number, Mobile number, and Email ID of the alternate co-instructor to [drchaitra@hotmail.com](mailto:drchaitra@hotmail.com) and [info@kosonline.org](mailto:info@kosonline.org)
- b. While choosing the alternate instructor, do not select someone who already has commitments.
- c. No last minute change in the speaker/instructor shall be entertained.
- d. An absence from the course without the prior information (at least 30 days before the conference) shall lead to debarment from the subsequent annual conference.

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

**Title** – The title of the course should not exceed 100 characters (including spaces)

**Type** – Indicate the appropriate level: Beginner, Intermediate, Advance

**Section** – Choose the relevant specialty

**Chief Instructor's resume (600 characters only)** – Ensure that the identity of the chief instructor or institute is not revealed – If mentioned, may lead to rejection of the course

**Course Outline (Synopsis)** – A description of your course and should not exceed 1000 characters (including spaces)

**Topics for each speaker and time allotted for the topic** – Fill each co-instructor's name, topic and time allotted in the separate box given. These details need not be mentioned in the synopsis of the course.

## GUIDELINES FOR FREE PAPERS

Free papers are accepted in any of the following specialties

1. Cataract
2. Community Ophthalmology
3. Comprehensive Ophthalmology
4. Cornea and External Eye Disease
5. Diabetic Retinopathy & Medical retina
6. Glaucoma
7. Neuro Ophthalmology
8. Ocular Surface
9. Oculoplasty, orbit, oncology and ocular pathology
10. Pediatric Ophthalmology and Squint
11. Refractive Surgery
12. Surgical retina
13. Trauma
14. Uvea

### General Guidelines

1. Each member can submit a total of 3 abstracts (as presenting author), of which 2 can be of the same/similar specialty
2. All abstracts undergo an evaluation process.
3. Based on the evaluation, a member can present a MAXIMUM OF 2 FREE PAPERS.
4. The presenting author and the co-authors SHOULD be members of KOS (either ratified or non-ratified). A free paper can have one presenting author and up to 3 co-authors. At least one author should be a RATIFIED member of KOS.
5. Ophthalmic authors who are not members of KOS should become a member of KOS to be a presenting author/co-author of the free paper. Visit <https://www.kosonline.org/> to become a member.
6. Non-ophthalmic co-authors can be included (if relevant) Please write to [drchaitra@hotmail.com](mailto:drchaitra@hotmail.com) (with CC to [info@kosonline.org](mailto:info@kosonline.org)) if you want to include non-ophthalmic co-instructors with details of the course, name of the co-instructor, his/her address, valid email ID and mobile number.
7. All free paper awards are given to the presenting author only. The presenting author (any of the 4 authors) MUST BE A RATIFIED MEMBER OF KOS to contest for an award.
8. If presenting author is not a ratified member, the paper can be presented by the member BUT will not be eligible for any KOS award.
9. Author and institute or hospital affiliation in the title or abstract should not be mentioned, else will lead to automatic rejection.
10. No new author can be added after the submission of a free paper.
11. No change in presenting author will be allowed if selected for final session.
12. Free paper duration is 6 minutes only.
13. The research should have been carried out in India.

### **Eligibility for KOS Paper Awards**

The submitted paper should not have been published in any indexed journal or been accepted for publication. Papers presented in other conferences can be submitted and shall be eligible for KOS Award. If any proven plagiarism exists all authors will be debarred from submitting to KOS for the next 3 years.

### **Withdrawal/change of authors**

Less than 25% of the FP's submitted get selected every year and specialty experts evaluate every FP submitted. Hence, a presenting author should avoid withdrawing the paper. If a valid and unavoidable reason exists, the presenting author can withdraw on the following conditions

1. Name an existing co-author as the presenting author after taking consent
2. Send the Name, KOS membership number, Mobile number, and Email ID of the author to [drchaitra@hotmail.com](mailto:drchaitra@hotmail.com) and [info@kosonline.org](mailto:info@kosonline.org)
3. No last minute changes will be entertained
4. An absence from the session without the prior information (at least 30 days before the conference) shall lead to debarment in the subsequent annual conference.

### **Free Paper or E-Poster**

The scientific committee suggests that the "Free Paper or E-Poster" option provides the author with optimum opportunity to present his or her work. If this option is selected, the abstract will be considered, first as a paper, and if not accepted, it will then be evaluated as a E-Poster. However, if **only paper** is opted for, and the abstract is not accepted, it may not be considered as an E-Poster.

### **Awards**

1. There will be a best paper award for each specialty. In total, 14 awards are to be won, some of which are named awards.
2. The best paper in **each specialty** gets eligibility for the MM Joshi Best Overall Paper Award session.
3. The MM Joshi Award winner gets a direct entry to present at the next AIOC conference

**Title** – The title of the submission should not exceed 100 characters (including spaces)

**Type** – Choose from paper, poster, e-poster

**Section** – Choose the relevant specialty

**Synopsis/Abstract** - Type the details exactly as you would want to be printed in the programme book **and** SHOULD NOT exceed 1000 characters (including spaces). Should include Purpose, Material/Methods, Results, Conclusion

**Add details of Chief Author, Presenting Author and Co-authors**

### **Free Paper Full Text**

1. If accepted as a paper for the conference, the full text of the presentation must be uploaded either by logging into the chief author's dashboard or by using the link provided in the selection mail before the stipulated deadline as mentioned in the acceptance letter. The full text can be mailed/WeTransfer with all details to [drchaitra@hotmail.com](mailto:drchaitra@hotmail.com) and [info@kosonline.org](mailto:info@kosonline.org).
2. The full text should be more elaborate than the abstract. It can include images and other media if relevant and should be prepared as for any other publication in a journal.
3. The full text carries marks which shall be considered for selection of papers for the semi-finals/finals. The free paper full text received shall be sent to the judges well in advance for evaluation.
4. IF THE FULL TEXT IS NOT RECEIVED BEFORE THE DUE DATE, THE FREE PAPER SHALL BE AUTOMATICALLY REJECTED AND THE NEXT IN LINE SUBMISSION SHALL BE SELECTED.

## GUIDELINES FOR E-POSTERS

E-posters are accepted in any of the following specialties

1. Cataract
2. Community Ophthalmology
3. Comprehensive Ophthalmology
4. Cornea and External Eye Disease
5. Diabetic Retinopathy & Medical retina
6. Glaucoma
7. Neuro Ophthalmology
8. Ocular Surface
9. Oculoplasty, orbit, oncology and ocular pathology
10. Pediatric Ophthalmology and Squint
11. Refractive Surgery
12. Surgical retina
13. Trauma
14. Uvea

### General Guidelines

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

1. The author will have an option to convey his/her preference between e-poster or physical poster while submitting the abstract.
2. E-Posters present scientific material, usually new information, and should not solicit members, or promote an organization
3. Each Presenting Author can submit two E-Posters out of which one can get selected based on the evaluation process.
4. There can be a maximum of 4 authors in an E-Poster (including the chief author).
5. All authors should be members of KOS (Either ratified or non-ratified).
6. At least one of the 4 authors should be a ratified member of KOS.
7. Ophthalmic authors who are not members of KOS should become a member of KOS to be a presenting author/co-author of an e-poster. Visit <https://www.kosonline.org/> to become a member.
8. Non-ophthalmic co-authors can be included (if relevant) Please write to [drchaitra@hotmail.com](mailto:drchaitra@hotmail.com) (with CC to [info@kosonline.org](mailto:info@kosonline.org)) if you want to include non-ophthalmic co-instructors with details of the course, name of the co-instructor, his/her 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.

10. The research should have been carried out in India and should not have been published in any indexed journal or been accepted for publication. Those presented in other conferences can be submitted to KOS. If any proven plagiarism exists all authors will be debarred from submitting to KOS for the next 3 years.

**Title** – The title of the submission should not exceed 100 characters (including spaces)

**Type** – Choose from paper, poster, e-poster

**Section** – Choose the relevant specialty

**Synopsis/Abstract** - Type the details exactly as you would want to be printed in the programme book **and** SHOULD NOT exceed 1000 characters (including spaces). Should include Purpose, Material/Methods, Results, Conclusion

**Add details of Chief Author, Presenting Author and Co-authors**

#### **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 or can be mailed/WeTransfer with all details to [drchaitra@hotmail.com](mailto:drchaitra@hotmail.com) and [info@kosonline.org](mailto:info@kosonline.org). 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 the title slide and include:

1. First slide - title and the authors' information
2. Introduction
3. Material and Methods
4. Results
5. Discussion
6. Conclusion
7. Use Times New Roman or Arial fonts.
8. Font should be no smaller than 18 points.
9. A maximum of 120 words on each slide.
10. Use a plain background without patterns
11. Use clear headings and leave spaces between sections.
12. Pictures and graphics should be clearly labelled and described and of good quality
13. Text should not be obscured by images.
14. Keep the posters simple – makes it easier to read
15. Do not fit too much information on one slide.



### **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
4. The selected E-Poster can be viewed any time during the conference. A specific time slot will not be required.
5. Presence of the chief author, presenting author or the co-authors of E-Posters at the conference is not mandatory.
6. The Scientific Committee shall issue a certificate of presentation to all the authors of the E-Posters, which was displayed in the kiosk.

## 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.

Physical posters are accepted in any of the following specialties

1. Cataract
2. Community Ophthalmology
3. Comprehensive Ophthalmology
4. Cornea and External Eye Disease
5. Diabetic Retinopathy & Medical retina
6. Glaucoma
7. Neuro Ophthalmology
8. Ocular Surface
9. Oculoplasty, orbit, oncology and ocular pathology
10. Pediatric Ophthalmology and Squint
11. Refractive Surgery
12. Surgical retina
13. Trauma
14. Uvea

### General Guidelines

1. The author will have an option to convey his/her preference between e-poster or physical poster while submitting the abstract
2. Posters present scientific material, usually new information, and should not solicit members, or promote an organization
3. Each Presenting Author can submit two Posters out of which one can get selected based on the evaluation process.
4. There can be a maximum of 4 authors in a Poster (including the chief author).
5. All authors should be members of KOS (Either ratified or non-ratified).
6. At least one of the 4 authors should be a ratified member of KOS.
7. Ophthalmic authors who are not members of KOS should become a member of KOS to be a presenting author/co-author of an e-poster. Visit <https://www.kosonline.org/> to become a member.
8. Non-ophthalmic co-authors can be included (if relevant) Please write to [drchaitra@hotmail.com](mailto:drchaitra@hotmail.com) (with CC to [info@kosonline.org](mailto:info@kosonline.org)) if you want to include non-ophthalmic co-instructors with details of the course, name of the co-instructor, his/her 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.

10. The research should have been carried out in India and should not have been published in any indexed journal or been accepted for publication. Those presented in other conferences can be submitted to KOS. If any proven plagiarism exists all authors will be debarred from submitting to KOS for the next 3 years.
11. Posters will be selected for display based on the scores secured in the evaluation. Intimation of selection will be conveyed to the presenting author by way of an email.
12. Once your poster is selected, a PowerPoint of your poster has to be sent to the scientific committee (to info@kosonline.org). Non-submission of the PowerPoint shall lead to automatic rejection of poster and the next in line poster shall be selected.

**Title** – The title of the submission should not exceed 100 characters (including spaces)

**Type** – Choose from paper, poster, e-poster

**Section** – Choose the relevant specialty

**Synopsis/Abstract** - Type the details exactly as you would want to be printed in the programme book **and** SHOULD NOT exceed 1000 characters (including spaces). Should include Purpose, Material/Methods, Results, Conclusion

**Add details of Chief Author, Presenting Author and Co-authors**

### **Poster Preparation Guidelines**

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

1. Poster legibility - Use large print when possible with a minimum font size of 28 points and a maximum of 600 words.
2. Fully disclosure of all commercial relationships relevant to the subject matter is mandatory
3. The dimension of the poster shall be intimated to the authors upon selection of the posters
4. The poster shall contain the names of all the authors (chief, presenting and co-authors)
5. All physical posters should be displayed on or before the 11 AM of the first day of the conference. The poster panels will be available for you to display your poster one day before the conference.
6. Poster boards (Pin Boards) to put up the posters and thumb pins will be available at the poster panel area. If LED screens are available for display, the same will be communicated.
7. You will receive an email containing the poster panel number and location to be displayed prior to the conference.

8. 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.
9. The Posters should be removed after 11:00 am on the fourth day of the conference. Nobody will be responsible for care/damage to posters after that.

### **Best poster**

1. The judging for Physical Posters will be done 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
3. 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
4. If any of the authors are 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 a certificate shall not be issued to the authors of the poster
5. The poster with the highest marks will receive the **Dr T K Ramesh – Best Poster Award**

# GUIDELINES FOR VIDEOS

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 4 videos out of which a maximum of 2 can get selected based on the evaluation scores.
2. Not more than 4 co-authors are allowed for video submissions.
3. All authors should be members of KOS (Either ratified or non-ratified).
4. At least one of the 4 authors should be a ratified member of KOS.
5. Ophthalmic authors who are not members of KOS should become a member of KOS to be a presenting author/co-author of an e-poster. Visit <https://www.kosonline.org/> to become a member.
6. Non-ophthalmic co-authors can be included (if relevant) Please write to [drchaitra@hotmail.com](mailto:drchaitra@hotmail.com) (with CC to [info@kosonline.org](mailto:info@kosonline.org)) if you want to include non-ophthalmic co-instructors with details of the course, name of the co-instructor, his/her address, valid email ID and mobile number.
7. Video duration is 6 minutes only.
8. All video awards will be given to the presenting author only.
9. If presenting author is not a ratified member, that video will not be considered for evaluation and any KOS award.
10. No change in presenting author is allowed once the video is selected for finals.
11. No new author can be added after the submission of a video.
12. A presenting author should avoid withdrawing. If a valid and unavoidable reason exists, the presenting author can withdraw on the following conditions
  - a. Name an existing co-author as the presenting author after taking consent
  - b. Send the Name, KOS membership number, Mobile number, and Email ID of the author to [drchaitra@hotmail.com](mailto:drchaitra@hotmail.com) and [info@kosonline.org](mailto:info@kosonline.org)
  - c. No last minute changes will be entertained
  - d. An absence from the session without the prior information (at least 30 days before the conference) shall lead to debarment in the subsequent annual conference.
13. Institution/hospital affiliation and doctor's name should not be mentioned in the title or abstract and will lead to automatic rejection.
14. Title of the Video should not exceed 100 CHARACTERS INCLUDING SPACE
15. Synopsis cannot exceed 1000 CHARACTERS INCLUDING SPACE
16. The research should have been carried out in India and should not have been published in any indexed journal or been accepted for publication. Those presented in other conferences can be submitted to KOS. If any proven plagiarism exists all authors will be debarred from submitting to KOS for the next 3 years.

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

- a. You can send it online through [www.wetransfer.com](http://www.wetransfer.com) to [info@kosonline.org](mailto:info@kosonline.org) mentioning your VT number and title of the video.
- b. You can copy the video to a pen drive/CD/DVD and courier/speed post it to

**Karnataka Ophthalmic Society**

No. 451/A-1, Second Floor,  
"SRINIVASA"  
Jayalakshmi Vilas Road,  
Chamarajapuram, Mysore  
– 570004

You will receive a receipt of acknowledgement by an email in three working days from the date of receipt of the video.

**Evaluation**

1. Each CD / Media containing the video received by the scientific committee shall be sent for evaluation.
2. Based on the scores given by the evaluators, a maximum of 10 videos in each segment shall be selected for finals
3. Videos will be judged according to Originality, Educational value, Presentation and Expert use of the medium.
4. The best three videos of each segment will contest for the **Dr Umesh Megur Best Video Award**