Instructions for submitting an abstract for the RCOphth Congress 2018

The 2018 RCOphth Annual Congress will take place Monday 21 May 2018 – Thursday 24 May 2018 at the ACC, Liverpool.

Presentation options

1. **Papers and Posters**: All abstracts will be considered for the Rapid Fire session, those selected abstracts not appearing in this session will be considered as posters. The Rapid Fire session will take place on Monday 21 May 2018. If you would like to present as a poster only, please indicate so on the abstract form.

2. **Case Reports**: The Abstract Selection Committee is only willing to review single case reports if the condition reported is exceptionally rare. Please select the ‘case report’ box on the submission form as they will be judged separately.

Awards and prizes

All successful abstracts are automatically entered for the various prestigious Congress prizes. Prizes are either announced before Congress, where known, or at Congress for those that are judged on the day. Prizes are presented by the President of The Royal College of Ophthalmologists at the Awards Ceremony at Congress which will be held on Wednesday 23 May 2018.

**The Foulds Trophy**: The trophy is a silver quaiche donated by the first President of the College, Professor Wallace Foulds for the best rapid fire presentation at Congress. The trophy is held by the winner for one year.

**The AMO Prize**: A prize of £500 is awarded to the top poster at Congress. Posters are judged at Congress and based on content, presentation and discussion held with the author.

**The Societas Ophthalmologica Europaea (SOE) Prize**: The winner will be chosen during the abstract selection process. The successful author will make their presentation in one of the rapid fire sessions. The SOE will award the lecturer with free registration at the next SOE meeting.
The Royal College of Ophthalmology Sustainability Prize
A prize for sustainability of £200 will be awarded to the poster that best addresses the “Triple Bottom Line” of maximal community/patient value with minimal economic and environmental impact. Posters will be judged by a panel convened from the College’s Sustainability Working Group. You will be able to indicate if you wish to be considered for this prize, however the judges may also decide that your abstract is suitable for this prize and be included in the long list.

Attendance for poster presenters at Congress
The first author or a co-author presenting the poster must be in attendance during the Poster Session, when judging will take place. The Poster Session which will be held on Monday 21 May from 5.15 pm – 6.30pm.

Please note that posters must be displayed from 10.00 am on Monday 21 May 2018 to 3.30pm on Wednesday 23 May 2018. If you wish to leave your poster up for the sub-specialty day on Thursday 24 May 2018 this will be possible but it should be taken down during the last break of the day. Any posters left by the 5.00pm on Thursday 24 May 2018 will be disposed of.

Publication of papers and copyright of abstracts
Copyright is not assigned to The Royal College of Ophthalmologists. You are free to publish your work in other journals. Consideration will be given to all papers and posters presented at Congress. We encourage you to submit your manuscript and you will receive an invitation from the Eye Editorial Office.

You are not able to submit a paper which has previously appeared, either wholly or with substantial overlap, in a paper or online peer-reviewed journal.

Rules for withdrawal of abstracts
Authors can withdraw their abstracts up to Friday 9 March 2018. After this date the lead author is not permitted to submit for one year if they withdraw their work. This rule can be waived if an alternative author can be present to present the poster.

Closing date
The closing date for receipt of abstracts is Monday 13 November 2017 at 5.00pm. Abstracts received after this date cannot be considered under any circumstances.

Grants, financial support and proprietary interest
These must be declared on the abstract form.

Research governance and good clinical practice
The College will take for granted that good clinical practise is observed in the conduct of all research, especially clinical studies involving patients and patient care, and that the appropriate ethics committee approval has been sought.
Important notes
The College can only accept abstracts submitted online. There is no facility for postal or faxed abstracts.

Remember that the word count for abstracts is strictly 250 words. The system will only be able to accept this number of words. This word count includes the abstract title.

Please ensure only one presentation per author is submitted. The system will only accept one presentation per author. If you are submitting several papers on behalf of several presenting authors, please ensure you enter the correct presenting author first on each paper.

If you are submitting several papers on behalf of several presenting authors please ensure you do not use the browser back button at the end of each paper submission before starting the next paper.

Remember that your abstract will be read by both experts in your field and by colleagues who may not be familiar with your topic.

If your contact details change, do inform the Events Team (events@rcophth.ac.uk) as we will be sending regular correspondence to authors.

How to complete the form
The presenting author should complete the form in full, including the category and financial interest boxes.

Any grants, financial support or proprietary interest in a product or drug must be declared with the abstract.

Abstract selection committee judging criteria
Abstracts will be assessed using four fields:

1. Importance
2. Originality
3. Quality
4. Clarity

For each field there will be a score ranging from 0 (lowest) to 4 (highest).

Scores will be based on the following criteria for each field
Importance:

4 = Highly important work with implications to change ophthalmic clinical practice or understanding in ophthalmic disease

3 = Important work relevant to ophthalmic clinical practice or understanding in ophthalmic disease

2 = Interesting work with some relevance to ophthalmic clinical practice or understanding in ophthalmic disease

1 = Little relevance to ophthalmic clinical practice or understanding in ophthalmic disease

0 = Not important

Originality:

4 = Original work of likely to be of international standing

3 = Original work of likely to be of national standing

2 = Contains some elements of originality

1 = Not original work but contains information that could add value to current knowledge or clinical practice

0 = No evidence of originality in any form and adds not likely to add value to current knowledge or clinical practice

Quality

4 = Outstanding study with data that supports findings (eg prospective trials / experiments)

3 = Well designed study with data that supports findings

2 = Elements of good design but data does not fully support conclusions

1 = Interesting information but no indication of good design or data to support conclusions

0 = Poor quality study (no reasonable evidence of either design, analysis or purpose)

Clarity

4 = Well written & structured abstract that is easy to follow

3 = Well written & structured abstract that can be followed
2= Elements of good writing & structure but difficult to follow in places

1= Poorly written abstract that has some structure

0= Poorly written abstract with no structure and cannot be understood

Checklist
1. Is the abstract set out correctly?

2. Is the title concise, descriptive of the abstract and contain only relevant information?

3. Does the abstract contain a concise statement which can be evaluated by impartial observers?

4. Does the abstract cover the questions: why did you do the study? What did you do? What did you find? What does it mean?

5. Have you checked that the abstract does not include statements such as: 'will be done', 'will be studied', 'will be underway' or 'will be analysed'?

6. Have you ensured that the abstract is anonymous and does not contain authors' names, initials or institution?

7. Have you declared any grants, financial support or propriety interest and ticked the relevant presentation box?

Results
We will acknowledge receipt of your abstract via email and you will be informed of the decision week commencing 29 January 2018. Details of successful authors will also be published on the website.