



RANZCO 54TH ANNUAL SCIENTIFIC CONGRESS 2023 CALL FOR PAPERS / POSTERS AND FILMS!

ONLINE SUBMISSION GUIDELINES AND INSTRUCTIONS

PLEASE NOTE BEFORE YOU SUBMIT

- Read ALL the information on the call for papers / posters and films page of the RANZCO Congress website
- All submissions must be made via the online portal in X-CD
- Have all your submission information on hand (refer to the submission questions from page 2 of this document)
- Have all the details for the authors so that you can enter it **AT THE END** of the submission stage: name, email, department, organisation, city, country and category as per below:
FRANZCO
FRANZCO Younger Fellow (<10 years)
Non-FRANZCO ophthalmologist
RANZCO Trainee
Non-RANZCO trainee/ resident/ intern / undergraduate student
Medical Specialist (non-ophthalmologist)
Scientist (including PhD and Masters candidates)
Optometrist/Orthoptist
Other
- Ensure ALL authors are aware of, and agree with the submission details and terms and conditions.
- Submitting authors can edit the submission up until submissions close (15th May 2023)

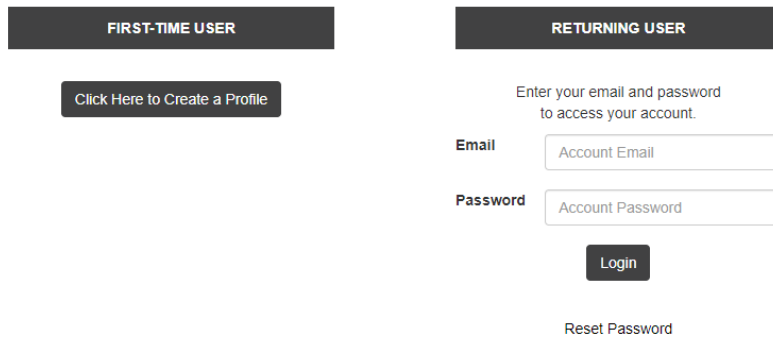
A. REGISTER AS A USER IN THE ONLINE SUBMISSION SYSTEM

The online form will require you to submit your abstract in **two steps (two pages)**:

- Register as a user and then submit the abstract information
- Add the authors (Please ensure profiles linked to a submission are correct and up-to-date. Once an abstract is submitted, any updates to authors can only be made by the authors themselves via a separate login they will receive with the automatic submission confirmation).

To create a new user profile select **FIRST-TIME USER** login and select

Click Here to Create a Profile



FIRST-TIME USER

RETURNING USER

Click Here to Create a Profile

Enter your email and password to access your account.

Email Account Email

Password Account Password

Login

Reset Password

Select the **RETURNING USER** section to view/update your submission.

When you submit an abstract, you will be asked to:

- Review the system *terms and conditions* and check the box.
- Insert your contact details and upload a biography (150 words written in third person) and a photo (optional) for inclusion in the Congress App if the abstract is accepted.

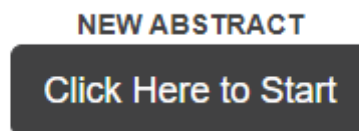
Once you create your profile, you will be automatically logged in to submit your abstract.

We recommend bookmarking this page as a favourite.

B. SUBMIT AN ABSTRACT

Please read the instructions on the screen carefully and fill in the required fields in the submission form. The submission can be edited until the system is closed.

Select **Click Here to Start** a new abstract



ABSTRACT SUBMISSION QUESTIONS

Please see below for the questions that will appear on the online submission form.

1. Please choose a category for your submission:

Cataract
Cornea
Epidemiology / Public Health
Genetics
Glaucoma
Neuro-Ophthalmology
Ocular Oncology
Oculoplastic / Orbit
Paediatric Ophthalmology
Refractive Surgery
Retina
Strabismus
Sustainability
Uveitis
Training & Education
Other

2. Study design

Basic science (animal/ laboratory study)

New surgical technique

Genetics study

Economic analysis/ QoL study

Randomised controlled trial

Case-control study

Cross-sectional study

Retrospective case series

Cohort study

Case report

Systematic review (of RCTs, with meta-analysis)

Systematic review (no RCTs, no meta-analysis)

Audit/ survey/ registry data

Other

3. Number of study participants

4. Abstract Type

*Presenters must present **in person**. Pre-recorded presentations will not be permitted.*

Paper Only

Poster Only (hard copy and e-Posters will be accepted)

Paper OR Poster

Film

5. Film category

If you are submitting a **film**, please advise the category:

Ophthalmic Surgery

Non-Surgical (E.g. research, education, community)

6. Abstract Title (max 25 words)

Enter the **full title** of your submission. This will be used for printing in the final program, app and online abstract book.

7. Abstract (max 250 words)

Paper/ Poster: Please enter an abstract of your paper. Any submissions exceeding the word limit will not be accepted. All abstracts **MUST** be structured to include: Purpose, Method, Results and Conclusion.

Films: Abstracts should consist of a short description of 5 to 6 lines. The actual film is not required at the time of abstract submission. Further details will be provided to accepted film submitting authors. (*Maximum of 2 films per person*).

8. Previous Submission

Has this abstract been presented in previous years at the RANZCO Congress or any other local or international meeting?

Yes

No

9. Previous submission – More information

If you selected 'Yes', please advise which years

10. Previous publication

Has this abstract been published in a journal/other hard copy or online publication?

Yes

No

11. Industry-initiated studies

Is this an industry-initiated study?

Yes

No

12. If yes, is the first author directly involved in the trial design and data analysis of the study?

Yes

No

13. **Conflict of Interest:** If the authors have any **commercial interests or associations** that might pose a conflict of interest regarding this submission, please give details.

14. Media Interest:

Do you believe your submission will be of interest to the general media or industry media?

Yes – general media

Yes – industry media

No

15. If you selected 'Yes', are you willing to work with the RANZCO staff to author a media release and act as media spokesperson if your submission is selected for inclusion in the Congress?

Yes

No

16. Permission to record and publish

I agree that by this submission, ALL authors give permission to have this abstract appear in printed and online Congress related materials if it is selected for inclusion in the Congress. I also give permission on behalf of all authors, for the presentation to be recorded and/or streamed live and made available to Fellows via a secure site following the Congress on the RANZCO website.

Yes

17. Author Approval

I confirm that this submission has been approved by ALL authors and that the presenting author will register to attend and present the abstract **in-person** at the Congress.

Yes

Please enter ALL the author details as the next step of this submission.

C. ADDING AUTHORS

When you have finished creating a new submission, X-CD will automatically assign you as a main presenter. Once you have completed all submission fields, you will then be directed to add your co-authors or select SKIP.

If adding co-authors, each of them will also receive a confirmation email with your contact information and their login information. All co-authors have *Read only* access, unless you assign a co-author to be a presenter. Presenters have *Read/Write* access.

To prevent duplicates, first search for an existing contact using the search box.

You can assign co-authors by:

- **Selecting an existing contact from the drop-down menu** (someone who already has a user profile). Begin by typing part of their last name. Make sure to select the correct person, in the correct organisation. Co-authors will be added to your abstract and will be sent an automated email with login instructions and details of the abstract. For privacy reasons, you will NOT be able to view an existing profile in X-CD. If you select someone from the drop down menu, please follow up with this person to ensure they have received the email with the instructions on how to login and check/update their own profile.

OR

- **Adding a new contact** (someone who does NOT have a user profile, or may work for a different organisation than listed). You must enter their email address and other required contact information. Please note that you will not be able to edit the information once you hit 'Add Co-Author' button. Co-author/s will be sent an automated email with login instructions and details of the submission. Follow up with your co-authors!

Under Authors, you can also update the order of the authors by dragging and dropping as well as define the 'Primary Presenter'.

SUBMIT

Once you are satisfied with your submission, select SUBMIT.

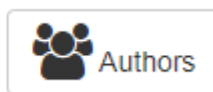
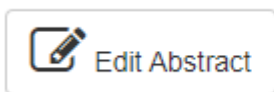
NOTE: Once you submit your abstract, you will receive a confirmation email with a submission number and information. *Please check your junk/spam folders in case the confirmation email should end up there.*

You may login at any time prior to the site closing to update your submission. Submissions close on 15th May 2023.

UPDATING AN ABSTRACT

Authors may login to edit/update the submission until the call for papers closes on 15th May 2023.

This can be done by logging in as a RETURNING USER and selecting Edit Abstract OR Authors as shown below.



WITHDRAWING AN ABSTRACT

If you want to withdraw a submission, please contact the Congress Office in writing via email to ranzco@thinkbusinessevents.com.au

Please note that withdrawals need to be communicated in writing by the author who originally submitted the abstract, and in doing so, the Congress Office assumes that all other authors/presenters have been informed of the withdrawal.

ENQUIRIES

For any enquiries regarding abstract submissions, please contact the RANZCO Congress Office:

Think Business Events
Lvl 1, 299 Elizabeth St

Sydney, NSW 2000 Australia
p + 61 2 8251 0045
e ranzco@thinkbusinessevents.com.au

For easy reference, please always include the reference number and title of your submission in your email.