



2021 COS ANNUAL MEETING ABSTRACT GUIDELINES PAPER AND ePOSTER PRESENTATIONS

Please review carefully before submitting your abstract

The Canadian Ophthalmological Society (COS) is accepting abstracts for the following subspecialty sessions:

- Cataract surgery*
- Cornea, external disease & refractive surgery
- Glaucoma
- Global and public health ophthalmology
- Neuro-ophthalmology
- Ocular regenerative medicine
- Oculoplastic & reconstructive surgery
- Ophthalmic pathology*
- Paediatric ophthalmology and strabismus
- Retina*
- Uveitis
- Vision rehabilitation

FORMAT

All abstracts must be submitted as a written abstract with information under five (5) main headings: Purpose, study design, methods, results and conclusions, regardless of presentation preference. You may select one of two preferred presentation formats at the time of submission:

- **Paper:** 7-minute oral presentation, unless an alternate duration is specified at the time of acceptance and invitation.
- **ePoster:** Electronic poster (ePoster) presentation (PDF or 3 – 5 slides describing your research). All accepted posters must be submitted digitally in advance of the meeting.

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**Note the following exceptions for some topic areas:*

- **Cataract:** Paper presentations are 3 minutes; presentations should include 1 slide each for methods, results, and conclusions.
- **Retina:** Paper presentations are 5 minutes.
- **Ophthalmic pathology:** Case presentations are preferred for the Canadian Ophthalmic Pathology Society meeting. Submissions of pathology abstracts must be made by email to [Dr. James Farmer](#). The deadline for submission in this category is more flexible, Society members and regular participants will receive a submission reminder e-mail in December. An abstract is not required, only a title needs to be provided.

We are moving forward to host the 2021 COS Annual Meeting & Exhibition in-person in Ottawa, however please note that should the meeting transition to virtual delivery, abstract presentation times and format may change.

ABSTRACT GUIDELINES

- All primary (submitting) authors must be members of COS. Medical students are exempt.
 - If the submitting author is a medical student, at least one co-author must be a member of the COS.
- COS encourages submission of original, innovative work. Any work that has previously been published or is accepted for publication will not be accepted. Any work that has been previously presented may be accepted at the discretion of the reviewers.
- Abstracts may be submitted only once. **Abstracts may not be submitted to more than one subspecialty.**
- You may submit a maximum of two (2) abstracts as first author. There is no limit on the number of abstracts as a co-author.
 - Paper and ePoster abstract submissions are considered in addition to video abstract submissions, for a maximum of four (4) total abstract submissions per first author/senior producer.
- Abstracts must be submitted using the online abstract submission process. Abstracts will not be accepted by email or other methods (ophthalmic pathology abstracts are exempt).
- The submitting author must be the presenter. The submitting author will automatically be the contact author and will be listed as the presenter.
- **If you fail to notify COS of withdrawal or if you fail to present, you will be ineligible to submit for the following year's meeting. Probation details are outlined below.**
- All authors must be listed in the order they should appear on the abstract in print. Failure to properly order the authors will result in their being incorrectly listed when/if the abstract is published.



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- Any changes or additions to authorship are not permissible after the abstract submission deadline.
- Abstracts should be written and submitted by physicians or allied health professionals. Abstracts written or submitted by industry personnel will not be accepted.
- Abstracts must be maximum 400 words or 2950 characters in length.
- Abstracts must include generic names (or both generic and trade names) and not reflect exclusivity and branding.
- All authors of an abstract must disclose any and all financial interests, regardless of their relevance to the subject matter being discussed or presented. The submitting authors must provide financial disclosure for all authors over the previous two years. See **Financial Disclosure** for more details.
- All necessary permissions must be obtained before submitting an abstract. COS assumes no responsibility for the publication of any submitted material.
- You may choose your presentation format preference (Paper or ePoster); however, all accepted abstracts are assigned to a paper or ePoster presentation at the discretion of the reviewers. If your format choice is not granted, you may withdraw your abstract.
- By submitting an abstract, you agree to present it at the COS Annual Meeting and pay any and all applicable fees.
- The body of your abstract should include details under the 5 main headings: Purpose, study design, methods, results and conclusions. **Abstracts with work in progress results will not be accepted.**

Ethical Approval: Studies should follow the principles outlined in the Declaration of Helsinki. Research involving human subjects (including health records) should have had the research protocol reviewed and approved by an appropriate independent ethics committee or institutional review board.

Ethics review is required for:

- Prospective/experimental research
- Any research involving patient treatment
- Basic science involving animals
- Chart reviews/research involving identifiable patient information
- Case studies
- Observational case series
- Basic science

No ethics review is required for:

- Literature review

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Financial Disclosure: The Canadian Ophthalmological Society (COS) is an Accredited Continuing Professional Development (CPD) Provider of the Royal College of Physicians and Surgeons of Canada (RCPSC). Accreditation standards outlined by the RCPSC for the Maintenance of Certification Program dictate that disclosures must be made to the audience whether you do or do not have a relationship with a **for-profit or not-for-profit organization**. Disclosure is not intended to restrict content, but to inform the audience that a financial relationship exists in order to ensure balance, independence, objectivity, and scientific rigor in the accredited educational activity.

All presenters and authors **MUST** disclose any relationships over the **previous two (2) years**, regardless of their relevance to the subject matter being discussed or presented.

Please disclose any relationship in which you may benefit by receiving: Salary, travel benefits, intellectual property rights, royalties, honoraria, stocks, stock options, consulting fees, speaking fees, membership fees, or any other financial benefit. Disclosures pertain equally to your immediate family (i.e. spouse/partner or dependent child).

AWARDS

Awards are reserved for residents, fellows or medical students conducting original, innovative research at a Canadian university. Award consideration is based on rank at the time of research. You may still apply for an award if you are no longer a medical student, resident or fellow as long as the project was completed during this period. You must apply for the awards at time of abstract submission, be the first author, and have contributed at least 50% to the development of the study.

COS Award for Excellence in Ophthalmic Research

Applicants may only put forward one abstract for consideration to the COS Awards of Excellence. If the submitting author is a medical student, at least one co-author must be a member of the COS.

- *Paper presentations:* First place: \$3,000; Second place: \$2,000; Third place: \$1,000.
- *Poster presentations:* First place: \$2,000; Second place: \$1,500; Third place: \$750.
Posters will be judged on the following criteria: Communicability, scientific communication and scientific merit/value. To be considered for an award, posters must be submitted electronically in advance of the meeting and authors must be present at the COS Annual Meeting to accept their award.

Ron Jans Clinical Cornea Research Award (\$1,000)

Applicants may only put forward one abstract for consideration to the Ron Jans Award. The abstract must be submitted to and accepted by Cornea, external disease & refractive surgery.

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KEYS TO A SUCCESSFUL SUBMISSION

- Follow all the abstract guidelines; read and understand the Rejection Criteria.
- List all co-authors and declare all financial interests.
- Indicate that ethics approval has been obtained where required.
- Submit your abstract to the appropriate subspecialty session.
- Include a short descriptive title and avoid gratuitous statements and irrelevant information.
- In the body of your abstract, include study details under the headings: purpose, study design, methods, results and conclusions. Abstracts with "results pending" or "conclusions to be discussed" will not be accepted. Information about sample size, study duration, follow-up, techniques used, etc. should be included.
- Provide an abstract that is clear, concise and free of errors.

ABSTRACT REVIEW AND REJECTION CRITERIA

Abstracts will be reviewed by the subspecialty session selected. Abstracts are reviewed by a committee of subspecialty experts determined by the Session Chairs of the COS Annual Meeting Planning Committee. All abstracts are considered equally for selection, and the quality, importance and educational value are the most important factors in the Committee's decision.

Abstracts are chosen on the basis of originality, clinical relevance, comprehensiveness, scientific practice, ability to stimulate discussion and/or address an educational need. Abstracts receiving a score below the cut-off point (9 out of a possible 15 points) will be automatically rejected. Abstracts that do not adhere to the abstract submission guidelines will not be accepted.

Abstracts will be rejected if:

- There is lack of full financial disclosure or there is concern about an apparent conflict of interest regarding commercial relationships.
- The abstract appears to be primarily commercial in nature or appears to have been prepared by an industry representative.
- There are ethical concerns in the area of animal or human subject research.
- The abstract concerns previously published material.
- The abstract adds little to the body of knowledge, does not present new information that advances the field of ophthalmology, or is similar to abstracts submitted by the same authors.
- The study was poorly designed or conducted; the sample size is insufficient; it contains no data; the methods used could not have led to results indicated; results do not support the conclusions, etc.
- The abstract reports on a clinical trial that was not registered.

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ABSTRACT PROBATION

The submitting author must be present at the meeting to deliver the presentation. Failure to adhere to this requirement will result in ineligibility to submit an abstract in the following year. If the submitting author is unable to attend, please contact the COS as soon as possible to withdraw your abstract or assign another author as the presenter.

If the submitting author is a resident or fellow, we strongly recommend that a senior author be present and prepared to support the work of the presenting author. Authors who fail to withdraw their abstract and do not present their submission will be placed on probation for the following year. Authors placed on probation are subject to the following restrictions for the following year's meeting:

- Exclusion from submitting an abstract for the 2022 COS Annual Meeting as first author.
- Exclusion from presenting an abstract at the 2022 COS Annual Meeting.
- Abstracts in which you are listed as a second or subsequent author will still be considered.

Authors placed on probation will receive a formal letter from the COS outlining the terms and conditions of the probation.

ABSTRACT WITHDRAWAL

Notice of withdrawal must be received by **February 19, 2021**. Please send written notice of withdrawal to:

Colleen Drake
Coordinator, Continuing Professional Development
E: abstracts@cos-sco.ca
T: 613-729-6779 x235
F: 613-729-7209

Guidelines for submitters
Last updated August 20, 2020