



## 2021 COS ANNUAL MEETING ABSTRACT GUIDELINES SURGICAL VIDEOS

*Please review carefully before submitting your written abstract and surgical video*

The Canadian Ophthalmological Society (COS) is accepting surgical video abstracts relevant to the following topics:

- 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

### VIDEO REQUIREMENTS

- Surgical videos must not exceed five (5) minutes in duration.
- All videos must be edited with narration in English only.
- The narration should include titles, objectives and purpose, methods, results, and conclusion.
- Videos must be educational in nature – any video with promotion of products or commercial advertising will be rejected.

### VIDEO FILE REQUIREMENTS

- Videos must be uploaded directly to the abstract submission site at the time of written abstract submission.
- Acceptable video formats include: .mov, .wmv, and .mp4. All other formats must be approved by the COS in writing prior to the submission deadline. Requests can be submitted to [abstracts@cos-sco.ca](mailto:abstracts@cos-sco.ca).
- Video file size cannot exceed 115 MB.



# Collaborate, Adapt, and Innovate

## Collaborer, s'adapter et innover

June 24 – 27 juin 2021  
Shaw Centre, Ottawa, Ontario

20  
21

## COS ANNUAL MEETING AND EXHIBITION CONGRÈS ANNUEL ET EXPOSITION DE LA SCO



### WRITTEN ABSTRACT REQUIREMENTS

- A written abstract must accompany your surgical video (maximum 150 words or 1150 characters).
- The written abstract must be clearly linked to your surgical video content and should include an outline of key ideas featured in the video.

### SURGICAL VIDEO GUIDELINES

- All senior (submitting) producers must be members of COS. Medical students are exempt.
  - If the submitting producer is a medical student, at least one co-producer must be a member of the COS.
- Written abstracts cannot exceed 150 words or 1150 characters.
- Surgical videos must not exceed five (5) minutes in duration.
- 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.
- Video abstracts may be submitted only once. **Videos may not be submitted to more than one subspecialty.**
- You may submit a maximum of two (2) videos as senior producer. There is no limit on the number of video abstracts as a co-producer.
  - Video abstract submissions are considered in addition to paper and ePoster abstract submissions, for a maximum of four (4) total abstract submissions per first author/senior producer.
- All necessary permissions must be obtained before submitting a video. COS assumes no responsibility for the publication of any submitted material.
- Hospital protocol for video recording with patient consent must have been followed.
- Videos must not contain any patient information, physician names, medical record numbers or other identifiable details.
- Videos must not contain any promotion of products or commercial advertising.
- Videos must include generic names (or both generic and trade names) and not reflect exclusivity and branding.
- Any edits, updates or changes to the surgical video or written abstract are not permissible after the abstract submission deadline.
- Video abstracts must be submitted using the online abstract submission form. Video abstracts will not be accepted by email or other methods.
- The submitting producer must be the senior producer. The senior producer will automatically be the primary point-of-contact.



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- The senior producer must list all producers/authors in the final publishing order. Changes to authorship are not accepted after the abstract submission deadline. Failure to properly order the producers will result in their being incorrectly listed when/if the video or written abstract is published.
- Video abstracts must be written and submitted by physicians or allied health professionals. Video abstracts written or submitted by industry personnel will not be accepted.
- All producers/authors must disclose any and all financial interests, regardless of their relevance to the subject matter being presented. The submitting producer is responsible for obtaining and providing financial disclosures for all producers/authors over the previous two years. See **Financial Disclosure** for more details.

**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 reviews

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

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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).

### KEYS TO A SUCCESSFUL SUBMISSION

- Follow all the video abstract guidelines; read and understand the rejection criteria.
- List all co-producers/authors, and declare all financial interests for each producer/author.
- Indicate that ethics approval has been obtained where required.
- Submit your video to the appropriate subspecialty session.
- Submit a video that is well-edited, clear and easy to follow.
- Include a short descriptive title and avoid gratuitous statements and irrelevant information.
- Provide a written abstract that is clear, concise and free of errors.
- In the body of your written abstract, include an outline of key areas featured in your surgical video.

### VIDEO ABSTRACT REVIEW & REJECTION CRITERIA

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

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

Video 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 video or written 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 video or written abstract concerns previously published material.
- The video adds little to the body of knowledge, does not present new information that advances the field of ophthalmology, or is similar to videos submitted by the same producers/authors.
- The video is of poor quality, is difficult to follow, or is poorly edited.

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- The written abstract is not linked to the surgical video content or does not provide an outline of key ideas featured in the video.
- The video or written abstract reports on a clinical trial that was not registered.

### 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](mailto:abstracts@cos-sco.ca)  
T: 613-729-6779 x235  
F: 613-729-7209

Guidelines for submitters  
Last updated August 20, 2020