Online submission guidelines and instructions

PLEASE NOTE BEFORE YOU SUBMIT

- Read ALL the information on the call for abstracts 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).
- Ensure ALL presenters are aware of and agree with the submission details and terms and conditions.
- Submitting authors can edit the submission up until the call for abstracts closes.

A. Register as a user in the online submission system

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

Click Here to Create a Profile

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 and online program 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

NEW ABSTRACT

Click Here to Start

1. Please choose a category for your submission:

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

2. Study design: (Select 1 that is most appropriate)

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**. <u>Pre-recorded presentations will not be permitted.</u>*

Poster or Paper
Paper Only (this will NOT be considered for a poster)
Poster Only (This will NOT be considered for a paper)
Film

*NB: Only select paper if you plan to present in person. Papers will not be accepted as recordings, and will need to be withdrawn

5. Film category

If you are submitting a **film**, please advise the category:
Ophthalmic Surgery
Non-Surgical (E.g. research, education, sustainability, 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 <u>must</u> be structured to include: Purpose, Method, Results and Conclusion. Abstracts without this structure will not be accepted.

Case Study: Abstracts can be an unstructured paragraph. Word limit to be adhered to.

Films: Submit a 5 - 6 line abstract *(Maximum of 2 films per person).*
Please submit full film (up to 5 minutes in duration) by 2 September 2024 via a file share platform to ranzco@thinkbusinessevents.com.au

Do not include the title or authors here.

8. Previous Submission
Has this abstract been presented in previous years at the RANZCO Congress?

Not presented previously

2023 (Perth)
2022 (Brisbane)
2021 (Virtual)
2019 (Sydney)

9. Non-RANZCO Congress meetings where this abstract has been presented.

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

11. Industry-initiated studies
Is this an industry-initiated study (not including investigator-initiated studies)?

12. If you selected 'Yes', is the presenter:

1. Directly involved in the trial design and data analysis of the study (not just a principal investigator) **OR**
2. An individually named published author on the study in a peer-reviewed journal (not just a principal investigator or within a working group)?

13. Conflict of Interest: If the presenters 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?

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?

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 livestreamed and made available to Fellows via a secure site following the Congress on the RANZCO website.

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 on **ANY DAY** if accepted into the program. If this is not possible, the Congress Organisers reserve the right to withdraw acceptance of the abstract.

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

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 log in at any time prior to the site closing to update your submission.

UPDATING AN ABSTRACT

Authors may login to edit/update the submission until the call for abstracts closes on 11th June @ 9am (AEDT). 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:

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ranzco@thinkbusinessevents.com.au
www.ranzco2024.com

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