



ANNUAL MEETING & EXHIBITION
CONGRÈS ANNUEL ET EXPOSITION

MONTRÉAL



Canadian Ophthalmological Society
Société ophtalmologique canadienne
Société d'ophtalmologie
EYE PHYSICIANS AND SURGEONS OF CANADA | MÉDECINS ET CHIRURGIENS OPHTHALMOLOGISTES DU CANADA

JUNE 15-18 JUN, 2017
PALAIS DES CONGRÈS / MONTRÉAL, QUÉBEC, CANADA

80

YEARS OF EVIDENCE, EDUCATION
AND INNOVATION IN EYE HEALTH
ANS DE RECHERCHE, D'INNOVATIONS ET
D'ENSEIGNEMENT EN SANTÉ OCULAIRE

2017 COS ANNUAL MEETING: ABSTRACT GUIDELINES

Please review carefully before submitting your abstract.

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

- Cataract surgery*
- International and public health ophthalmology
- Pediatric ophthalmology and strabismus
- Cornea, external disease & refractive surgery
- Glaucoma
- Uveitis
- Neuro-ophthalmology
- Retina*
- Oculoplastic & reconstructive surgery
- Vision rehabilitation
- Ophthalmic pathology*

FORMAT

Paper: 7-minute oral presentation

Poster: Printed presentation

**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 can be made by email to [Dr. Valerie White](#).

AWARDS

COS Award for Excellence in Ophthalmic Research: for residents, fellows or medical students conducting original, innovative research at a Canadian university. You must apply for this award at time of abstract submission and be the primary author of this work.

- **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. Authors must be present at their posters when requested. To be considered for an award, posters must be submitted electronically as a PDF in advance of the meeting.

The Ron Jans Clinical Cornea Award: for residents, fellows or medical students conducting original, innovative clinical research at a Canadian university, in the areas of cornea, external disease or refractive surgery. You must apply for this award at the time of abstract submission, be the primary author of this work, and have contributed at least 50% of the development of this study.

Amount of award: \$1,000

ABSTRACT GUIDELINES

- All primary (submitting) authors must be members of COS.
- COS encourages submission of original, innovative work. Any work that has previously been published or is accepted for publication will not be accepted.
- 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 number of abstracts as a co-author.
- Abstracts must be submitted using the online abstract submission process. Abstracts will not be accepted by email or other methods.
- 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.
- 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.
- All authors of an abstract must disclose any and all financial interests. The submitting authors must provide financial disclosure for all authors over the previous two years. See [Financial Disclosure](#) criteria 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 poster); however, all accepted abstracts are assigned to a paper or poster presentation at the discretion of the reviewing committee. If your format choice is not granted, you may withdraw your abstract.
- By submitting an abstract, you agree to present it at the 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

No ethics review is required for:

- Case studies
- Observational case series (where there is no intervention)
- Basic science (not involving animals)
- Literature reviews

Financial Disclosure: COS is an accredited Continuing Professional Development provider of the Royal College of Physicians and Surgeons of Canada. COS must disclose to the program audience any real or apparent financial interests over the previous 2 years relevant to the content of your presentation(s) in order to ensure balance, independence, objectivity, and scientific rigor in all accredited educational activities. Declaration of financial interest is not intended to restrict your presentation but to inform the audience that this relationship exists.

All presenters at the meeting **MUST** disclose any financial interest or other relationship over the previous 2 years with the manufacturer(s) of any commercial product(s) and/or provider(s) of any commercial services. In case of uncertainty it is better to err on full disclosure.

A financial interest is 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. Financial relationships pertain equally to your immediate family (i.e. spouse/partner or dependent child).

ABSTRACT REVIEW

Abstracts will be adjudicated according to the subspecialty session selected. Abstracts are reviewed by the Session Chairs of the COS Annual Meeting Planning Committee. All abstracts are considered equally for selection, and the quality of the abstract is the single most important factor in the Committee's decision.

Abstracts are chosen on the basis of originality, clinical relevance, comprehensiveness, solid scientific practice, ability to stimulate discussion and/or address an educational need. Abstracts that do not adhere to the abstract submission guidelines will not be accepted. See [Rejection criteria](#) for details.

KEYS TO A SUCCESSFUL SUBMISSION

- Follow all the abstract guidelines; read and understand COS Scientific Program Criteria including 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. See [Rejection Criteria](#).

- Provide an abstract that is clear, concise and free of errors.

REJECTION CRITERIA

Abstracts are reviewed according to the submission guidelines and assigned a corresponding score. Abstracts receiving a score below the cut-off point 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.

PAPER PRESENTATIONS

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. Details of the probation are outlined below.

POSTER PRESENTATIONS

The submitting author must be present at the meeting to deliver the presentation. 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.

Your poster must be up for the duration of the meeting. You will be requested to stand by your poster during a specified time during the meeting. The timing of poster presentations will be decided by subspecialty and provided well in advance of the meeting.

Authors who fail to set up their poster, tear them down early or neglect to stand by their posters during their required break will be placed on probation for the following year.

ABSTRACT PROBATION

Authors placed on probation are subject to the following restrictions for the following year's meeting:

- Exclusion from submitting an abstract for the 2018 COS Annual Meeting as first author
- Exclusion from presenting an abstract at the 2018 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 March 3, 2017. Please send written notice of withdrawal to:

Maxine Colvey

Coordinator, Continuing Professional Development

E: abstracts@cos-sco.ca

T: 613-729-6779 x235

F: 613-729-7209

