ABSTRACT SUBMISSION GUIDELINES & INSTRUCTIONS

Please read the following instructions on how to use the Oxford Abstracts Submission System to register your details, submit, edit or withdraw a submission for the RANZCO 2022 Congress.

Register as a User in the Abstract Submission System

1. Go to the **OXFORD ABSTRACTS SUBMISSION LOG-IN** page:
   https://app.oxfordabstracts.com/stages/4142/submitter

   Insert your email address. If you have an account, then the password box will appear.
   If you don't remember your password, select 'Forgotten My Password' and you can reset it.
   If you do not have an account, then a registration box will appear and you can register to the software. Once you have successfully registered, you will be sent an email confirming your details to access the abstract submission system.

Important

- **Please remember that submitting an abstract does NOT automatically register you as a Congress delegate.** Congress registration can be done online at a later date.
- All communications about your submission will be sent to the email address you submit
- We recommend that the user ID and email belong to the contact person

Submit an abstract

1. Locate your abstract file on your computer's hard disk so you can copy/paste the information easily into the text-based submission form's fields.

2. Go to **OXFORD ABSTRACTS SUBMISSION LOG-IN** page:
   https://app.oxfordabstracts.com/stages/4142/submitter

3. Enter the email address and the password you chose when you first registered as a user.

4. Click the **"log In"** button and you will be taken to a screen from which the submission process starts.

Please read the instructions on the screen carefully and complete the fields in the submission form. Mandatory fields are marked with an asterix*. These must be populated to enable your submission to be completed.

1. **CATEGORY**

   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
   Uveitis
   Training and Education
   Other

2. **PRESENTATION TYPE**
   Please choose your preferred presentation type:

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

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

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

4. **TITLE** (max 25 words)
   Enter the full title of your submission. This will be used in Congress related hard copy and online materials. The title should be as brief as possible but long enough to indicate clearly the nature of your submission.

5. **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 MUST be structured to include 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).

   Please refer to https://www.ranzcoabstracts.com/ to view the full list of accepted abstracts for the RANZCO Virtual Congress.

6. **PREVIOUS SUBMISSION**
   Has this abstract been presented in previous years at the RANZCO Congress or any other local or international meeting?

Yes

No

7. If you selected 'Yes', please provide details.

8. **PREVIOUS PUBLICATION**
    Has this abstract been published in a journal/other hard copy or online publication?
    Yes

    No

9. If you selected 'Yes', please advise the name and year of the publication.

10. **AUTHORS AND AFFILIATION**
    Please enter the names of ALL authors and their affiliations in the order in which you wish them to appear in the online platform / app and the Wiley Abstract Supplement. Please note that only the presenting author is listed in the program.

    Title: (A/Prof, Prof, Dr, Mr, Mrs, Ms, Miss)
    First Name:
    Last Name:
    Affiliations:
    Email:
    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.
    Presenter Status: FRANZCO, non-FRANZCO ophthalmologist, RANZCO trainee, non-RANZCO trainee or medical student, Scientist, other (please advise)

11. **PRESENTER BIOGRAPHY** (max 150 words)
    Provide a 3-4 sentence biography for the presenter (written in third person). This will appear on the online platform/app and may be used by the Session Chair to introduce your presentation.

12. **PRESENTER PHOTO**
    Please upload a photo of the presenter for the online platform/app. (Please only upload if the presenter provides their consent).

13. **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

14. 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

    Unsure, please contact ranzco@ranzco.edu to discuss

15. **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
No

16. AUTHOR APPROVAL

I confirm that this submission has been approved by ALL authors and that the presenter will register to attend and present at the Congress (if the abstract is accepted). There is no reduced rate for presenters.

SUBMIT - You will be sent an email confirming your submission. Please check and ensure all is correct.

NOTES:

- We recommend that you share the summary with the other authors so they can check that their names and affiliations are correctly listed and spelled.
- If you have answered all the mandatory questions then your submission will be assigned a reference number and a confirmation will be emailed to you.
- **Word Limit**: Please note the system will not accept fields that exceed the word limit, and will not allow you to continue until the word limit is met.
- Please ensure that all your submission/s are **'COMPLETE'**. You can check this by looking at your dashboard when you log in.
- Check that you have received a confirmation email

Incomplete Submissions

You can save an incomplete submission by selecting SUBMIT at the end of the form and return to it later. You will see the incomplete submission on your dashboard.

Please ensure that you log in, click on the submission and complete it by the deadline. It will say COMPLETE on your dashboard once you have successfully answered all the questions.

Submit More than one abstract

To make a new submission to the Congress, log into the submission site.

Click on 'New Submission' on your dashboard. If you are not in dashboard view, click on 'Back' in the submission screen to return to your dashboard. Then follow the same instructions as the original process. You will be sent an email confirming that your submission has been successful – provided you have answered all the mandatory questions.

Edit or amend an abstract

You may wish to change your answers to some of the questions for your submission. To edit or amend a submission to the Congress, log into the submission site. You will see the list of submissions that you have made. Click on the submission title that you wish to change, on your dashboard. If you are not in dashboard view, click on 'Back' in the submission screen to return to your dashboard. Edit the fields you want to change. The process of amending a submission is the same as the original process, except that the fields will already be populated with your previous entries – you don't have to change an answer if you don't want to.

Note: You can edit as many times as you like, up until the deadline (Monday 30 May).

Withdraw 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.

Important: Once a submission is withdrawn, it may not be reinstated.

Author Notification

Authors will receive notification on **Monday 8 August**.

Further Information

For further information, please contact the Congress Office:
Think Business Events
P: 02 8251 0045
E: ranzco@thinkbusinessevents.com.au