**Belfast Eye Conference Abstract submission form**

**Rules of submission –**

**Please read carefully. Your abstract will not be accepted if the following structure is not followed correctly.**

Please read the submission rules before submitting an abstract.

* Abstracts must be submitted via email only. Fill in this form and submit it to belfasteyeconference@qub.ac.uk . **Use ABSTRACT SUBMISSION – YOUR FULL NAME as the email title.**
* Save your abstract form as **abstractsubmssion\_yourfullname**

**This is very important. Your submission will be rejected otherwise.**

* Presentation Type: Abstracts may be submitted for oral presentation or e-Poster Viewing.
* The Scientific Committee will determine whether the abstract will be accepted for presentation, with consideration given to the author’s preference of presenting style.
* Abstracts must be received by the announced deadline. Abstracts received after the deadline will not be considered.
* All abstracts must be submitted and presented in clear English with accurate grammar and spelling of a quality suitable for publication. If you need help, please arrange for the review of your abstract by a colleague who is a native English speaker, by a university-specific publications office (or another similar facility) or by a copy editor, prior to submission.
* Abstracts must be original and must not be or have been published or presented at any other meeting prior to the conference.
* Please note that each person may **submit up to 2 abstracts as a presenting author**.
* Only abstracts of authors who have registered and attend the conference will be included in the conference abstract digital book.
* Disclosure of Conflicts of Interest: Abstract Submitters will be required to disclose any conflict of interests in the submission form.
* Upon submission, the Abstract Submitter confirms that the abstract has been reviewed and that all information is correct, and accepts that the content of this abstract cannot be modified or corrected after final submission and is aware that it will be published exactly as submitted.
* Submission of the abstract constitutes the authors’ consent to publication (e.g. in the conference abstract digital flipbook, the website, conference programmes and other promotion, etc.).
* Upon submission, the Abstract Submitter confirms that the contact details submitted are those of the corresponding author, who will be notified about the status of the abstract. The corresponding author is responsible for informing the other authors about the status of the abstract.
* The Organising Committee will review abstracts. Following the information regarding acceptance, scheduling information will be sent to the Abstract Submitter.
* The Belfast Eye Conference reserves the right to withdraw any abstracts that do not meet the scientific or ethical standards of the association at any point before or after acceptance and subsequent publication in the congress abstract digital flipbook.
* A certificate will not be issued to successful presenting authors. Instead your achievement will be validated with the use of the signed conference abstract booklet.

**Guidelines for Submission**

Before you begin, please prepare the following information:

* Presenting author’s contact details
* Email address
* Phone number
* Author and co-authors’ details
* Full first and family name(s)
* Affiliation details: department, institution / hospital, city, state (if relevant), country
* Abstract title – limited to 25 words
* Abstract text – limited to 250 words.
* Abstract layout – Abstracts should use the following structured formats. **Abstracts not using these formats will not be considered**:
* Format for original research
	+ Introduction
	+ Objectives
	+ Methods
	+ Results
	+ Conclusions
* Format for interesting case
	+ Introduction
	+ Case Presentation
	+ Learning point
* Use generic names of drugs. The presentation must be balanced and contain no commercial promotional content.
* Submissions may not contain patient names, hospital ID numbers or other identifying information.
* You will receive an abstract ID number via email after you have submitted your abstract. Please refer to this abstract number in all correspondence regarding the abstract.
* Please contact us if you have not received confirmation that your abstract has been submitted.
* Please do not submit multiple copies of the same abstract

**Abstract submission form**

|  |  |
| --- | --- |
| **Abstract title** |  |
| **Title word count (max 25)** |  |
| **Abstract body please include relevant sub-headings** |  |
| **Abstract body word count (max 250)** |  |
| **Authors (s) including relevant affiliations (I.e. prefix, name, job title, name of place of work/institution, place of work/intuition location)** |  |
| **Name of presenting author** |  |
| **Hospital/University/Institution** |  |
| **Name of person to whom correspondence should be sent** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email address** |  |
| **Has this abstract been submitted to/presented at another scientific meeting?** **(Yes or No)** |  |
| **If yes, please provide a brief note of the date and type of meeting** |  |
| **Has this abstract been submitted to/published in a scientific journal? (Yes or No)** |  |
| **If yes, please provide a brief note of the date and title of the publication** |  |
| **If your abstract is accepted, would you prefer to present as an oral or poster presentation or either?** **(Oral, Poster, Either)** |  |
| **Is your abstract relating to a research project or an interesting case?** **(Research, case)** |  |
| **Do you understand you must register and attend the conference for your work to be presented at the conference and recorded in the abstract book?** **(Yes or No)** |  |

Thank you for considering Belfast Eye Conference as a platform to present your ophthalmology related research.

To submit please email this form to belfasteyeconference@qub.ac.uk. **Use ABSTRACT SUBMISSION – YOUR FULL NAME** as the title of the email.

Name your abstract document **abstractsubmssion\_yourfullname**

Any abstracts submitted **after 1st June 2024** will not be considered.