

## Ophthalmological Society of West Bengal

Guidelines for the Scientific Program of Annual State Conference  
(As drafted by the Scientific Committee and adopted by the Executive Committee in 2004)

### A. For Abstract Submission & Participation

1. Deadline for submission of abstracts to be fixed as 5 PM of the last working day of the OSWB Office in the month of June\*.
2. Abstracts sent on the prescribed forms or its Xerox only will be accepted.
3. Abstracts may be sent by e mail as well. Kindly preserve the confirmation of abstract submission by email from the OSWB office.
4. Authors must clearly state the session (FP/KP Roy/Community/Video etc.) for which the paper is to be considered. Abstracts with incomplete details of session, consent letters from authors, declaration etc. are liable to be rejected.
5. For each Paper, number of authors / co-authors, put together, not to exceed 5 (five).
6. All abstracts must be accompanied by a written consent (within the deadline for submission of abstracts) from all authors/co-authors stating that they are co-authors to the paper and have no objection to the paper being presented at the conference or being published in any scientific journal of the OSWB.
7. All papers submitted for competitive sessions (KP Roy, B K Mitra, Satyarani Hazra/Video etc.) have to be accompanied by a letter from all authors/co-authors (within the deadline for submission of abstracts) stating that the work has been done within the state of WB. However, papers on work done outside WB can be presented in the FP / Community Ophthalmology/ Video session but will not be considered for competition.
8. Deadline for withdrawal / alteration of abstracts - 48hrs after the deadline for submission. No request from the authors thereafter shall be considered. All such requests must be made in writing.
9. Scientific Committee shall have the discretion to rearrange/ shift abstracts/ papers in the best interest of the scientific program with information to authors even after the deadline. For instance, an abstract submitted for Free Paper may not have been selected whereas the nature of work would qualify it for community ophthalmology session. The author would be offered to avail of this opportunity.
10. 6 copies (1 office copy, 5 for judges) of full text of all selected papers (except video session) must reach the society office at least 15 days prior to the conference. Failure shall result in disqualification of the paper.
11. Guidelines for full text: typed, preferably on floppy, double space
12. Failure to submit the full text within the stipulated date or failure to present the paper at the conference will automatically disqualify the author & co-authors (each one) of that paper for the same session (FP/KP Roy/Community/Video etc.) in the next year's conference.  
Note: It should be the collective responsibility of all co-authors to see that the Full text of the Paper reaches the office in time and that Papers selected are presented at the Conference. This will ensure that energy is not wasted on dummy papers, Judges are better prepared & the presenters adhere to time and are more fluent in their presentations.
13. If a request for withdrawal is received in writing after the deadline or if a paper is disqualified due to non submission of full text in time, the scientific committee will have the discretion to offer an opportunity to the author(s) next in merit to present their paper. However, the penalty as mentioned above will be applicable to the defaulting authors/co-authors.
14. Members unhappy with such decision will have a chance to appeal to the executive committee within 30 days after the conference.
15. Only members registered as delegates will be permitted entry to scientific program and trade stalls. GB meeting & voting will be open to all members.

#### B. Poster

1. While submitting abstracts, members must clearly indicate if they would like their paper to be considered for Poster presentation if not selected for FP session etc.
2. Posters will have to conform to the guidelines laid down.
3. Author(s) will be expected to be present alongside their posters at a designated time to answer queries from delegates / Judges.
4. A prize will be awarded for the best poster.

#### C. Presenter:

1. Presenter must be a member of OSWB.
2. In the FP session any one of the authors/co-authors may present the paper. The same person must present the paper in every round.  
Note: Marks are awarded not only on the content but on the fluency of presentation, timing etc. The new person presenting in the second round may not have qualified in the first round had he/she presented.
3. In the K P Roy award session the qualifying criteria will apply only to the first author, who has to be the presenter as well.

#### D. For Judges

1. A list of judges for evaluating abstracts & for the competitive sessions will be prepared by the scientific committee well in advance and consent & availability will also be obtained.
2. If by oversight any author/co-author's name figures in the list of Judges for that session then he/she automatically stands disqualified to judge the session and will be expected to inform the scientific committee so that alternative arrangements can be made.
3. Judges shall be sent a copy of the full text of the papers at least 3 days prior to the conference so that they can go through them.
4. Guidelines to Judges/ conveners/ moderators will be provided in advance.
5. Once the Judges have confirmed their availability, they will be expected to be punctual and report to the convener / moderator of that session 5 mins prior to the start of the session.
6. Judges' performance shall be evaluated by the convener of the session and a note shall be maintained by the scientific committee.

#### E. Conveners / Moderators

1. The Convener/ Moderator shall be responsible for the smooth conduct of a session. The functions shall include:
  - i. Ensuring that Judges & Speakers are ready before the start of the session.
  - ii. Calling out the speakers / presenters in the order specified.
  - iii. Ensuring that no one other than those listed in the printed program/ list provided by scientific committee, speaks.
  - iv. Timing speakers where relevant.
  - v. Collecting score sheets & tabulating the marks.
  - vi. Submitting the Score sheets to the scientific committee for cross checking & approval.
  - vii. Announcing the results of the session once approved by the scientific committee.

#### F. Video session :

1. Time allotted – 10 mins. From appearance of video/title. Presenters are expected to cue their video to avoid wastage of time.
2. No Questions from judges/floor till marking is over.

3. However, once the evaluated sheets are received by the Convener, if time permits & the presenter is available, he/she may permit questions/clarifications from judges/floor.

G. Awards:

1. Named Awards for conference & Otherwise: A minimum amount of Rs. 50,000 has been fixed for donation towards a named award to be presented by the society.

*\*The last date of submission in June was originally for a conference in September. It may be altered by the Executive Committee due to change of conference dates or other contingencies.*

*For any query or clarification please check with the Chairman or Convener of Scientific Committee.*