



**Guidelines for Abstract Submission and Participation**  
**Annual Conference of OSWB 2010**

1. Deadline for submission of abstracts has been fixed at 5 PM on 31<sup>st</sup> August 2010.
2. Abstracts sent on the prescribed forms or its photocopies only will be accepted
3. Abstracts should be sent by e mail ([oswb@vsnl.com](mailto:oswb@vsnl.com)) as well. Kindly preserve the confirmation of abstract submission by email from the OSWB office. **Failure to send abstracts by both hard copy and soft copy by e mail will result in non evaluation of the same.**
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, declarations etc. are liable to be rejected.
5. For each Paper, number of authors (Chief Author and 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 Chief Author and Co Authors stating that they 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 the Chief Author and 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. Time allotted for all free papers is 6 minutes.
9. Deadline for withdrawal / alteration of abstracts – same as the deadline for submission. No request from the authors thereafter shall be considered. All such requests must be made in writing and should reach the OSWB office within 5 PM of the last working day of the month of August 2010.
10. 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.
11. 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. A soft copy of the full text of all selected papers (via e mail or in a CD as a .doc file in double spacing) should also be submitted by the deadline mentioned above.
12. Failure to submit the full text within the stipulated date or failure to present the paper at the conference will automatically disqualify the chief 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 on 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 chief author/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.

### **Poster**

16. 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.
17. Posters will have to conform to the guidelines laid down.
18. Author(s) will be expected to be present alongside their posters at a designated time to answer queries from delegates / Judges.
19. A prize will be awarded for the best poster.

### **Presenter**

20. Presenter must be a member of OSWB.
21. In the FP session any one of the authors may present the paper. The same person must present the paper in every round. Duration of Free Papers is 6 minutes.  
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.
22. In the K P Roy award session the qualifying criteria will apply only to the chief author, who has to be the presenter as well.

### **Video Session**

23. Time allotted – 10 minutes. From appearance of video/title. Presenters are expected to cue their video to avoid wastage of time.
24. Video format submitted should be playable in Windows Media Player and a DVD/CD containing the video should be submitted along with the abstract by the stipulated deadline (**31<sup>st</sup> August 2010 by 5.00 pm**) for evaluation.
25. No Questions from judges/floor till marking is over.
26. 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.