

GUIDELINES FOR ABSTRACT SUBMISSION

1. Abstract submission should be in English.
2. The case discussion theme for February 2021 is **Management of Low Vision Patients**.
3. All abstracts must be submitted using the submission form on the website.
4. Please ensure that contact details are entered correctly to avoid delays in communicating decisions.
5. The abstract submitted should purely be the author's work and plagiarism is strictly not permitted.
6. While submitting the abstract, you must disclose any commercial relationships or conflicts of interest that are relevant to the content of the abstract or proposal.
7. Do not disclose the personal information of patients (Name, Address, Photo etc). Please ensure that you include only details relevant to the case in the abstract / presentation. You should include only the patient's age, gender, and occupation in the abstract / presentation. IVI will not be responsible for any breach of patient information, protection policies as mandated by the Medical Council of India.
8. Only one author will be allowed to present. Please include the presenter's name in the First Author section.
9. There is no limit to the number of co-authors and their names can be mentioned in the space titled "List of co-authors"
10. Enter the title of your abstract as you want it to appear in during the presentation. The following guidelines apply:
 - Title should not exceed a character limit of 100
 - Use Title Case only not CAPS. For example, Impact of Aberrations on Vision
 - DO NOT include the author names in the title field.
11. The abstract should include, in a single paragraph in the space specified, without indentation, the clearly defined Purpose, Case Report, and Conclusions.
 - Content entered in the abstract body should not exceed a character limit of 3000.
 - Use numerals for numbers and only well-known abbreviations eg OD, OS.
 - DO NOT use symbols.
 - The form would not support any figures, tables, charts or illustrations.
 - Review your abstract carefully for typographical errors, misspellings, poor hyphenation, etc.

12. Author Agreements

By submitting an abstract, the author confirms and agrees to the following:

- The author/s approves submitting this work for presentation.
- The author/s have done the work reported in the abstract and take full responsibility for the contents.
- The author/s agrees to confine their presentation to the topic in the abstract.
- The presenting author should immediately notify the IVI abstract selection committee if he / she is unable to make the case presentation.
- The author is responsible for using correct grammar and spelling, but the Abstract Selection Committee reserves the right to edit abstracts for grammar and spelling.
- The author/s approve that the content submitted is not subject to copyright restrictions arising from pre-existing copyright agreements or transfer.
- If you are a student, you will be requested to undersign the consent of the Head of Department / Incharge for presenting the case.

13. Selected abstract will be considered for an oral (paper) presentation only. Multiple entries are not encouraged.

14. Abstracts will be reviewed based on the originality, structure, content, and outcome message to the audience. The final decision will be taken by the IVI abstract selection committee for case discussion.

15. Application Status:

Abstract submission will be open from **Friday, 22 January 2021** and the deadline for submission is on **Wednesday, 10 February 2021 before 23:59 hours**. Abstract selection or rejection will be notified through email by **Monday, 15 February 2021**.

16. Two abstracts will be selected – one each from the **Student category** and one from the **Practitioner Category**.

17. The case presentation is for a maximum of 20 minutes followed by a moderator driven discussion for 10 minutes.

18. The main author of the selected abstract must send the Presentation in MS PPT format only, by **Saturday 20 February 2021 before 5:00 PM IST** to this email address – info@indiavisioninstitute.org