



**Clinical  
Optometry  
Poland 2024**

**International scientific conference  
Polish Optometric Association**

**Warszawa  
15-17 November 2024**

**Call of Abstract**

**Abstract and poster guidelines**

# 1. Abstracts

The guidelines below define the types and method of preparing abstracts as part of a scientific conference. When submitting the submission, the author specifies the type of presentation. Commercial presentations, product or medical device presentations will not be accepted for council review.

## 1.1. Oral presentations

- Speeches may concern research topics, clinical cases, or be educational in nature.
- The speeches will be grouped into appropriate thematic sessions in the session scheme: 4 standard speeches per session or the corresponding 8 rapid speeches.
- In the case of presentations that do not meet the criteria or are assessed negatively by the committee, the applicant will receive an e-mail request for supplementation / correction (on a review basis) in the case of "minor revision", will be asked to supplement / correct (on a review basis) and/or the work will be postponed to the session poster in the case of "major revision" or will be rejected.
- Additions/improvements (based on reviews) also apply to the presentations themselves.
- Depending on the type, the presentation should be prepared based on a multimedia presentation and delivered at the time set by the council.
- The Council may refer a request to the session:
  - o rapid speeches - time: 5-8 min;
  - o standard speeches - time: 15-20 min;
  - o extended speeches - time 45-60 min.

## 1.2. E-poster

- poster presentation in a selected category: scientific, case studies or educational;
- the final number of accepted posters will be determined by the Program Council in the course of preparing the program;
- Projectors for e-presentations will be used, each poster may consist of a maximum of 3 slides.
- In selected cases, the authors of the poster may be asked to deliver a longer speech as a "rapid" oral presentation in an appropriate thematic session - a special distinction of the program committee.
- Authors are asked to be present at posters during their scheduled sessions, absences will be recorded.

## **2. Formal and substantive assessment as well as criteria for individual types of applications**

The following criteria will constitute the basis for assessing the submitted abstracts and should be taken into account when preparing the application. Additionally, each abstract will be assessed for innovation and relevance to specific conference main topics. Abstracts will be assessed both in terms of formal and substantive aspects of each presentation.

### **2.1. The formal assessment include:**

- Consent of the bioethics committee in the case of research involving humans, consent of the relevant ethical committee in the case of research on animals, rare organisms and endangered species, or consent of the ethics committee in the case of research on cells and cell lines.
- Registration of the research protocol in databases (e.g. Clinical Trials) in the case of clinical trials, medical experiments, observational studies or retrospective studies. In the case of systematic reviews, it is necessary to provide a verification protocol in databases (e.g. Prospero).
- Obtaining formal consent from patients to use tests and photos in the appropriate format (Appendix 1) is confirmed by the authors when submitting the work.
- Filling in information about the conflict of interests of each author regarding both the current involvement (in the submitted work) and any conflicts of interest occurring in the last year.
- Sending along with the abstract 2 questions checking the basic understanding of the presented topic in the format of single-choice questions with 4 options (A, B, C, D). The questions will be used to award a certificate for a given thematic session (the condition for obtaining a certificate is attendance at the session and a positive test result taken up to 2 days after the conference)

## **2.2. The substantive assessment depends on the nature of the submitted abstract**

### **2.2.1. Research abstracts, clinical trials and medical, scientific and technological experiments**

- This type of abstract should refer to completed and verified research,
- The Council may reject the application in the case of extended or incomplete research,
- A clinical-type abstract should include methodology appropriate to the study objectives (including, if possible, consideration of sample size and power calculations),
- The abstract contains evidence of a significant new research result that adds to current knowledge,
- The results of the study are described in sufficient detail and the conclusions in the summary appear to be justified by the results presented.
- The text should contain the necessary amount of data confirming the thesis,
- The abstract cannot be a copy of a project presented at a conference, symposium or in the form of a poster,
- The scientific and/or clinical significance is clearly stated in the abstract.
- If it describes the evaluation or trial of a commercial product, instrument or idea, the evaluation is scientifically justified and clearly defined in the text.

### **2.2.2. Abstracts of the case study type**

- the abstract should contain a description of a case requiring a non-standard approach, breaking patterns or guidelines,
- The case discussed should include a reference to the EBM-compliant procedure,
- A case may be successful with a non-standard approach or may fail despite following the guidelines,
- Both cases of deviation from the scheme and procedures in accordance with the scheme may have significant substantive value in the context of clinical management, e.g. analysis of failure of the classic treatment scheme, analysis of deviation from the scheme and the reasons for deciding on a given deviation, analysis of solutions proposed for the patient's unique optical situation technological
- The case should include a justification for departing from the procedure/guidelines along with the final conclusion
- The case description must be consistent with the provisions on the protection of personal data, image protection, and in the case of children, the protection of children and minors.

## 2.2.3. Educational abstracts

- The abstract may refer to the description of standards, procedures or guidelines,
- The presentation should contain practical information that can be implemented by the listeners in everyday practice,
- The abstract may include a discussion of guideline updates

## 2.3. Preparation of the abstract

### 2.3.1 Language of presentation and abstract

Main language of the conference is English. Therefore, all submissions should be prepared in the language of the conference. The conference presentation should also be given in English.

### 2.3.2. Structure

Each abstract should have the following elements:

- Title, author (including affiliation), additional authors (including affiliations), content of the abstract, bibliography;
- the number of publications included in the application should be reduced to a minimum and not exceed the 5 most important items;
- The abstract should be prepared according to the template for individual categories:
  - Scientific abstract - purpose, methodology, results, summary;
  - Abstract Case study - title, discussion of the standard, case description, reference to the standard, summary;
  - Educational abstract - scope, discussion, summary.

### 2.3.3. Abstract format

Each abstract should meet the criteria:

- the abstract should be prepared within the above guidelines;
- the maximum number of words in the abstract is 350 words;
- the number of words does not include:
  - author's data and affiliations;
  - details and affiliations of supporting authors;
  - chemical, mathematical formulas or symbols;

### 2.3.4. Attachments / tables / photos / charts

- all attachments should be submitted as separate files with the abstract;
- are recognized as an attachment:

- o tables;
- o charts;
- o diagrams;
- o photos;
- Each attachment should be marked and mentioned in the text of the abstract.

## **3. Abstract submission**

### **3.1. Online abstract submissions**

Abstract submissions will be accepted only via a dedicated tab on the conference website.

When completing your application, make sure that:

- all contact details are consistent with the facts;
- the text of the abstract was incorporated into the system in a dedicated format;
- all attachments have been attached with the abstract;

Remember! The final speech must be closely related to the content included in the conference abstract.

### **3.2. Intellectual property/ affiliation/ sponsorship/ grant information**

- If you have financing from public sources or corporate sponsorship, please indicate this in the dedicated application tab.
- Any conflicts of interest should be reported before the Program Council begins to evaluate the application.

### **3.3. Copyright of the abstract and presentation**

- When submitting, the author declares that the content of the abstract as well as the content of the presented research does not constitute a violation of copyright in accordance with the provisions of the Copyright Act of February 4, 1994 (Journal of Laws of 1994, item 2509).
- Additionally, the author may be asked to consent to audio/video recording of the presentation during the conference.