



26th Annual Academic Congress of the college of Ophthalmologists of Sri Lanka

30th September to 01st October 2017

Guidelines for the Submission of Abstracts

01. All abstracts should reach the Honorary Secretary, The College of Ophthalmologists of Sri Lanka, National Eye Hospital, Colombo 10, before 31st August 2017. Late entries will not be accepted.

All abstracts duly prepared should be emailed to the COSL via ophsleye@gmail.com

02. All abstracts must be typed in double spacing with 1” margin on both side in 12 point Times Roman font in Microsoft Word
03. Provide Name of Author(s) followed by the name of the institution and the country, (in the original only). Indicate the names of the authors according to the following format: Initial of given names without punctuation followed by family name or given names followed by family name, e.g. LH Leong or Lim Heng Leong. Omit degrees, titles and full address.
04. Abstracts should not exceed 250 words and should follow the following format.
 - a) Introduction & objectives
 - b) material and methods,
 - c) results,
 - d) discussion and conclusions. (References are not necessary.)Key words – include 3-5 key words. Frames, Graphs, images, table and diagrams should be kept to a minimum.
05. Use of standard abbreviations is desirable. Use special or unusual abbreviations in Parentheses after the full word, the first time it appears. Use numerals to indicate numbers except to begin sentences.
06. It is the author’s responsibility to submit an abstract with correct spelling and grammar. The Academic Programme Committee, however, reserves the right to edit the abstract if it has significant spelling and grammatical mistakes. The Academic Programme Committee will determine whether the abstract will be accepted as an oral presentation or a poster, with consideration given to the authors preference.
07. **ORAL PRESENTATIONS:** Each paper will be allowed only 6 minutes for presentation with 2 minutes for discussion.(total 8 minutes) Multimedia facilities will be made available.
08. **POSTER PRESENTATIONS:** The size of the poster should be approximately 1m (width) X 1.5m (height). Screens (portrait) will be provided to put up posters. It is the sole responsibility of the author/s to mount and remove their posters at the location Provided, on time and the conference committee will not be liable for any damages or losses.
09. The presenting author is required to register for the sessions before submission of the Abstract,

Hony. Secretary

College of Ophthalmologists of Sri Lanka

National Eye Hospital, Deans Rd, Colombo 10 Email: ophsleye@gmail.com



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Abstract Submission Form

Presenting Author: (must be registered)

(Family Name)

First Name & Middle Name

Mailing Address:

Institution /Hospital:

Contact Telephone No:

Email:

Title of Abstract:

No: of words:-----

Abstract is submitted for Oral presentation

Poster presentation

either

Signature:-----

Date:-----

Secretariat use only

01	Is it structured as requested	Yes	No
02	Names of authors, place of work not mentioned in 2 copies	Yes	No
03	Has the presenting author registered?	Yes	No

Registration no:

Date received:

Decision of the scientific committee:

Date & Time allocated for presentation:

ABSTRACT FORM

Please type **DOUBLE SPACED**. Use capital letters only for the first letter of proper nouns and of sentences. Abstract must be **STRUCTURED** whenever possible, and have **250 WORDS** or less. **THREE COPIES** to be submitted.(The names of authors should not appear in 2 copies)

Title :