

Abstract Submission Guidelines

Free Paper, Rapid Fire, Poster, Film and Sustainable Technology Pitch

The GA2020 Programme Committee welcomes the submission of abstracts for Free Paper, Rapid Fire, Poster, Film and PitchNOW Sustainable Innovation presentations at the IAPB's 2020 Global Assembly (GA2020), 12-14 October 2020 in Singapore.

The IAPB Global Assembly is the only international event that provides a forum for all professionals focussed on eye health, public health and sustainable development to exchange ideas, network and set the eye health agenda.

2020 is a year of celebration and agenda setting in global eye health. With Act Now as the conference theme, the GA will celebrate the achievements of Vision 2020 and set the stage for a Decade of Action to achieve Universal Eye Health. The programme will feature 3 streams each led by a Programme Chair: Excellence - Professor Serge Resnikoff; Sustainability - Dr. Rengaraj Venkatesh; Western Pacific - Judith Stern.

We welcome the submission of abstracts relevant to the conference themes that will contribute to a rich and diverse programme.

Deadline, Review and Acceptance

Online submissions of abstracts are due by **Monday 20th April 2020 at 23:59 GMT**. Submissions will be reviewed by the GA2020 Programme Committee and primary authors will be notified of acceptance or if an abstract has been declined by 30th May 2020.

Submission Types

- Scientific Research and Policy or Practice Abstracts for presentation in the following formats:
 - Free Papers - Oral presentation of 10 minutes + 2 minutes Q&A
 - Rapid Fire Papers - Oral presentation of 5 minutes + 2 minutes Q&A
 - Poster Display
- Film Festival Abstract for screening of a 5-8 minutes original film
- PitchNOW Abstract for the opportunity to present a 5 minutes pitch with 5 minutes grilling on your sustainable innovation to judges and a live audience.

General Submission Guidelines

Please read the following guidelines carefully before starting your submission.

Important notes before you start:

- Previously published or presented abstracts will not be accepted
- You **do not** need to register to submit an abstract but if your submission is successful, you will need to [please register](#) and pay the applicable fee to attend GA2020; all presenters will need to cover their own travel, registration, VISA and accommodation costs.

Questions?

For questions related to abstract submission, please email IAPBProgramme@myt.uk.com

Step by Step Submission Guidance

GETTING STARTED

[Log in](#) and create [a new profile](#). Go to Submissions and 'add new' to create your submission. The Abstract Portal will enable you to work on your Abstract Submission online: you will be able to continue editing your document as long as you press "save & continue later" as you go and only press "save & submit" when it is final.

CREATING YOUR SUBMISSION

Enter the following:

SUBMISSION TYPE

Select the Submission Type appropriate for your preferred type of presentation from the drop-down menu. Choose from:

- Abstract (Policy/Practice) – Oral / Poster
- Abstract (Scientific) – Oral / Poster
- Film Festival
- Technology Pitch

SUBMISSION SUBGROUP

This field is required to assist in grouping similar themes together for presentation and the review process. The Submission Subgroup drop down menu is different for each of the four submission types.

PRESENTING AUTHOR'S NAME

Enter name of the presenting author as you wish it to appear in the Programme. Please Use Title Case not CAPS. For example, Professor Zoe Springer.

PRESENTING AUTHOR'S EMAIL

Enter the presenting author's email. Please note, all future correspondence pertaining to your abstract will be sent to the email address on your registered Submission Profile.

CO-AUTHORS

List full names of all co-authors separated by commas, the total number of co-authors may not exceed 5. List co-author(s) in the order that you want them listed on the Conference App. (Use Title Case not CAPS). For example Amy Wu, Joel Laurent. Nb., this field is not required if you are the sole author.

AFFILIATION

List the presenting author's affiliation/s with any Hospital / Institute / University / Organization.

COUNTRY

Select country which is the focus of the work in your abstract. This field is NOT for your nationality or place of residence. If the work you intend to present is applicable to more than one country, please list countries separated by commas. (Use Title Case not CAPS). For example, England, Scotland.

FINANCIAL INTEREST DISCLOSURE

Disclose financial interest / commercial relationships by checking the appropriate checkbox.

REGISTRATION & COSTS

Check the box to confirm that if your submission is accepted, you will register and cover your own travel, visa, registration and accommodation costs.

SUBMISSION DETAILS

The Submission Detail section is different for each submission type (Oral Presentation / Poster, Film and Technology Pitch).

GENERAL FORMATTING GUIDANCE FOR SUBMISSION

ABSTRACT TITLE

Enter the title of your abstract in the box as you want it to appear on the Conference App. The following guidelines apply:

- Use capital letters for the initial alphabets (Title Case) only. For example, Outcomes from Cataract Surgery in the Western Pacific.
- DO NOT include author names in the title field. Each author's name MUST be entered in the 'Creating your Submission Section'
- Limit abstract title to 150 characters including spaces.

BODY OF THE SUBMISSION

When entering the content for the body of the abstract:

- All abstracts must be submitted in English
- Divide text into 3-4 paragraphs.
- Use numerals for numbers and only very well-known abbreviations e.g. WHO, VA, anti-VEGF. If you must use other abbreviations, please explain them the first time they appear.
- Do not use symbols.
- Do not identify yourself or your institution in the text.
- Do not include any figures, tables, charts, references or illustrations.
- Maximum character limit for the body of the abstract is 2400 characters and spaces.
- Review your abstract carefully for typographical errors, misspellings, poor hyphenation, etc. They will be glaringly apparent in the published abstract and it is your responsibility to check your abstract and also the final content on the App.

SCIENTIFIC RESEARCH, POLICY OR PRACTICE ABSTRACT GUIDANCE

CONFERENCE STREAM

Select one Conference Stream as appropriate from the dropdown menu for each of the following:

- Excellence
- Sustainability
- Western Pacific

ABSTRACT THEMES & TOPICS

Select the most appropriate theme or topic of your work for each of the fields below:

- Disease or Condition
- Universal Eye Care Themes
- Sustainable Development Themes

If you would like to select more than one, select 'Other' and complete the following text box.

PRESENTATION PREFERENCE

Select one presentation preference:

- Either Oral or Poster Presentation
- Oral Presentation only
- Poster

ABSTRACT TITLE

Enter the title of your abstract in the box as you want it to appear on the Conference App according to the above [General Formatting Guidelines](#).

POLICY / PRACTICE Abstracts should be organised as follows:

- Clear Context
- Process
- Analysis
- Outcomes

State the context of the policy or practice, describe the process, summarize the analysis presenting sufficient details to support the outcomes, and give the outcomes reached (it is not acceptable to state "The outcomes are ongoing or inconclusive").

SCIENTIFIC RESEARCH Abstracts should be organised as follows:

- Purpose
- Methods
- Results
- Conclusions

State the purpose of the study, describe the method, summarize the results presenting sufficient details to support the conclusions, and give the conclusions reached (it is not acceptable to state "The results will be discussed").

FILM GUIDANCE

We are delighted to launch the inaugural IAPB GA2020 Film Festival giving our attendees the opportunity to showcase some of the latest ideas, technologies and eye health initiatives they are working and collaborating on together. We are inviting film submissions with themes of Act Now, Excellence, Sustainability, Western Pacific, Patient Perspectives, and General Interest. In order to hear from more voices and regions, we are inviting films in different languages with English subtitles. We cannot wait to review your film submissions and find out about your exciting work!

JUDGING CRITERIA

All films will be judged by experienced eye care leaders and evaluated on 5 categories:

1. Quality
2. Techniques used to get your message across
3. Applicability
4. Innovation
5. Overall

The overall winning film will be shown in the Closing Plenary.

GENERAL FILM GUIDANCE

- The producer must be a registered and paid delegate of the IAPB GA2020 in order for the video to be accepted for judging and inclusion in the Film Festival.
- Only one film per producer will be accepted for each category. The primary producer may co-produce up to two other films only.
- Films which the judging panel deem to be offensive due to racial, sexual or religious content will be disqualified. The decision of the judges is final and disqualified films will not be shown during the IAPB GA2020.
- The GA2020 Awards Ceremony is integral to the success of the Film Festival and all producers are strongly encouraged to attend. A colleague must attend on your behalf if you are unable to.
- There will be NO notification of the judging results prior to the Film Festival Awards Ceremony.

FILM Abstracts should be organised as follows:

- Synopsis: the Synopsis should describe the aim of film (200 characters)
- Unstructured Abstract (1000 characters)

No chart or graphics should be included in the abstract submission.

LANGUAGE

Films will be accepted in all languages with English subtitles. Please select from:

- English with English subtitles
- Other with English subtitles, please add the language used.

TECHNICAL SPECIFICATION

Films are to be submitted in the following electronic format:

- Format: MPEG-4 (MP4)
- File Size: NOT more than 500 MB
- Preferred Resolution: 1080p (1920x1080)
- Aspect Ratio: 16:9
- Codec: H.264

TECHNICAL FILM GUIDANCE

- Film presentations exceeding the 8-minute limit (including opening introduction and closing credits) will automatically be disqualified.
- The film must be properly labelled with the producer's name and the title of the film which must match the details submitted with your Film Abstract.
- Only an electronic version of your film is to be submitted. Do not send a physical version or the master / original copy of your film.
- Films submitted to IAPB GA2020 will NOT be returned to the producer.
- Music can be used but it should not overpower the narration or distract from the film content.
- The film should not be a filmed PowerPoint presentation. It should use video, animation and demonstration.
- The microphone should be of high quality with clear audio.
- For English language films: all presentations must be in English with English titling, subtitling, and soundtrack. The contents must be understandable to an English-speaking person.
- For other language films: whilst the audio can be in another language all titles, credits and subtitling must be in English. The contents must be understandable to an English-speaking person for your film to be considered.
- Please ensure the font size, style and colour are accessible and legible.
- Graphics, schematic illustrations and animation can be used to clarify points.
- Please avoid multiple images on the screen, such as simultaneous surgical demonstrations, busy animations and over use of graphical images.
- Opening credits should include a financial interest statement.
- Acknowledgement of prior investigators and contributors is required.
- Original ideas and investigations will be given special merits.

PitchNOW - TECHNOLOGY PITCH GUIDANCE

We are looking for innovative technology that demonstrates global thinking, helps solve an eye care related problem, is a scalable solution and will have big impact that contributes to eliminating avoidable blindness and vision impairment and/or improving the lives of people with low vision. Your idea could be at be at an prototype or first product stages.

If your submission is successful you will be offered the opportunity to present a 5 minutes pitch with 5 minutes grilling on your sustainable innovation to our panel of judges from internationally renowned Innovation Centres judges and a live audience.

JUDGING CRITERIA

All films will be judged by experienced eye care leaders / innovators and evaluated on 5 categories:

1. Quality
2. Techniques used to get your message across
3. Applicability
4. Innovation
5. Overall – how it will make a difference

The winning pitch will be showcased in the Closing Plenary.

TECHNOLOGY PITCH Abstracts should be organised as follows:

- The problem you are trying to solve
- The technology you will use to solve this problem
- Target audience / customers
- The competition and market size for your innovation
- Any collaborators
- The phase of development of your innovation
- Why your innovation should be selected

CHANGES & FINAL SUBMISSION

The Abstract portal will enable you to work on your submission online. You will be able to continue editing your document through until the 20th April 2020 by 23:59 GMT as long as you press “save & continue later” as you go and only press “save & submit” when it is final. After re-checking your completed submission, please submit the form. Nb. A hard copy of the submitted abstract is NOT required for submission.

WITHDRAWAL

You will also be able to withdraw the abstract by deleting it, but please note that once deleted the system does not keep a copy of the abstract submission. If you later decide to go ahead with the withdrawn abstract you will need to resubmit from the beginning.

AUTHOR AGREEMENTS

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

- All authors approve submitting this work for presentation.
- The authors have done the work reported in the abstract and take full responsibility for the contents.
- The GA2020 Programme Committee reserves the right to determine the format of presentation (free paper or poster).
- The authors agree to confine their presentation to the topic in the abstract.
- The presenting author should attend the Global Assembly to present the abstract if selected for the programme.
- The presenting author should immediately notify the GA2020 Programme Committee if he / she is unable to make a presentation or if the presenting author must be changed.
- If an individual replaces the presenting author, that individual may not be the presenting author of another submitted abstract.
- The author is responsible for using correct grammar and spelling but the Programme Committee reserves the right to edit abstracts for grammar and spelling.

PUBLICATION

Abstracts will be published electronically in a searchable database on the GA2020 website for reviewing purposes. No printed Abstract book will be produced.

REVIEW

Abstracts will be reviewed for their structure, content, perceived value to GA2020 delegates and degree of innovation. All decisions are final.

REGISTRATION AND TRAVEL COSTS

All confirmed presenters will be required to register for the GA2020 no later than **30th June 2020** all successful presenters will be provided with a discount code to honor the Early Bird registration prices.

According to the policy of the IAPB and the GA2020, all participants in the GA programme will be responsible for their own registration fees, hotel, visas and travel expenses. Since all of participants, including all those in leadership positions are covering their own expenses, we regret that we cannot waive registration fees or cover expenses for any participant in the programme, including Convenors, Chairs, Speakers or Participants.