

General Guidelines for Free Papers / E-Posters / Videos

Guidelines for Paper Presentation

- Each PRESENTING AUTHOR can submit only 1 each of Free Papers/E-Posters/Videos.
- Not more than 3 co-authors are allowed in a paper/E-Poster/video.
- Free Paper duration is 6 minutes only.
- All free paper/E-Poster/ video awards will be given to the presenting author only.
- If presenting author is not a ratified member, that paper/E-Poster/video will not be considered for evaluation and any OPAI award.
- No change in presenting author is allowed during free paper and video semi-final/final sessions.
- Institution / hospital affiliation and name of the doctor should not be mentioned in the title or abstract and will lead to automatic rejection.
- Scientific abstracts must have at least one OPAI Member as an author or co-author.
- Title of the paper should not exceed 100 characters with space
- Synopsis should not exceed 1000 characters with space

Guidelines for E-Posters

- An E-Poster is an electronic version of the traditional boards, and is displayed on monitor screens using Power Point slides. E-Poster may include text, figures, tables and images. NO video/animations.
- E-Posters should consist of a maximum of 12 Microsoft PowerPoint slides, including title slide and offering information on the following topics: Introduction, Material and Methods, Discussion, Conclusion
- Use only Times New Roman or Arial Font with the minimum size of 18; maximum number of lines per slide – 10
- Use the first slide to display the title of the E-poster and author information
- Pictures & graphics should be of good quality
- The file size should be less than 5 MB
- E-posters should not contain any video or animation slides.
- Scientific E-Posters, in general, have the following characteristics:
 - o Are presented by individuals rather than organizations
 - o Present scientific material, usually new information
 - o Do not solicit members, or promote an organization
- Selected E-Poster can be viewed any time during the conference. A specific time slot will not be required.
- **Kindly upload your E-Poster at venue in Preview Room on or before 28th September 12 noon.**

Guidelines for Videos

- Send 3 CDs of the video (with voice) in MPEG1, AVI, MP4 format to “Dr Mukesh Sharma Secretary, OPAI @address of conference secretariat” after getting acceptance of your abstract.
- Videos should not exceed 6 minutes duration.

- We shall have a formal screening of selected videos on **30th September between 8.30 AM to 10.00 AM in Hall C** and we shall arrange for a video Kiosks (touch screens) / Play stations, where all selected videos will be loaded and the delegates can come and watch the same at their convenience throughout the duration of the Conference to give maximum exposure for all the selected videos.
- VIDEOS will be judged according to educational value, originality, and expert use of the medium.
- No VIDEOS will be returned. Hence keep a copy for your record and send. Don't send the original.

General instructions to Authors / Presenters of Free Papers

- All abstracts are considered equally for acceptance and the quality of the abstract is the single most important factor in the committee's decision. Please follow the checklist to assist you.

CHECKLIST FOR ABSTRACT CONTENT

- Is the title descriptive of the abstract? Does the title avoid gratuitous statements and irrelevant information?
- Studies barely under way or in which the outcome may be inconclusive should not be submitted.
- Scientific abstracts will be evaluated without the knowledge of the name or affiliation of the author. Thus, identifying phrases within the title and abstract itself are not allowed and will result in automatic disqualification of the abstract without evaluation.
- Does the abstract contain a concise statement which can be evaluated by an impartial observer, covering the following:
 - (a) Why did you do the study?
 - (b) What did you do?
 - (c) What did you find?
 - (d) What does it mean?
- Abstracts with statements such as, "will be done, is underway, will be analysed, will be discussed or No data / Insufficient data" – to prove the results, wrong methodology and data acquisition, period of study not given, not enough subjects to draw the conclusion cannot be accepted.
- Proof read your abstract
- Conciseness, clarity, and care in the preparation of your abstract are important considerations in the Scientific Committee's deliberations. Misspellings and typographical errors do a disservice to your scientific work. If accepted, your abstract will appear exactly as typed.
- Is your abstract within the character limit?

OPAI AWARDS BEST FREE PAPER AWARD FOR THE YOUNG OCULOPLASTIC SURGEON

Dr Gangadhara Sundar JK Award

1. Award will be given for the Best Original Free Paper in any field of Ophthalmic Plastic, Reconstructive and Aesthetic Surgery and related Oncology and Pathology
2. Any ratified member of OPAI below 40 years of age (attaining 40 years on or before December 31 of the year of the conference) will be eligible for the award
3. The award will be given to the presenting author
4. The award will be presented once a year
5. The award will be given for the work done in India

6. The award will carry a Certificate, a Medal and Cash Award of Rs 5000

7. The Certificate shall mention the list of co-authors

8. The award will not be given to the same person twice

BEST FREE PAPER AWARD

Dr Raman Mittal Award

1. Award will be given for the Best Original Free Paper in any field of Ophthalmic Plastic, Reconstructive and Aesthetic Surgery (excluding Orbit) and related Oncology and Pathology

2. Any ratified member of OPAI will be eligible for the award

3. The award will be given to the presenting author

4. The award will be presented once a year

5. The award will be given for the work done in India

6. The award will carry a Certificate and a Medal

7. The Certificate shall mention the list of co-authors

8. The award will not be given to the same person twice

BEST FREE PAPER AWARD (ORBIT)

Dr M Subrahmanyam Award

1. Award will be given for the Best Original Free Paper in Orbit and related Oncology and Pathology

2. Any ratified member of OPAI will be eligible for the award

3. The award will be given to the presenting author

4. The award will be presented once a year

5. The award will be given for the work done in India

6. The award will carry a Certificate and a Medal

7. The Certificate shall mention the list of co-authors

8. The award will not be given to the same person twice

BEST SCIENTIFIC POSTER AWARD

Dr RC Gupta Award

1. Award will be given for the Best Scientific Poster in any field of Ophthalmic Plastic, Reconstructive and Aesthetic Surgery and related Oncology and Pathology

2. Any ratified member of OPAI will be eligible for the award

3. The award will be given to the presenting author

4. The award will be presented once a year

5. The award will be given for the work done in India

6. The award will carry a Certificate and a Medal

7. The Certificate shall mention the list of co-authors

8. The award will not be given to the same person twice

BEST VIDEO AWARD

OPAI Award

1. Award will be given for the Best Video Film in any field of Ophthalmic Plastic, Reconstructive and Aesthetic Surgery and related Oncology and Pathology

2. Any ratified member of OPAI will be eligible for the award

3. The award will be given to the presenting author

4. The award will be presented once a year

5. The award will be given for the work done in India

6. The award will carry a Certificate and a Medal

7. The Certificate shall mention the list of co-authors

8. The award will not be given to the same person twice

BEST PHOTOGRAPH AWARD*

1. Award will be given for the Best Photograph in any field of Ophthalmic Plastic, Reconstructive and Aesthetic Surgery and related Oncology and Pathology

2. Any ratified member of OPAI will be eligible for the award

3. The award will be given to the presenting author

4. The award will be presented once a year

5. The award will be given for the work done in India

6. The award will carry a Certificate and a Medal

7. The Certificate shall mention the list of co-authors

8. The award will not be given to the same person twice

OPAI QUIZ AWARD*

1. Award will be given to the team that wins the OPAI Quiz

2. Each team will comprise of two members at least one of who should be a ratified member of OPAI

3. The members of the team should be below 40 years of age (attaining 40 years on or before December 31 of the year of the conference) to be eligible for this award

4. It will be awarded once a year

5. The award will carry a Certificate and a Medal to each of the team members of the winning team and a Certificate to each of the members of the runner-up team