

IEOC/an-vision, Inc. SYMPOSIUM ABSTRACT SUBMISSION FORM

Deadline for submission is March 15, 2019



You may submit this form before registering for the Symposium. However, if your abstract is approved, **you must register for the meeting in order to present.** The number of abstracts for presentation is limited. A poster session will not take place at this meeting.

Presenting Author, First Name _____ Last Name _____

Department _____

Institution _____

Street Address _____

City/State/Province/Country _____

Postal Code +4/International Postal Code _____

Office Phone _____

Email Required _____

Presenter short CV (50 words or less):

Previous Publication Confirmation - *Required, Select one*

Yes No

This abstract has been presented previously or is currently being considered for presentation elsewhere. Abstracts previously published will receive full consideration. If previously presented, please list publication name and date: _____

Abstracts will also be published in the online journal of Veterinary Ophthalmology. Please consider the 250 word pre-publication limit if you seek future publication.

Audio/Visual Requirements

All presentations will need to be in PowerPoint in a PC friendly format.

Submission Checklist

1. Completed submission form, including your email address. Please print clearly. Email to IEOC, must be received by March 15, 2019.
2. Email abstract as an attachment to office@equineophtho.org.
3. Email subject line should read: "IEOC Symposium Abstract 2019—(presenting author's name)"
4. Abstract should meet printed text space requirements (see 'Abstract guidelines' for instructions).
5. Abstract should be formatted according to the attached Abstract Guidelines where it applies. All abstracts will be submitted as papers, poster presentations are not permitted.

Email text should include author's name, mailing address, telephone, email, number of abstracts being submitted and the titles of each attached abstract. Emails not containing this data may be refused. Please pay careful attention to the enclosed Abstract guidelines to ensure your submission will not be rejected due to a technicality. Mailed hard copies of abstracts are not accepted.

You will be notified by email of acceptance or denial by approximately April 1, 2019. Please be sure your email client accepts in-bound email from office@equineophtho.org.

Email submission forms and abstracts by March 15th:
office@equineophtho.org

Required for Abstract Submission

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_____ (Author(s)) is/are the creator of the

Abstract entitled _____.

The Author represents that: s/he is the sole author of the Abstract; s/he owns all rights in the Abstract; the Abstract is free of liens or encumbrances; the Abstract does not violate any laws or infringe any copyright laws or violate any rights of others; s/he have the full power to execute and enter into this license agreement and, in exchange for full and proper consideration, s/he hereby grants IEOC the nonexclusive right to use, publish, republish, reprint and distribute the Abstract in whole or in part, in any form or medium, and without limitation.

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This agreement may not be amended except in a written document signed by both parties. If a court finds any provision of this agreement invalid or unenforceable, the remainder of this agreement shall be interpreted so as best to affect the intent of the parties. This agreement shall be governed by, and interpreted in accordance with, the laws of the State of Idaho and the United States of America. This agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior representations and understandings.

IN WITNESS THEREOF, the parties, on behalf of themselves, represent below that they have read and understand the terms of the Agreement, and that they are duly authorized to enter into this Agreement by, and on behalf of, themselves or their respective organization, as appropriate.

Date

Presenting and/or Primary Author (Printed Name and Signature)

Address :

(Email signed pdf to office@equineophtho.org)

IEOC/an-vision, Inc. SYMPOSIUM 2019 GUIDELINES: ABSTRACT PREPARATION, SUBMISSION AND PRESENTATION

1. COPYRIGHT TRANSFER: The required signature of the first (presenting) author on the back of the abstracts submission form, who is acting as the agent for all co-authors, agrees to the transfer of the copyright to the IEOC. If the abstract is part of the work involving official duties of an officer or employee of the U.S. Government, it is considered public domain. If said abstract is later deemed copyrightable, all copyright ownership of the abstract will be conveyed to the IEOC.

2. ABSTRACT FORMAT: Abstracts must be formatted on one side of a single sheet of digital paper with 1-inch margins at the top and sides, 3-inch margin at the bottom. **Note that this corresponds to a printed text area of no greater than 6.5 x 7 inches. If a paper size different than 8.5 x 11 inches is used, the printed text area must not exceed 6.5 x 7 inches (16.5 x 17.7 cm).** Abstracts not meeting these space requirements for printed text will not be considered further. **Text must be 12-point standard Arial font.** Construct the body of the abstract as follows:

- TITLE in upper case.
- (Enclose in parentheses each author's first initials, middle initial, with no periods after the initials, full last name, each author separated by commas, beginning with the first, presenting author). Underline the name of the primary (or presenting) author.
- Institutional affiliations separated by semicolons.
- A blank line.
- Abstract of research beginning with **Purpose, and including Methods, Results, and Conclusions** (titles boldfaced and underlined). Title to be followed by a period.
- Following Conclusions, list funding sources and grant number(s) if applicable.
- Following funding sources, it is required that the abstract cite one of the four following designations with regards to any conflicts of interest by any of the authors: P (financial interest in product, process of equipment or interest in potentially competing product), I (investor in company, process or product), E (employee of involved company), C (compensation or support received within the past three years of product presented) or None (no financial interest or conflict).
- When a drug is referenced include the specific company name and address.

ABSTRACT EXAMPLE:

EFFECTS OF TOPICAL ATROPINE ON PUPIL SECLUSION FOLLOWING EXPERIMENTAL LENS EXTRACTION (JP Smith,¹ DJ Jones,² and BW Yates¹) College of Veterinary Medicine, University of Glasgow;¹ Department of Ophthalmology, Yorktown School of Medicine.²

Purpose. Concisely indicate the objective of the study, including the specific question the study was intended to address.

Methods. The methods should include a description of the study design, all methods used, a description of the subject population, and the statistical methods used. **Results.** The results should contain an objective presentation of the data. **Conclusions.** An interpretation of the meaning and significance of the results.

Supported by NIH grants EY 42743. **None.**

3. ABSTRACT CONTENT: Abstracts must have data in the results section, statements such as "results will be presented" are not acceptable. Tables and Graphs may be included if they fit in the allotted space and are able to be cut and pasted into a Word document by staff with no reformatting needs.

4. ABSTRACT SUBMISSION: Completed abstract and submission forms must be received by March 15, 2019 via email submission. Late abstracts may not be accepted. The following items must be received:

- Email a completed abstract submission form including signed copyright transfer form and email address of presenting author. Email addresses are required to notify authors of receipt and acceptance of abstract. BOTH forms must be emailed.
- **Mailed hard copies are not accepted.** You may email the abstract in a PC version of MS Word 7.0 or higher as an attachment to office@equineophtho.org. Email subject line should read: "IEOC Symposium Abstract 2019— (presenting author's first and last name)"
- Email text **MUST** include presenting author's name, mailing address, telephone, email, number of abstracts being submitted and the titles of each attached abstract. Abstracts must be attachments not in-text. Emails not containing this data may be refused.

5. ABSTRACT ACCEPTANCE/SCHEDULING: The presenting author will be notified of acceptance of the abstract by email by approximately April 1, 2019.

6. ORAL PRESENTATION GUIDELINES: Paper presentations are scheduled for a TOTAL of 20 minutes including any time you wish to include questions from the audience. When preparing PowerPoint presentation, use simple, large type for text and graphs (all presentations must be in PowerPoint). Avoid the use of blue-green, and magenta-violet, which may appear gray to your color-blind colleagues. Type in yellow, orange and red can also be difficult to see on a white background. Keep a consistent background color for all your slides. **Speakers should prepare their presentations using PowerPoint ONLY in a PC friendly format.** No other visual format will be available.

7. POSTERS PRESENTATION GUIDELINES: Poster presentations will not be accepted for this meeting.