

IEOC/ACRIVET, INC. EQUINE OPHTHALMOLOGY SYMPOSIUM

2015 INSTRUCTIONS: 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, management for the IEOC/Acrivet, Inc. Equine Ophthalmology Symposium. 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" is not acceptable. Tables and Graphs may be included if they fit in the allotted space and allow themselves to be cut and pasted into a Word document by IEOC staff with no reformatting needs.

4. ABSTRACT SUBMISSION: Completed abstract and submission forms must be received by March 2, 2015 via email submission. Late abstracts may not be accepted. The following items must be received as listed by the 2nd.

- Fax or 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 faxed or emailed.
- **Mailed hard copies are not accepted.** You may email the abstract in a PC version of MS Word or Word Perfect, versions 5.0 or higher as an attachment to office@equineophtho.org. Email subject line should read: IEOC/Acrivet, Inc. Equine Ophthalmology Symposium Abstract—(presenting author's first and last name)
- Email text **MUST** include presenting author's name, address, phone, fax, 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 March 16, 2015.

6. ORAL PRESENTATION GUIDELINES: Paper presentations are scheduled for a TOTAL of 15 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.