

IEOC/ACRIVET, INC. EQUINE OPHTHALMOLOGY SYMPOSIUM

2015 INSTRUCTIONS: CASE REPORT PREPARATION, SUBMISSION AND PRESENTATION

1. **CASE REPORT FORMAT:** The case report should be submitted electronically to office@equineophtho.org in a Word 2007 or higher compatible document with images sent as separate files and named as follows:

IEOC Symposium Case Report Submission - (presenter's name).

The word document should take the following form (see sample on next page):

Author and address

Topic area (e.g. cornea)

Case summary (20-200 words)

Key words (5 or less)

3-4 discussion points

Images:

2-3 photos, any common format, file size of 500KB-1MB per photo

The case example is in a pdf format to enable easy circulation by email but cases should not be submitted in this format. (See example on following page.)

By submitting this case study you agree that:

- you own the copyright to any images, or have a signed release of copyright from the owner of the images.
- if the case study is selected for use, the IEOC may publish the article in the conference proceedings and/or on the internet, and use any image in any other publications (print or online) or marketing material (print or online).

2. **CASE REPORT SUBMISSION: Completed case reports and submission forms must be received by March 2, 2015 via email submission.** Late submissions may not be accepted. The following items must be received as listed by the 2nd.

- Fax or email a completed case report submission form and email address of presenting author. Email addresses are required to notify authors of receipt and acceptance of case reports. BOTH forms must be faxed or emailed.
- **Mailed hard copies are not accepted.** You may email the submission in Word 7.0 or higher as an attachment to office@equineophtho.org. Email subject line should read: "IEOC Symposium Case Report—(presenting author's first and last name)"

- Email text **MUST** include presenting author's name, address, phone, fax, email, number of case reports being submitted and the titles of each attached case report. Case reports must be attachments, not in-text. Emails not containing this data may be refused.

3. **ACCEPTANCE/SCHEDULING:** The presenting author will be notified of acceptance of the submission by email by approximately March 16, 2015.

4. **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.