

Please read the guidelines carefully as they are different from the previous year's and other conferences/ societies.

Abstracts are to be submitted online only. No abstracts shall be accepted as email, fax, hard copies or through any other medium.

Profile update is mandatory before submitting your abstract.

## **GUIDELINES FOR INSTRUCTION COURSE**

### **ABSTRACT STRUCTURE**

#### **Course Title**

The title of the course SHOULD NOT exceed 100 characters (including spaces).

#### **Course Outline (Synopsis)**

Instruction course synopsis SHOULD NOT exceed 1000 characters (including spaces).

#### **Topics for each speaker and time allotted for the topic**

Fill co-instructors names, topics and time allotted for each topic in the separate box given. These details should be mentioned in the synopsis of the course. The topics should not exceed 100 characters (including spaces)

#### **Chief Instructor's Resume (600 characters only)**

Ensure the Chief Instructor's resume, not exceeding 600 characters (including spaces), is prepared with care and is complete. Ensure that the name of Institution of the Instructors, place of work or positions held in GSI, central or state bodies are not revealed. The resume should be so written as to not to reveal the identity of the chief instructor or of the institution. These, If mentioned, may lead to non-consideration / rejection of the Course.

### **DURATION OF THE INSTRUCTION COURSE**

- The total duration of the course is 55 minutes
- The duration of the talk including all the instructors shall be 40 minutes.
- 15 minutes shall be dedicated to panel discussion and question and answer session.
- It is the duty of the chief instructor to ensure that the time is adhered to.

### **HOW MANY INSTRUCTORS AN INSTRUCTION COURSE CAN HAVE?**

- An instruction course shall have one chief instructor and upto a maximum of 4 co-instructors (5 instructors in total)

- A chief instructor or a co-instructor can speak on more than one topic
- Only 5 topics can be allowed.

### **HOW MANY ICs AN INSTRUCTOR CAN PARTICIPATE?**

- A chief instructor, can submit one instruction course only
- The co-instructors can consent for a maximum of 3 instruction courses
- An instructor can participate as a chief instructor in his / her own IC.  
Additionally, the instructor can participate in one more IC as a co-instructor.

### **ABOUT CO-INSTRUCTOR'S CONSENT**

- Once the IC abstract is submitted, an auto generated e-mail will be sent to the co-instructors requesting for their consent to participate in the instruction course. The co-instructors must respond to them immediately for the course to be further considered for evaluation and selection.

### **WHAT HAPPENS IF MORE THAN 1 COURSE GETS SELECTED?**

- It is the discretion of the co-instructor to choose the courses he/she wants to participate.
- It is advised that the co-instructor informs the chief instructor with cc to [president@glaucomasociety.in](mailto:president@glaucomasociety.in) and to [helpdeskforgsi@gmail.com](mailto:helpdeskforgsi@gmail.com), his/her inability to participate in any of the instruction course.
- If the co-instructor does not choose the course, then the first submitted courses (in the order of IC number) shall be treated as the chosen course by the co-instructor and the rest shall be withdrawn.
- The chief-instructor is responsible to find an alternate co-instructor WITHIN 7 DAYS from the date of announcement of selected instruction course if the chosen co-instructor withdraws from the instruction course & communicate the name, mobile no, email id of the alternate co-instructor to [president@glaucomasociety.in](mailto:president@glaucomasociety.in) and to [helpdeskforgsi@gmail.com](mailto:helpdeskforgsi@gmail.com)

### **WHAT HAPPENS IF THE CO-INSTRUCTOR DOESN'T CONSENT OR IF AN ALTERNATE CO-INSTRUCTOR CANNOT BE FOUND?**

- Scientific committee may find a suitable alternative & if that does not work out for whatever reason, the TOPIC WILL BE AUTOMATICALLY REMOVED FROM THE COURSE.

### **WITHDRAWAL / CHANGE OF INSTRUCTORS**

For any unavoidable reason, the chief instructor or co-instructor can withdraw from his topic on the following conditions.

- The instructor himself / herself should find an alternate instructor, get the consent from the instructor and send the change along with the name of alternate speaker, his email id, mobile no. in writing to [president@glaucomasociety.in](mailto:president@glaucomasociety.in) and to [helpdeskforgsi@gmail.com](mailto:helpdeskforgsi@gmail.com) with a copy marked to the alternate instructor.
- While choosing the alternate instructor, do not choose someone who is already engaged in another instruction course as a co-instructor. Check out from the co-instructor you are willing to add if he/she is already engaged in any other instruction course as a co-instructor.
- No Change in the Instructor shall be from 60 days prior to the conference

### **IMPORTANT NOTE.**

- Please check for spelling, capitalization, grammar, etc., since the abstract shall be printed exactly as provided by the author in the program book.

## **GUIDELINES FOR FREE PAPER**

### **ABSTRACT STRUCTURE**

- Abstract Title: The title SHOULD NOT exceed 100 characters (including spaces).
- Synopsis: The synopsis / abstract SHOULD NOT exceed 1000 characters (including spaces). It should follow the sequence of Aim of study, Material & Methods, Results & Conclusions without mentioning the sub-headings so as to save character counts.

### **WHO CAN SUBMIT THE ABSTRACT.**

- The chief author shall be submitting the abstract of the free paper / poster.
- A submission can have one chief author, one presenting author and upto 3 co-authors (5 authors in total).
- The chief author himself / herself can be the presenting author.
- One of the author should be a ratified member of GSI
- Presenting Author should be ratified member of GSI if contesting for an award.
- Non-members can be a presenting author / co-authors and will not be eligible for any award.
- Only life members and associate members can participate in various competitive sections.
- The international members can present their work done in India in the non-competitive session only.

### **HOW MANY ABSTRACTS CAN BE SUBMITTED.**

- Each member can be a presenting authors in a total of 2 abstracts.
- After evaluation if it's not selected for free paper, it will be considered for posters.

- A member can be a co-author in one additional free paper.

## **POINTS TO BE NOTED WHILE SUBMITTING**

- At the time of submission, separate placeholders shall be provided for the text of abstracts and other information.
- Names of authors and Institutional/ hospital affiliation and or title or abstract should be mentioned in respective placeholders only.
- Any author or institution related information revealed in the abstract area will lead to automatic rejection.
- However, at the time of presentation, name of presenting author only (not of institution/ co-authors/ guide/ head etc.) may be mentioned.
- Please check for spelling, capitalization, grammar, etc., since the abstract shall be printed exactly as provided by the author in the program book.

## **EVALUATION AND SELECTION**

- All abstracts will be evaluated by a panel of experts.
- Based on the evaluation, a member can present a maximum of 2 free papers.
- If two abstracts of the same presenting author are selected in same category, by virtue of their submission, the paper with higher valuation will be given the opportunity of presentation in the conference.
- The best 2 free papers from each session will be presented again in front of a new set of judges who will finally decide one best and one runner up free paper.

## **SELECTION ANNOUNCEMENT**

- The selection announcement based on the evaluation of abstracts will be conveyed as accepted by email to the registered email id. The email shall be sent only to the authors of the selected abstracts.
- The list of selected abstracts shall be posted on the GSI website.
- If the author does not receive the selection notification for the submitted abstract or if the abstract is not listed in the selection list on the website, it shall be deemed that the abstract is not selected for the conference.
- The date of announcement of selected abstract shall be mentioned in the "Important dates" page on the GSI website.

## **FREE PAPER FULL TEXT**

- The authors of free papers selected for oral presentation need to submit the full text of paper as attachment as MS word file (not more than 2500 words – excluding abstract and references – and 6 photographs) of not more than 5 MB file size.
- The option to upload the full text shall be available in the abstract submission portal. The authors of the selected abstract has to login into the portal to access the link to upload the full text.

- The last date of submission of full text shall be published in the “Important dates” page in the GSI website.

## **PRESENTATION**

- Free paper presentation duration is 6 minutes only.
- There are 2 awards for free papers.
- The accepted free paper will be given the opportunity of oral presentation.

## **DR. B SRIDHAR RAO AWARD**

- Dr B Sridhar Rao Best Paper Award Session will be conducted every year during Annual Conference of the Glaucoma Society of India for its members under forty years of age on the day of AGM of that year.
- Among all free paper abstracts received for the Annual Conference of GSI, the best six papers based on abstracts from members under 40 years will be considered for this award by default.

## **AWARDS**

- Eligibility for Award: The submitted paper should not have been published in indexed journal/ submitted for publication in indexed journal.
- Papers presented in other conferences or published in non-indexed journals can be submitted and shall be eligible for award provided they have not received any other national or international award for the same work.
- If any ambiguity found, anytime, the award will be forfeited.
- The best paper and second best paper/ poster of each category will receive a cash award.
- All awards will be given to the presenting author only who should be a ratified GSI member. No award will be given to a non-member although they can be authors/ co-authors.
- Winner of all awards shall be provided complimentary registration for the subsequent GSI annual conference.
- BS Rao award winner will be provided with complimentary accommodation as well.
- All the awards will be given in the valedictory function on last day of conference.

# **GUIDELINES FOR E-POSTER**

## **ABSTRACT STRUCTURE**

- Abstract Title: The title SHOULD NOT exceed 100 characters (including spaces).
- Synopsis: The synopsis / abstract SHOULD NOT exceed 1000 characters (including spaces). It should follow the sequence of Aim of study, Material & Methods, Results & Conclusions without mentioning the sub-headings so as to save character counts.

## **SUBMISSION GUIDELINES**

- All abstracts undergo an evaluation process.
- Based on the evaluation, 20 posters can be consider for Physical poster.

## **WHO CAN SUBMIT THE ABSTRACT.**

- The chief author shall be submitting the abstract of the poster.
- A submission can have one chief author, one presenting author and upto 3 co-authors (5 authors in total).
- The chief author himself / herself can be the presenting author.
- One of the author should be a ratified member of GSI
- Presenting Author should be ratified member of GSI if contesting for an award.
- Non-members can be a presenting author / co-author and will not be eligible for any award.
- Only life members and associate members can participate in various competitive sections.
- The international members can present their work done in India in the non-competitive poster category only.

## **HOW MANY ABSTRACTS CAN BE SUBMITTED.**

- Each member can submit a total of 2 abstracts (as presenting author)
- Each member can be a presenting author in a total of 2 posters as presenting author.
- After evaluation if it's not selected for presentation, which will be considered for Kiosk.
- A member can be a co-author in one additional poster.
- The e-posters should have maximum of ten slides excluding title, financial disclosure and thank you slide.
- No videos are animated images to be used in the e-poster. If used, the images or videos shall be removed automatically.
- Those selected as e-posters will be given the opportunity for presentation on the available kiosks.
- The date and time for presentation shall be notified one month prior to the conference.

- The authors will be given the certificate of the presentation but will not be eligible for prize.

## **PHYSICAL POSTER**

- The author whose submission is selected to be presented as physical poster shall put up the poster on the designated panel on or before 11 am on the first day of the conference.
- The physical poster should be multi-coloured with size not more than 90 cms horizontal and not more than 120 cms vertical including white margin.
- The paper / poster number to be mentioned on the right upper corner of the poster.
- The financial disclosure should be mentioned prominently on the poster
- Each poster shall be designated a poster panel. The panel number shall be intimated to the presenting authors 3 days prior to the conference.
- The date and time of judgement shall be intimated 15 days prior to the conference. The presenting author is expected to present himself / herself near the poster during the judgement.
- The tape / board pins shall be provided by the organising team.
- The poster can be removed from the panel after 11 am on the last date of the conference.
- The organisers or office bearers shall not be responsible for loss or damage of physical poster on any circumstances.

## **GUIDELINES FOR VIDEO**

### **ABSTRACT STRUCTURE**

- Abstract Title: The title should not exceed 100 characters (including spaces).
- Synopsis: The synopsis / abstract should not exceed 1000 characters (including spaces).

### **WHO CAN SUBMIT THE ABSTRACT.**

- The chief author shall be submitting the abstract of the video.
- A submission can have one chief author, one presenting author and upto 3 co-authors (5 authors in total).
- The chief author himself / herself can be the presenting author.
- One of the author should be a ratified member of GSI
- Presenting Author should be ratified member of GSI if contesting for an award.
- Non-members can be co-authors only and will not be eligible for any award.

- Non ratified members, who have applied for GSI membership/ Associate membership can submit video abstracts as presenting author but will not be eligible for any award.

## **HOW MANY ABSTRACTS CAN BE SUBMITTED.**

- Each presenting author can submit 2 videos.
- A member can be a co-author in 2 videos.

## **POINTS TO BE NOTED WHILE SUBMITTING**

- At the time of submission, separate placeholders shall be provided for the text of abstracts and other information.
- Names of authors and Institutional/ hospital affiliation and or title or abstract should be mentioned in respective placeholders only.
- Any author or institution related information revealed in the abstract area will lead to automatic rejection.
- However, at the time of presentation, the name of the presenting author alone can be added in the video.
- Please check for spelling, capitalization, grammar, etc., since the abstract shall be printed exactly as provided by the author in the program book.

## **PREPARATION OF THE VIDEO**

- The duration of the video is 6(six) minutes only.
- The videos shall contain voice overs.
- The video has to be submitted in .mp4 format.

## **COPYRIGHT ISSUES**

- Please ensure that the music, audio or image used in the video does not have any copyright issues.
- Please do not use any recognizable patient images in the video.
- By submitting your video you agree to indemnify and defend the society and the organising committee from all claims based on copyright infringement.

## **SUBMISSION OF VIDEO**

- The video can be sent by [www.dropbox.com](http://www.dropbox.com) / [www.wetransfer.com](http://www.wetransfer.com) / [www.drive.google.com](http://www.drive.google.com) to [helpdeskforgsi@gmail.com](mailto:helpdeskforgsi@gmail.com).
- Ensure that video abstract number and title of the video is mentioned while sending the video.
- You will receive a receipt of acknowledgment by an email in three working days from the date of receipt of the video.
- The last date of submission of the video is available on the “Important Dates” page in the GSI website.
- Videos received beyond the last date / time shall not be considered for evaluation



## **EVALUATION AND SELECTION**

- All videos will be evaluated by a panel of experts.
- Based on the evaluation, a member can present a maximum of **2 videos** in the video session.
- The videos submitted shall be posted on the video kiosks which shall be available for the delegates to watch any time during the conference. However, the quality of the video shall be taken into consideration before posting the same on the kiosk.

## **SELECTION ANNOUNCEMENT**

- The selected videos, based on the evaluation by the panel, will be conveyed as accepted by email to the registered email id.
- The email shall be sent only the authors of the selected videos.
- The list of selected videos shall be posted on the GSI website.
- If the author does not receive the selection notification for the submitted video or if the video abstract is not listed in the selection list on the website, it shall be deemed that the abstract is not selected for the presentation in the video session.
- The date of announcement of selected abstract shall be mentioned in the "Important dates" page on the GSI website.

## **AWARDS**

- The best adjudged 6 videos will contest for the Awards.
- The award will be given to the presenting author of the video with the highest score in each category, who should be a ratified member of GSI.
- Two best videos will be given cash prizes.

## **CERTIFICATE**

- All the videos selected for presentation in competitive or non-competitive sections shall be given the certificate of presentation.
- These certificates will carry the names of all the authors and title of the videos.

## **IMPORTANT NOTE**

- No videos will be returned. Hence keep a copy for your record and send. Do not send the original.

## **GUIDELINES PHOTO TALK**

- Surgical, clinical or any glaucoma related image can be submitted.
- Each presenting author can submit 2 photograph.
- The photographer submits a photograph, not greater than 2 MB, with a title.

- A 2 line description of the photograph can be added.
- The submitted photograph shall be sent for evaluation review.
- Top 15 photos will be selected for presentation during the “Glaucotaal 2025 Bhopal” “Photo Talk” session.
- The presentation duration should be 2mins presentation + 1 min discussion
- Open for both GSI members and non-members. GSI ratified members should be eligible for the awards

## **GUIDELINES VIDEO TALK**

- Surgical, clinical or any glaucoma related video can be submitted.
- Each presenting author can submit 2 videos.
- Video should be 2 mins presentation + 1min discussion time.
- Open for both GSI members and non-members. GSI ratified members should be eligible for the awards
- Top 15 photos will be selected for presentation during the “Glaucotaal 2025 Bhopal” “Video Talk” session.

## **GUIDELINES RAPID FIRE SESSION NON-COMPETITIVE**

- Surgical, clinical or any glaucoma related abstract can be submitted.
- Each presenting author can submit 2 abstracts.
- 2 mins presentation + 1min discussion time.
- Open for both GSI members and non-members. GSI ratified members should be eligible for the awards
- Top 15 abstract will be selected for presentation during the “Glaucotaal 2025 Bhopal” “Rapid fire” session.

## **CERTIFICATE**

- The certificate of presentation given to the presenting author will carry the name of all the co-authors and the title of paper.
- The link to download the certificate of presentation will be available on the GSI website within 2 weeks from the last date of the conference.
- Non ratified presenting authors will be issued a certificate of presentation.

## **IMPORTANT DATES**

- Abstract submission open – 01/May/2025.
- Last date of submission of Instruction Course – 10/June/2025.
- Last date of submission of all other abstracts –10/June/2025
- Last date of submission of video files –20/June/2025
- Intimation of selected abstracts (Instruction course, Free papers, posters, photo talks, rapid fire and videos) – 30/June/2025.
- Intimation of selected Videos – 10/ July /2025
- Submission of full text of accepted oral papers – 15/July/2025
- Annual Conference – 12/Sep/2025