**Belfast Eye Conference Abstract submission form**

**Rules of submission**

Please read the submission rules before submitting an abstract.

* Abstracts must be submitted via email only. Fill in this form and submit it to belfasteyeconference@qub.ac.uk . **Use ABSTRACT SUBMISSION – YOUR FULL NAME as the email title.**
* Presentation Type: Abstracts may be submitted for oral presentation or e-Poster Viewing.
* The Scientific Committee will determine whether the abstract will be accepted for presentation, with consideration given to the author’s preference of presenting style.
* Abstracts must be received by the announced deadline. Abstracts received after the deadline will not be considered.
* All abstracts must be submitted and presented in clear English with accurate grammar and spelling of a quality suitable for publication. If you need help, please arrange for the review of your abstract by a colleague who is a native English speaker, by a university-specific publications office (or another similar facility) or by a copy editor, prior to submission.
* Abstracts must be original and must not be or have been published or presented at any other meeting prior to the conference.
* Please note that each person may **submit up to 5 abstracts as a presenting author**.
* Only abstracts of authors who have paid their registration fees will be scheduled and included in the conference abstract digital book.
* Disclosure of Conflicts of Interest: Abstract Submitters will be required to disclose any conflict of interests in the submission form.
* Upon submission, the Abstract Submitter confirms that the abstract has been reviewed and that all information is correct, and accepts that the content of this abstract cannot be modified or corrected after final submission and is aware that it will be published exactly as submitted.
* Submission of the abstract constitutes the authors’ consent to publication (e.g. in the conference abstract digital flipbook, the website, conference programmes and other promotion, etc.).
* Upon submission, the Abstract Submitter confirms that the contact details saved in the system are those of the corresponding author, who will be notified about the status of the abstract. The corresponding author is responsible for informing the other authors about the status of the abstract.
* The Organising Committee will review abstracts. Following the information regarding acceptance, scheduling information will be sent to the Abstract Submitter.
* The Belfast Eye Conference reserves the right to withdraw any abstracts that do not meet the scientific or ethical standards of the association at any point before or after acceptance and subsequent publication in the congress abstract digital flipbook.

**Guidelines for Submission**

Before you begin, please prepare the following information:

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* Email address
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* Author and co-authors’ details
* Full first and family name(s)
* Affiliation details: department, institution / hospital, city, state (if relevant), country
* Abstract title – limited to 25 words
* Abstract text – limited to 250 words.
* Abstract layout – Abstracts should use the following structured formats:
* Format for original research
	+ Introduction
	+ Objectives
	+ Methods
	+ Results
	+ Conclusions
* Format for interesting case
	+ Introduction
	+ Case Presentation
	+ Learning point
* Use generic names of drugs. The presentation must be balanced and contain no commercial promotional content.
* Submissions may not contain patient names, hospital ID numbers or other identifying information.
* You will receive an abstract ID number via email after you have submitted your abstract. Please refer to this abstract number in all correspondence regarding the abstract.
* Please contact us if you have not received confirmation that your abstract has been submitted.
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**Abstract submission form**

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Any abstracts submitted **after 5pm GMT 15st June 2021** will not be considered.