ABSTRACT SUBMISSION GUIDELINES & INSTRUCTIONS

Please read the following instructions on how to use the Oxford Abstracts Submission System to register your details, submit, edit or withdraw a submission for the RANZCO 2017 Congress.

Register as a User in the Abstract Submission System

If you have already registered as a user, then enter your email address and password and proceed to enter your submission.

1. Go to OXFORD ABSTRACTS SUBMISSION LOG-IN page: https://app.oxfordabstracts.com/stages/107/submission

2. Select ‘Register A New Account’. You will only need to do this once and the system will store your details. Complete the fields and select ‘Register’.

Welcome.
Sign in here to manage your account or Register a New Account

3. Once you have successfully registered, you will be sent an email confirming your password to access the abstract submission system.

Important

- Please remember that submitting an abstract does NOT automatically register you as a Congress delegate. Congress registration can be done online at a later date.
- All communications about your abstract submission will be sent to the email address you set up
- We recommend that the user ID and email belong to the main author that will be presenting at the congress
Submit an abstract

1. Locate your abstract file on your computer’s hard disk so you can copy/paste the information easily into the text-based submission form’s fields.

2. Go to **OXFORD ABSTRACTS SUBMISSION LOG-IN** page:
   https://app.oxfordabstracts.com/stages/107/submission

3. Enter the email address and the password you chose when you first registered as a user.

4. Click the “log In” button and you will be taken to a screen from which the submission process starts.

Please read the instructions on the screen carefully and complete the fields in the submission form. Mandatory fields are marked with an asterix*. These must be populated to enable your submission to be completed.

**Incomplete Submissions**
You can save an incomplete submission by selecting SUBMIT at the end of the form and return to it later. You will see the incomplete submission on your dashboard. Please ensure that you log in, click on the submission and complete it by the deadline. It will say COMPLETE on your dashboard once you have successfully answered all the questions.

1. **TITLE**

Enter the FULL TITLE of your submission (Max 50 words). This will be used for printing in the final program, app and online abstract book. The title should be as brief as possible but long enough to indicate clearly the nature of your submission.

2. **ABSTRACT**

Please enter an abstract of your paper (Max 250 words). Any submissions exceeding the word limit will not be accepted.

If you are submitting a **CPD Audit**, your abstract MUST be structured to include: Background, Benchmarking/Standard, Results and Recommendations. Fellows and Trainees are welcome to present audits.

If you are submitting a **film**, your abstract MUST be structured to include a short description of 5 to 6 lines and the category under which it is to be judged (Community Ophthalmology or Surgical Technique).

All other **abstracts** MUST be structured to include: Purpose, Method, Results and Conclusion. Data must be included for an abstract to be considered.
References are not required. If you wish to include them, they must be included in the body of your text and included in the word count.

Special Symbols and Formatting are to be used sparingly. Once your submission is complete, please read your submission in full to ensure the symbols are displayed correctly.

Do not use tables or figures.

3. AFFILIATIONS AND AUTHORS

Please enter the names of ALL authors including yourself if you are a presenter - in the order in which you wish them to appear in the online abstract book.

Note: There can only be one presenter listed in the program.

At least one of the authors must be a RANZCO Fellow

Correspondence will be automatically sent to the submitter.

4. BIOGRAPHY

Provide a 3-4 sentence biography. Your biography is limited to 150 words. This will appear on the congress app and may be used by the Session Chair to introduce your presentation.

5. PERMISSION TO PUBLISH

On behalf of ALL the presenters, please indicate permission to have the abstract appear on the RANZCO and Congress websites, on the congress app and in printed congress material if it is accepted for presentation. You also give permission to publish your email address and contact details in the online abstract book.

6. REGISTRATION

Please note that presenters must register in order to present at the Congress (if the abstract is accepted). There is no reduced rate for presenters. Non Fellows may request a SESSION pass for access to the session they are presenting in only.

7. PRESENTATION

Please indicate the preferred means of presentation:

- Paper Only
- Poster Only
- Audit Only
- Paper/Poster/Audit
- Film
8. CATEGORY

Please choose a category for your submission from the list provided.

9. PRESENTER

Please indicate if the presenter is a:

- Medical student
- RANZCO trainee
- RANZCO Fellow
- Fellow of other Australian or New Zealand Medical College
- Fellow of an Overseas Medical College
- Orthoptist
- Other – Please provide further information

10. CONFLICT

Please indicate if the presenter(s) have any commercial interests or associations that might pose a conflict of interest regarding this submission. If yes, then details must be provided.

SUBMIT

NOTES:

- We recommend that you share the summary with the other authors so they can check that their names and affiliations are correctly listed and spelled.
- If you have answered all the mandatory questions then your submission will be assigned a reference number and a confirmation will be emailed to you.
- **Word Limit**: Please note the system will not accept fields that exceed the word limit, and will not allow you to continue until the word limit is met.
- Please ensure that all your submission/s are ‘COMPLETE’. You can check this by looking at your dashboard when you log in.

Check that you have received a confirmation email

Submit More than one abstract

To make a new submission to the congress, log into the submission site.

Click on ‘New Submission’ on your dashboard. If you are not in dashboard view, click on ‘Back’ in the submission screen to return to your dashboard.

Then follow the same instructions as the original process.

You will be sent an email confirming that your submission has been successful – provided you have answered all the mandatory questions.
Edit or Amend an abstract

You may wish to change your answers to some of the questions for your submission.

To edit or amend a submission to the congress, log into the submission site.

You will see the list of submissions that you have made. Click on the submission title that you wish to change, on your dashboard. If you are not in dashboard view, click on ‘Back’ in the submission screen to return to your dashboard.

Edit the fields you want to change. The process of amending a submission is the same as the original process, except that the fields will already be populated with your previous entries – you don’t have to change an answer if you don’t want to.

SUBMIT

You will be sent an email confirming that your submission has been amended – provided you have answered all the mandatory questions.

Withdraw an abstract

If you want to withdraw a submission, please contact the congress office in writing via email to ranzco@thinkbusinessevents.com.au Please note that withdrawals need to be communicated in writing by the author who originally submitted the abstract, and in doing so, the congress office assumes that all other authors/presenters have been informed of the withdrawal.

Important

Once a submission is withdrawn, it may not be reinstated.

Author Notification

Authors will receive notification of acceptance by 21 August 2017.

Upon receiving notification of acceptance, authors are required to notify the congress office of their intent to participate/present at the congress. Presentations of authors who fail to notify the congress office by the specified date may be withdrawn from the program at the discretion of the committee.

Further Information

For further information, please contact the congress office:
Think Business Events
Ph: 02 8251 0045 Fax: 02 8251 0097
Email: ranzco@thinkbusinessevents.com.au