

The Royal Australian and New Zealand College of Ophthalmologists  
56<sup>th</sup> Annual Scientific Congress | Melbourne Convention and Exhibition Centre

# Online submission guidelines and instructions

## Professional Development Stream

### **PLEASE NOTE BEFORE YOU SUBMIT**

- Read ALL the information on the call for courses page of the RANZCO Congress website
- All submissions must be made via the online portal in X-CD
- Have all your submission information on hand (refer to the course submission questions from page 2 of this document)
- Ensure ALL presenters are aware of and agree with the submission details and terms and conditions.
- Submitting authors can edit the submission up until the call for courses closes (Thursday 10th April @midnight AEST)

### **A. Register as a user in the online submission system**

To create a new user profile select **FIRST-TIME USER** login and select

**Click Here to Create a Profile**

**FIRST-TIME USER**

[Click Here to Create a Profile](#)

**RETURNING USER**

Enter your email and password  
to access your account.

Email

Password

Login

[Reset Password](#)

Select the **RETURNING USER** section to view/update your submission.

When you submit an abstract, you will be asked to:

- Review the system *terms and conditions* and check the box.
- Insert your contact details and upload a biography (150 words written in third person) and a photo (optional) for inclusion in the Congress App if the abstract is accepted.

Once you create your profile, you will be automatically logged in to submit your course abstract.

*We recommend bookmarking this page as a favourite.*

## **B. Submit an abstract**

Please read the instructions on the screen carefully and fill in the required fields in the submission form. The submission can be edited until the system is closed.

Select **Click Here to Start** a new abstract



***The RANZCO 2025 Congress is produced by The Royal Australian and New Zealand College of Ophthalmologists as an event to enhance the science and practice of ophthalmology. Please consider that all content presented should be educative in nature.***

## **Please choose a category/sub specialty for your submission**

Artificial Intelligence +/- IT  
Sustainability  
Education and training  
Professionalism, standards and ethics  
Practice management  
Business skills  
Cultural safety  
Other

## **Please select which CPD categories are relevant to the course**

- ☐ Educational Activities
- ☐ Reviewing Performance and Reflecting on Practice
- ☐ Measuring and Improving Outcomes.

## **Is the course relevant to Australian &/or New Zealand fellows / members?**

- ☐ Australian

- ☐ New Zealand
- ☐ Australian and New Zealand

### **Abstract Title (max 25 words)**

Enter the **full title** of your submission. This will be used for printing in the final program, app and abstract book.

### **Abstract – LEARNING OBJECTIVES (max 100 words)**

Please provide a short synopsis of **learning objectives** for this course.

### **Abstract – LENGTH**

Please select your preferred course length:

40 minutes (we encourage you to reduce the number of speakers and keep the presentations short)

90 minutes

### **Chair/s**

Please advise the **Chair/s** of your course

Please advise **Chair/s email addresses**

### **Abstract - PRESENTATION DETAILS (300 words)**

Please list the **topics/presentation titles** and **names** of the **presenters / panel members**

*In line with RANZCO policy, courses should demonstrate diversity. If you are submitting more than one course, you are encouraged to select different speakers for different sessions. Consider including one of our invited speakers, who may have expertise relevant to your course. Please do not contact them directly.*

Prof Celia Chen - Council Lecture

Prof Dinesh Selva - The Norman McAlister Gregg Lecture

A/Prof Andrea Vincent - The Dame Ida Mann Memorial Lecture

Dr Sandra Stafferi AO – The Fred Hollows Lecture

\* Industry representatives are not allowed to present in courses.

\* Abstracts without speaker names and titles will be marked down by the reviewers and may not be accepted into the program.

### **Audience Participation**

#### **Will the course have direct audience participation other than Q & A? (eg live polling)**

Courses that use a dynamic/Interactive/reflective format are highly encouraged and will be viewed more favourably for example using Mentimeter for live polling, asking questions, small group discussions, word clouds and quizzes. The Congress Office will provide further guidelines if your course is accepted in the final program. Submitting authors of accepted courses will be asked to demonstrate how they will use audience engagement in the course.

### **Number of speakers**

Please advise the number of speakers in your course.

### **Gender**

Do you have speakers from both genders?

### **Rural Setting**

Do you have speakers from a rural (non-capital city) setting?

### **Sub Specialty**

Do you have speakers from more than one subspecialty?

### **State / Territory of Primary Practice**

Do you have speakers from more than one state/territory?

### **Younger and Senior Fellows'**

Do you have Younger Fellow (<40 years) or Senior Fellow (>65 years) speakers?

### **Previous presentation**

Has this course been presented in previous consecutive years at the RANZCO Congress?

If yes, please be mindful to provide variety in your submission and be aware of repeated content.

Please select from the options provided.

### **Non-RANZCO Congress meetings where this course has been presented**

**Is this course endorsed by the Special Interest Group (SIG) or subspecialty Group Executive and Chair (prior to submission)? Each group is entitled to endorsing ONE course which will receive extra weighting and must be approved by their Chair.**

Select from the options provided.

### **Permission to record and publish**

I agree on behalf of all presenters that by this submission, we give permission to have this abstract appear on the RANZCO and Congress websites, on the Congress app and in printed Congress material if it is selected for inclusion in the Congress. I also give permission on behalf of all presenters for the course to be recorded +/- or streamed live and made available to Fellows via a secure site following the Congress on the RANZCO website. (I take responsibility for confirming with ALL presenters in this session).

### **Author Approval**

I confirm that this submission has been approved by ALL presenters and that all presenters will register to attend and present the course at the Congress **IN PERSON (on any day)**. If this is not possible, the Congress organisers reserve the right to withdraw acceptance of the course.

*Note: Non Fellows will be provided with a complimentary day pass – the Congress Organisers will be in touch to arrange this if your course is accepted into the program.*

### **Conflict of Interest:**

Please provide details if the speakers in your course have any **commercial interests or associations** that might pose a conflict of interest regarding this submission.

### **Would you be interested in turning this course into a CPD educational asset?**

We aim to extend the value of accepted presentations by transforming them into online CPD modules. How?

1. Permission to repurpose content

- By providing consent you agree that your recorded session may be edited, condensed, summarised, and adapted to suit the online CPD format.
- Your content will remain credited to you and your IP rights will be respected.
- If you are unhappy with the final product, you retain the right to refuse publication.

## 2. Consultation process

- Before proceeding with the repurposing work our team will contact you as the Subject Matter Expert (SME) to discuss how your content will be used, potential edits and the overall structure of the learning module.
- You will have the opportunity to provide input and approve the final version

## 3. Next steps

- The CPD team will be in touch shortly after the Congress to begin the consultation process

## 4. Opt out option

- If you have a change of mind and would prefer not to have your session/presentation repurposed, please notify us via email ([cpd@ranzco.edu](mailto:cpd@ranzco.edu)) or get in touch with the staff consulting you.

Yes I am interested

No I am not interested

## SUBMIT

**Once you are satisfied with your submission, select SUBMIT.**

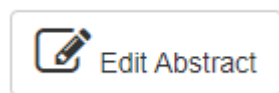
***NOTE:*** Once you submit your abstract, you will receive a confirmation email with a submission number and information. *Please check your junk/spam folders in case the confirmation email should end up there.*

You may log in at any time prior to the site closing to update your submission. Submissions close on 10<sup>th</sup> April 2025 @midnight (AEST).

## UPDATING AN ABSTRACT

Authors may login to edit/update the submission until the call for papers closes on 10<sup>th</sup> April 2025 @midnight (AEST).

This can be done by logging in as a RETURNING USER and selecting Edit Abstract OR



## WITHDRAWING AN ABSTRACT

If you want to withdraw a submission, please contact the Congress Office in writing via email to [ranzco@thinkbusinessevents.com.au](mailto: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

presenters have been informed of the withdrawal.

### **ENQUIRIES**

For any enquiries regarding abstract submissions, please contact the RANZCO Congress Office:

*Think Business Events*

Lvl 1, 299 Elizabeth St

Sydney, NSW 2000

Australia

p + 61 2 8251 0045

e [ranzco@thinkbusinessevents.com.au](mailto:ranzco@thinkbusinessevents.com.au)

**For easy reference, please always include the reference number and title of your submission in your email.**