



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

Online submission guidelines and instructions

PLEASE NOTE BEFORE YOU SUBMIT

- Read ALL the information on the call for abstracts 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 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 abstracts closes (Friday 20th June @9am 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

Account Email

Password

Account 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 and online program if the abstract is accepted.

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

NEW ABSTRACT

Click Here to Start

1. Please choose a category for your submission:

Artificial Intelligence
Cataract
Cornea
Epidemiology / Public Health
Genetics
Glaucoma
Medical Retina
Neuro-Ophthalmology
Ocular Oncology
Oculoplastic / Orbit
Paediatric Ophthalmology
Refractive Surgery
Strabismus
Sustainability
Training & Education
Uveitis
Vitreoretinal Surgery
Other

2. Study design: (Select 1 that is most appropriate)

Basic science (animal/ laboratory study)
New surgical technique
Genetics study
Economic analysis/ QoL study
Randomised controlled trial
Case-control study
Cross-sectional study
Retrospective case series
Cohort study

Case report
Systematic review (of RCTs, with meta-analysis)
Systematic review (no RCTs, no meta-analysis)
Audit/ survey/ registry data
Other

3. Number of study participants

4. Abstract Type

*Presenters must present **in person**. Pre-recorded presentations will not be permitted.*

Poster or Paper
Paper Only (this will NOT be considered for a poster)
Poster Only (This will NOT be considered for a paper)
Film

**NB: Only select paper if you plan to present in person. Papers will not be accepted as recordings, and will need to be withdrawn*

5. Film category

If you are submitting a **film**, please advise the category:
Ophthalmic Surgery
Non-Surgical (E.g. research, education, sustainability, community)

6. Abstract Title (max 25 words)

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

7. Abstract max (250 words)

Paper / Poster: Please enter an abstract of your paper. Any submissions exceeding the word limit will not be accepted. All abstracts must be structured to include: Purpose, Method, Results and Conclusion. Abstracts without this structure will not be accepted.

Case Study: Abstracts can be an unstructured paragraph. Word limit to be adhered to.

Films: Submit a 5 - 6 line abstract (*Maximum of 2 films per person*).

Please submit full film (up to 5 minutes in duration) by 2 September 2024 via a file share platform to ranzco@thinkbusinessevents.com.au

Do not include the title or authors here.

8. Previous Submission

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

Not presented previously

2024 (Adelaide)
2023 (Perth)
2022 (Brisbane)
2021 (Virtual)
2019 (Sydney)

9. Non-RANZCO Congress meetings where this abstract has been presented.

10. Previous publication

Has this abstract been published in a journal/other hard copy or online publication?

11. Industry-initiated studies

Is this an industry-initiated study (not including investigator-initiated studies)?

12. If you selected 'Yes', is the presenter:

1. Directly involved in the trial design and data analysis of the study (not just a principal investigator) **OR**
2. An individually named published author on the study in a peer-reviewed journal (not just a principal investigator or within a working group)?

13. **Conflict of Interest:** If the presenters have any **commercial interests or associations** that might pose a conflict of interest regarding this submission, please give details.

14. Media Interest:

Do you believe your submission will be of interest to the general media or industry media?

15. If you selected 'Yes', are you willing to work with the RANZCO staff to author a media release and act as media spokesperson if your submission is selected for inclusion in the Congress?

16. Permission to record and publish

I agree that by this submission, ALL authors give permission to have this abstract appear in printed and online Congress related materials if it is selected for inclusion in the Congress. I also give permission on behalf of all authors, for the presentation to be recorded and/or livestreamed and made available to Fellows via a secure site following the Congress on the RANZCO website.

17. Author Approval

I confirm that this submission has been approved by ALL authors and that the presenting author will register to attend and present the abstract **in-person** at the Congress on **ANY DAY** if accepted into the program. If this is not possible, the Congress Organisers reserve the right to withdraw acceptance of the abstract.

18. CPD Asset

Would you be interested in turning this abstract 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) or get in touch with the staff consulting you.

19. Sarks Prize

Does your abstract involve retinal clinicopathology? The Sarks Foundation is offering a \$1,000 prize for the best paper or poster covering a retinal clinicopathological topic. The winner will be notified and funds transferred post Congress (with submitted receipts).

20. Travel grants

Up to 3 travel grants for \$AUD1500 and free registration (*including 3 days of Congress, Welcome Reception, Graduation and Sunset Poster and Film viewing*) will be offered to presenters who reside outside of Australia and New Zealand who are successful in a Paper submission and attend the Congress in person. Grants will be decided based on the quality of submission and training level. The successful recipients will be notified and funds transferred post Congress (with submitted receipts). Please advise if you are interested in applying for this travel grant.

Please enter ALL the author / speaker details as the next step of this submission.

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.

UPDATING AN ABSTRACT

Authors may login to edit/update the submission until the call for abstracts closes on 11th June @ 9am (AEDT). This can be done by logging in as a RETURNING USER and selecting Edit Abstract OR Authors as shown below.



WITHDRAWING 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.

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
+ 61 2 8251 0045
ranzco@thinkbusinessevents.com.au
www.ranzco2025.com

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