

INSTRUCTIONS FOR SUBMISSION OF FREE PAPERS / POSTERS / VIDEOS

Authors are requested to complete the registration process and submit abstracts, posters and videos in compliance with the following criteria and guidelines to ensure that they are received promptly and conveniently. Authors must complete all the required sections in the system, and verify that the material to be submitted complies with the required guidelines. Incomplete completion of the online submission process will not allow the material to be received and therefore will not be considered for participation.

IMPORTANT CONSIDERATIONS

- 1- The Evaluation Committee of the congress will carry out the review process of the abstracts registered in each modality, anonymously and by peers formed by experts in the field of interest of the study. If the evaluation committee of the thematic axis in which an abstract is registered as a free paper, considers that the abstract does not comply with the guidelines required for free papers, it must be presented as a poster, in which case the main author will be informed of such decision and if he/she accepts, his/her work will be included in the poster section. All case reports and case series will be received and presented as posters without exception.
- 2- Once the abstract of the free paper has been selected, the author and co-authors must send the finished paper in publication format, following the guidelines given, on the date given in the communiqué with the acceptance information. Unfinished papers will not be accepted. Conclusions and results must be presented without exception.
- 3- If the abstract is accepted as a poster, the author will be asked to bring it printed to the congress.
- 4- For the presentation of free work, poster and video, the BEETS classificatory elements must be taken into account when talking about ocular traumas in all the following thematic axes:
 - Ocular Trauma
 - Traumatic cataract
 - Glaucoma and trauma
 - Intraocular foreign body
 - Pole to pole surgery

GUIDE FOR ABSTRACTS

Title

The title of the abstract should be in capital letters and not exceed 120 characters, no special format is requested.

Author(s)

- 1) Each author may submit as many papers as he/she wishes.
- 2) The first listed author is considered by the congress to be the presenting author. (Exception: these limits do not apply to videos).
- 3) Changes in author lists will not be allowed after abstract submission.
- 4) The Scientific Committee of the congress reserves the right to disqualify presentations that exceed these limits.

Thematic Axes

Consult the list of the thematic axes. Be specific when making your selection; only one theme can be selected within the platform.

Abstract

- 1) Do not place the title of the material to be considered in the abstract.
- 2) The word limit per submission is approximately 600 words (maximum of 6000 characters for the abstract, including spaces). If the word limit is exceeded, the abstract will not be submitted correctly.

The abstract must contain the six parameters required for the evaluation:

- Purpose and Rationale
- Methods
- Results
- Conclusions
- Ethical considerations

- 3) The abstract should be clear, descriptive, self-explanatory and specific.
- 4) Abstracts with statements such as "will be done", "will be studied", "will be underway", "will be analyzed", will not be selected.
- 5) Abstracts should not be attached after the deadline.
- 6) If your material has been previously published, the abstract should not be submitted without prior copyright release from the journal in which it was published. If the material to be submitted has been presented at another meeting

or conference, but has not been submitted for publication or previously published, you may submit it to the conference.

7) If the material has been presented at another meeting that is covered by copyright regulations, the material cannot be presented at the Congress.

8) Spelling mistakes and typographical errors have a negative influence on the evaluation of your material.

9) Regarding the use of abbreviations in the text of the abstract, you must first include the full term followed by the acronym in parentheses. Example: vitreous loss (VL).

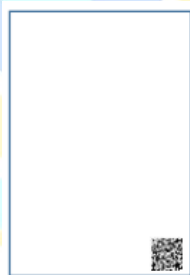
10) Once you complete your submission you may save or print a copy for your records.

POSTER EXHIBITION GUIDE

The space available for each poster is vertical 110 cm high by 90 cm wide, (ALL POSTERS MUST BE VERTICAL). Posters will be exhibited during all days of the congress.

For the poster you must record an explanatory audio, whose instructions will be sent to you in the next few days.

Once accepted we will send you a form, which must be filled out. When you have filled it out the system will generate a QR code that must be printed on the poster in the lower right side of it as shown in the image. This will allow the attendees to listen to the explanatory audio.



VIDEO PRESENTATION GUIDE

The video submitter will receive an email with a link and instructions on how to upload the video. Instructions will be sent to authors who have submitted a video abstract by the deadline and have been accepted in the first stage of evaluation.

VIDEO SUMMARY SUBMISSION GUIDELINES

1) Complete all sections required by the online system. Failure to comply with this requirement will result in the video summary not being sent correctly..

2) All video abstracts will be peer-reviewed by experts in the field of interest of the congress Evaluation Committee.

3) TITLE

The title of the abstract cannot exceed 120 characters, must be in capital letters and no special formatting is required.

4) AUTHOR / CO-AUTHOR(S)

- A limit of one presenter and four co-authors is recommended.
- The congress reserves the right to disqualify submissions that exceed these limits.

5) THEMATIC AXES

- See the list of the thematic axes.
- You must be specific when making your selection.
- You may select one topic per paper.

6) ABSTRACT

Do not include the title in the abstract. The word limit per submission is approximately 600 words (maximum of 6000 characters for the abstract, including spaces). If you exceed the number of words required in this guideline, the material will not be submitted correctly.

VIDEO SUBMISSION GUIDELINES

To help you prepare your video submission, please follow the specifications below:

- The maximum length of video submissions is 5 minutes.
- Videos can be formatted in MPEG, AVI, WMV or QuickTime (MOV) format with a maximum resolution of 1280x720.
- Do not use DivX compression.
- Videos must be in the final version.
- Videos must include a 30-45 second introduction during which all authors are credited and any financial interest is acknowledged. Financial disclosure is required even if the producer has no financial interest.
- Although disclosure has been made, videos must not promote the use of any commercial product.
- Please ensure that you have permission to use any images that are presented as part of the video. This includes a license for materials and copyright release forms of any recognizable patient(s) in the video.

- The use of music or copyrighted material is prohibited without written permission. By submitting your video in these instructions, you represent that you have or do not need such authorization and you agree to indemnify and defend the congress from all claims based on copyright infringement.

IMPORTANT DATES

Abstracts of Free Papers, Poster and videos will be received at isotcartagena2023@gmail.com. The deadline for receipt will be until 11:59 pm on June 30, 2023.

