

ASCRS·ASOA

SYMPOSIUM & CONGRESS

**MAY
5-9**

2017

LOS ANGELES

A JOINT MEETING WITH

APACRS
ASIA-PACIFIC ASSOCIATION OF CATARACT & REFRACTIVE SURGEONS

**SUBMISSIONS
OPEN**

**AUGUST 30-
OCTOBER 6, 2016**

**TECHNICIANS &
NURSES PROGRAM**

MAY 6-8, 2017

**SUBMISSION
GUIDE**

AnnualMeeting.ascrs.org

Important Dates

2017 ASCRS•ASOA SUBMISSION



August 30–October 6	Online submission Financial Interest Disclosure Faculty CME Review Program
October 6, 2016	Deadline for ASCRS instructional course, paper, poster, and film submissions Deadline for ASOA course submissions Deadline for completion of Faculty CME Review Program (see page 6) Deadline for Financial Interest Disclosure (see page 6)
December 5	Registration opens
December 8	ASCRS•ASOA Program acceptance sent via e-mail
December 12	Online Itinerary Planner available
January 10, 2017	Deadline for Technicians & Nurses Tech Talks Deadline for Ophthalmic Photographers' Society Exhibit submissions and receipt of OPS photographs at ASCRS
February 1	Deadline for revising paper and poster results and conclusions
February 7–March 7	Upload films and electronic posters
March 7	Deadline for receipt of films at TMI (Tradeshow Multimedia, Inc.) Deadline for ASCRS electronic posters to be uploaded for judging
March 18–28	Poster Judging
March 24–May 5	Film Judging
May 4	On-site registration opens
May 5	ASCRS Glaucoma Day 2017* Cornea Day 2017* ASOA Workshops* ATPO COA/COT/COMT Exam Review Sessions* Technicians & Nurses Tech Talks*
May 5–9	ASCRS Symposium on Cataract, IOL and Refractive Surgery ASOA Congress on Practice Management
May 6–8	Technicians & Nurses Program
May 9	COE exam (no onsite registration)

QUICK LINKS

- ◆ **Important Dates**
- ◆ Program Participant Guidelines
- ◆ Faculty CME Review/ Financial Interest Disclosure
- ◆ Credits
- ◆ ASCRS Course, Paper, and Poster Categories/Topics and Subtopics
- ◆ ASCRS Instructional Courses: Instructions and Checklist
- ◆ ASCRS Paper Submission: Instructions and Checklist
- ◆ ASCRS Poster Submission: Instructions and Checklist
- ◆ ASCRS Scientific Film Submission: Instructions and Checklist
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*Separate registration required



All ASCRS•ASOA lead authors/producers/instructors and course faculty (including invited faculty) are required to pay a registration fee for the ASCRS•ASOA Symposium and Congress.

Submissions to these programs must take place through the online submission portal at www.ascrs.org and www.asoa.org.

All submissions are subject to the American Council for Continuing Medical Education (ACCME) guidelines regarding validation of clinical content. Instructors/authors/producers are responsible for ensuring that (1) all recommendations involving clinical medicine presented are based on evidence that is accepted within the profession and (2) all scientific research referred to, reported, or used conforms to the generally accepted standards of experimental design, data collection, and analysis. Recommendations, treatments, or manners of practicing medicine that do not comply with the above, are known to have risks or dangers that outweigh the benefits, or are known to be ineffective in the treatment of patients should not be submitted or presented.

Material in any ASCRS presentation must not be presented or submitted for publication elsewhere. In making an ASCRS•ASOA or Technicians & Nurses Tech Talks submission, you are agreeing to the terms of the Copyright Assignment Statement on page 5.

Registration Information

All program participants (including all invited course faculty) are required to register and pay an attendee fee for the Symposium and Congress. ASCRS•ASOA does not pay honoraria or travel/housing expenses for presenters.

December 5 Registration Opens (Tier 1 Rates)

Take advantage of the Tier 1 rates and register early! Additional registration information: <http://annualmeeting.ascrs.org/>

Housing Information

Housing for the 2017 ASCRS•ASOA Symposium and Congress is open. For a complete listing of available hotels and hotel map visit our meeting website: <http://annualmeeting.ascrs.org/housing-travel>

Submission Deadlines

October 6, 2016	ASCRS Symposium (courses, paper, poster, film) ASOA Congress (courses) Faculty CME Review and Financial Interest Disclosure
January 10, 2017	T&N Tech Talks OPS Photographs

The requirements for each type of submission (course, paper, poster, film, and photograph) are on the following pages.

Submission Process

Online submission is open from August 30 to October 6, 2016.

Step 1: Lead presenters, instructors, producers, and faculty must complete the Faculty CME Review (see page 6). **The review must be completed by October 6.**

Step 2: All participants—presenters, coauthors, instructors, co-instructors, faculty, producers, and coproducers—must disclose their financial interests. The financial interest disclosure instructions are on page 6. **The disclosure must be completed by October 6.**

Step 3: To submit an ASCRS film, paper, poster, or photograph(s); ASOA course; Technicians & Nurses Tech Talk submission, click here:

<http://annualmeeting.ascrs.org/submissions>

- ◆ Provide all required information. The process will allow you to review your submission.
- ◆ It is important to use a valid e-mail address as all correspondence regarding the account and/or submission will be sent to this e-mail address.

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Program Participant Guidelines

2017 ASCRS•ASOA
SUBMISSION

Step 4: Use your browser “print” command to print a copy of your submission for your records. If you do not receive a completed submission confirmation ID, please contact: submissions@ascrs.org (ASCRS film, paper, poster, or photograph(s)); submissions@asoa.org (ASOA course); or Tech.nursesubmissions@ascrs.org (Technicians & Nurses Tech Talk). Incomplete submissions will not be processed.

Non-acceptance

- ◆ Submissions that are commercially biased will not be accepted. Submissions must not contain any advertising or product group message.
- ◆ If the instructor/author/producer did not present his/her scheduled presentation the previous year and did not follow the withdrawal guidelines, the submission will not be accepted.
- ◆ If the submission information has been published or presented elsewhere, the submission may not be accepted.
- ◆ If the lead instructor/author/producer and all co-instructors/coauthors/coproducers have not provided the Financial Interest Disclosure by October 6, the submission will not be accepted.
- ◆ If the lead instructor/author/producer and all course co-instructors/faculty have not successfully completed the Faculty CME Review by October 6, the submission will not be accepted.
- ◆ Previous failure to provide a handout as required for a course may result in the submission not being accepted.

Disclosure of Unapproved/Off-Label Use

If a presentation concerns the use of a drug or device that has not been approved by the U.S. Food and Drug Administration or concerns off-label use of a drug or device approved by the FDA for other use, this must be disclosed during the presentation.

Notification of Status

An e-mail with the status of the submission, scheduling information, and detailed instructions will be sent by December 8. If notification is not received by December 15, please contact: submissions@ascrs.org (ASCRS film, paper, or poster); submissions@asoa.org (ASOA course); or Tech.nursesubmissions@ascrs.org (Technicians & Nurses Tech Talk).

Submission Withdrawals

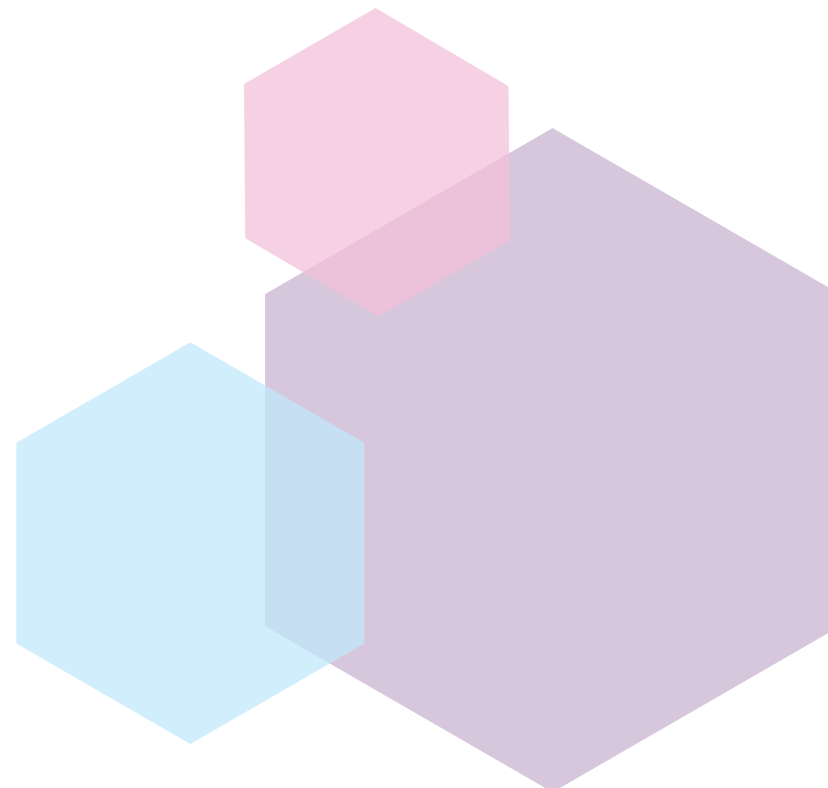
ASCRS•ASOA and Technicians and Nurses

If an instructor/author/producer is unable to present, he/she must notify ASCRS•ASOA by e-mail, submissions@ascrs.org or submissions@asoa.org; or Technicians & Nurses by e-mail, Tech.nursesubmissions@ascrs.org. If instructor/author/producer fails to submit notification of withdrawal or does not present, he/she will be ineligible to submit in 2018 (see Guidelines for Nonacceptance).



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COPYRIGHT ASSIGNMENT STATEMENTS

ASCRS

By submitting this presentation (paper, poster, course, film, photograph), I agree to grant and assign exclusively to the American Society of Cataract and Refractive Surgery and the American Society of Ophthalmic Administrators ("the Societies") all of the rights, including copyright, in the submitted presentation, as well as any related materials used for audiovisual presentation (collectively referred to as "the works"). I also grant and assign to the Societies the rights to film, record, reproduce, reprint, distribute, sell, and otherwise make use of the works, or any presentation of the works, in any media or format, and authorize the Societies to use my name, likeness, photograph, and biographical data in connection with its use and promotion of the works. I understand that I will receive no royalty or other monetary compensation from the Societies for this assignment of rights and the subsequent use of my works by the Societies.

I represent and warrant that the works are my own original work or that I have obtained all necessary permissions and authorizations from all individuals or entities that may otherwise have a right, title, or interest in the works; that I have full right and power to make this assignment; that the works do not violate any copyright, proprietary or personal rights of others; and that the works are factually accurate and contain no matter libelous or otherwise unlawful.

ASOA

By my signed acceptance of the terms and conditions of this agreement, and in consideration of the opportunity to speak and present my work at the ASOA Congress, I hereby grant the American Society of Ophthalmic Administrators, a division of the American Society of Cataract and Refractive Surgery (the "Societies"), a royalty-free, perpetual worldwide license to copy, reproduce, film, distribute and/or sell the work in any media or format in connection with the Congress or sale or other distribution of congress materials, as well as authority to use my name, likeness, photograph, and biographical data in connection with its use and promotion of the works. I understand that I will receive no royalty or other monetary compensation from the Societies for this license of rights and the use of my works by the Societies in connection with the Congress. ASCRS•ASOA will not use the works for any purposes unrelated to the Congress or sale/distribution of Congress materials without my written permission prior to use.

The Societies understand and agree that the above grant of rights does not constitute a transfer of copyright and that I remain free to present the materials or revised versions thereof elsewhere for any purposes. I represent and warrant that the works are my own original work or that I have obtained all necessary permissions and authorizations from all individuals or entities that may otherwise have a right, title, or interest in the works; that I have full right and power to make this license; that the works do not violate any copyright, proprietary or personal rights of others; and that the works are factually accurate and contain no matter libelous or otherwise unlawful. I further agree to indemnify and hold harmless the Societies and their respective officers, directors, employees, and volunteers from any and all claims of copyright infringement made against the Societies and arising out of the work and my presentation of the work at the Congress.



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COPYRIGHT ASSIGNMENT STATEMENTS

ASCRS/JCAHPO

By submitting this paper presentation, I agree to grant and assign exclusively to the American Society of Cataract and Refractive Surgery and the Joint Commission on Allied Health Personnel in Ophthalmology all of the rights, including copyright, in the submitted presentation, as well as any related materials used for audiovisual presentation (collectively referred to as "the works"). I also grant and assign to ASCRS and JCAHPO the rights to film, record, reproduce, reprint, distribute, sell, and otherwise make use of the works, or any presentation of the works, in any media or format, and authorize ASCRS and JCAHPO to use my name, likeness, photograph, and biographical data in connection with its use and promotion of the works. I understand that I will receive no royalty or other monetary compensation from ASCRS or JCAHPO for this assignment of rights and the subsequent use of my works by either ASCRS or JCAHPO.

I represent and warrant that the works are my own original work or that I have obtained all necessary permissions and authorizations from all individuals or entities that may otherwise have a right, title, or interest in the works; that I have full right and power to make this assignment; that the works do not violate any copyright, proprietary or personal rights of others; and that the works are factually accurate and contain no matter libelous or otherwise unlawful.



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Faculty CME Review Program

To ensure the highest quality programming and compliance with the Accreditation Council for Continuing Medical Education (ACCME) requirements for CME activities, ASCRS has created a mandatory CME review program for all participants in the ASCRS•ASOA Symposium and Congress.

The Faculty CME Review Program consists of an online presentation and a short post-test. <http://annualmeeting.ascrs.org/faculty-cme-review>

Financial Interest Disclosure Requirements

As a provider accredited by the ACCME, ASCRS•ASOA must ensure balance, independence, objectivity, and scientific rigor in all its individually or jointly provided activities.

All individuals participating in CME activities must disclose any financial interest or relationship with a company that produces, markets, resells, or distributes ophthalmic products/devices/drugs or services related to patient clinical care discussed in an educational presentation or lack thereof. Financial interest can include such things as grants or research support, consultant, stockholder, member of speaker's bureau, financial relationships held by spouse, etc. The intent of the financial interest disclosure is to provide the Program Committee with information to design and implement a balanced, independent, and scientific educational activity. The Financial Interest Index in the Final Program provides information to attendees so they can make their own judgment regarding the interest or relationship and the materials presented.

Potential participants (instructors, authors, producers) in ASCRS directly-and jointly-provided CME activities, including co-instructors/coauthors/coproducers, faculty and panelists, must provide a complete listing of ALL financial relationships relevant to ophthalmology—not just those related to a specific talk—in the financial interest disclosure database. Any relevant relationship that occurred within the previous 12 months should be reported. Those who have no financial interests to disclose should indicate "none" in the database. Disclosure information will be kept on file and used during the calendar year in which it was collected for all CME-bearing activities.

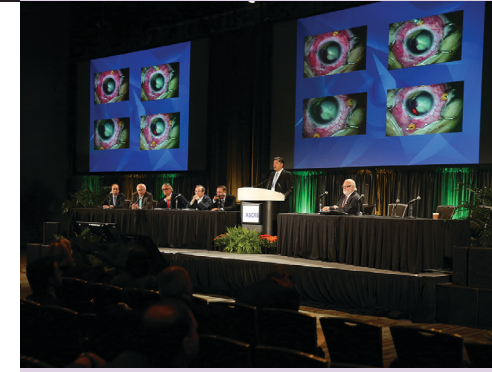
To submit for the 2017 ASCRS•ASOA Symposium and Congress, you must complete the information in this database. All lead presenters must notify all co-instructors/coauthors/coproducers and faculty that they must enter their financial interest information **PRIOR** to submitting an abstract. **Submissions with incomplete financial disclosures will not be accepted for presentation.**

Entering Financial Interest Disclosure

Go to <http://annualmeeting.ascrs.org/financial-interest-disclosure> and click on "2016/2017 Financial Interest Disclosure."

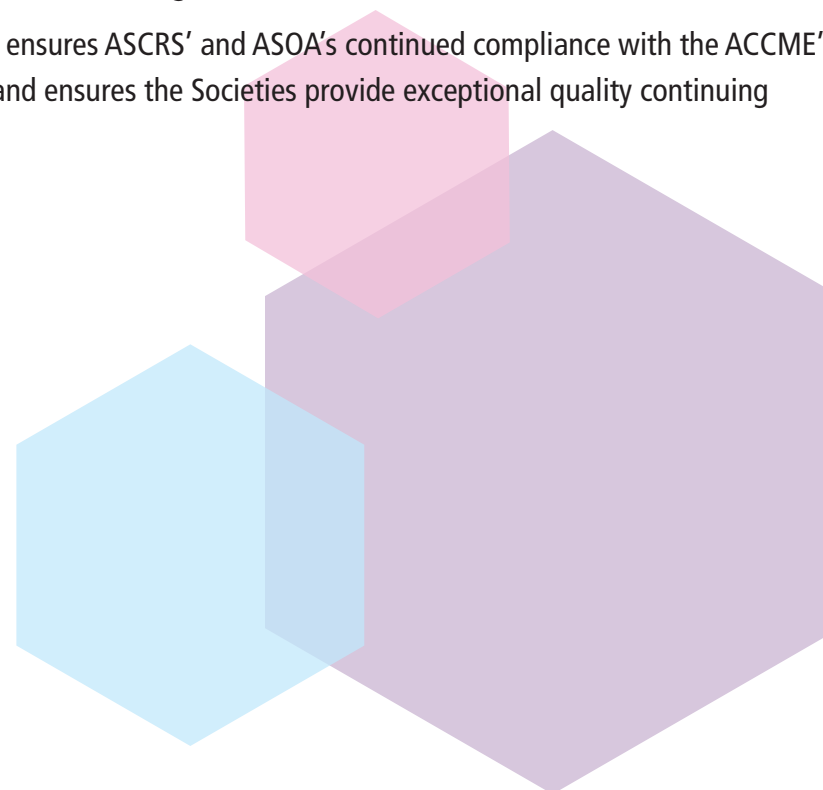
In addition to the written disclosure, presenters must disclose financial relationships (or lack thereof) at the start of the presentations. Failure to do so will render the submission ineligible for program awards (Best Paper of Session [BPOS], Best Poster of Program [BPOP], Film Festival awards).

This system ensures ASCRS' and ASOA's continued compliance with the ACCME's guidelines and ensures the Societies provide exceptional quality continuing education.



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Questions: financialinterest@ascrs.org

Continuing Medical Education

ASCRS•ASOA Symposium & Congress Accreditation Statement

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of ASCRS and the Asia-Pacific Association of Cataract and Refractive Surgeons (APACRS). ASCRS is accredited by the ACCME to provide continuing medical education for physicians.

Designation Statement

The American Society of Cataract and Refractive Surgery designates this live educational activity for a maximum of 36 *AMA PRA Category 1 Credits*[™]. Physicians should claim credit commensurate with the extent of their participation in the activity.

All CME activities approved for *AMA PRA Category 1 Credit*[™] are valid for recognition by the European Accreditation Council for Continuing Medical Education (EACCME).

Physicians not licensed in the U.S. who participate in this CME activity are eligible for *AMA PRA Category 1 Credits*[™].

Attendees registered as exhibitors, spouses, and guests are not eligible for CME credits.

Objectives

Ophthalmologists attending the ASCRS•ASOA Symposium and Congress will have the opportunity to:

- Incorporate the latest developments for the management of multiple ocular conditions within the various ophthalmic specialties
- Integrate current and advanced treatment strategies for ocular conditions, including anterior segment and refractive surgery, glaucoma, and retinal conditions
- Identify complicating factors in anterior segment surgery
- Develop appropriate treatment plans to address the factors pre-, peri- and postoperatively

- Compare and contrast ophthalmic treatments and technology
- Integrate prescribed medical and surgical treatment options into everyday practice
- Examine external legislative and internal practice issues affecting the field of ophthalmology

Continuing Education Credits

American Academy of Professional Coders (AAPC)

Application will be made for AAPC continuing education credit for ASOA coding courses.

California Bureau of Registered Nursing (CA BRN)

Provider approved by the California Board of Registered Nursing, Provider #15934, for contact hours.

Certified Ophthalmic Executive (COE)

Attendees: The ASOA Congress on Ophthalmic Practice Management qualifies for COE Category A credits.

All attendees seeking COE credits must be registered for the ASOA program or the joint Technicians & Nurses–ASOA program. Attendees registered as an exhibitor, spouse, or guest are NOT eligible for credit.

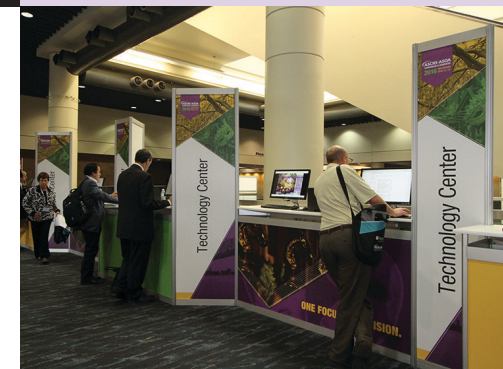
Speakers: ASOA designates this activity for a maximum of 15 COE Category C credits.

Joint Commission on Allied Health Personnel in Ophthalmology, Ophthalmic Photographers' Society, American Orthoptic Council, and California Bureau of Registered Nursing (JCAHPO/OPS/AOC/CA BRN)

Application will be made for JCAHPO/OPS/AOC/CA BRN continuing education credits for the Technicians & Nurses Program. All attendees seeking JCAHPO/OPS/AOC/CA BRN credits MUST be registered for the Technicians & Nurses Program or the joint Technicians & Nurses–ASOA Program.

California Bureau of Registered Nursing (CA BRN)

Provider approved by the California Board of Registered Nursing, Provider CEP #13516, for contact hours.



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Cataract

- ◆ Surgical Technique
- ◆ Surgical Planning
 - IOL Power Calculations
 - Imaging, Measurements, Biometry
 - Intraoperative Aberrometry
- ◆ Surgical Outcomes
- ◆ Challenging Cases
- ◆ Complication Management
- ◆ Technology
 - Phaco
 - Femtosecond Laser
 - Phaco and/vs Femto
- ◆ Astigmatism Correction (non IOL) LRI/Laser Arcuate Incisions/Other
- ◆ IOLs
 - IOLs (general)
 - Monofocal
 - Multifocal or Accommodating
 - Toric Monofocal
 - Toric Multifocal or Accommodating
 - Secondary IOLs
 - IOL Delivery, Injectors

Presbyopia Correction

- ◆ Surgical Techniques
- ◆ Surgical Planning
- ◆ Surgical Outcomes
- ◆ Challenging Cases
- ◆ Complication Management
- ◆ Corneal Inlays
- ◆ Presby LASIK
- ◆ Clear Lens Exchange (Multifocal or Accommodating IOLs)

Keratorefractive

- ◆ Surgical Technique
- ◆ Surgical Planning
 - Wavefront Aberrometry
 - Topography and Tomography
 - Keratometry
 - Nomograms
- ◆ Surgical Outcomes
- ◆ Challenging Cases
- ◆ Complication Management
- ◆ Technology
- ◆ LASIK
- ◆ Surface Ablations (PRK/LASEK/EPI-LASIK)
- ◆ Micro-Invasive Refractive Surgery Technique/ Small-Incision Lenticule Extraction
- ◆ Refractive Lenticular Extraction
- ◆ Phakic IOLs

Cornea

- ◆ Surgical Technique
- ◆ Surgical Planning
- ◆ Surgical Outcomes
- ◆ Challenging Cases
- ◆ Complication Management
- ◆ DSEK/DMEK
- ◆ DALK/Keratoprosthesis
- ◆ Pterygium, Artificial Tissues, Adhesives
- ◆ Keratoconus
 - Crosslinking
 - Transplants
- ◆ Ocular Surface

Glaucoma

- ◆ Surgical Technique
- ◆ Surgical Planning
- ◆ Surgical Outcomes
- ◆ Challenging Cases
- ◆ Complication Management
- ◆ Combined Procedure
- ◆ Minimally Invasive Glaucoma Surgery (MIGS)

Retina

- ◆ Surgical Technique
- ◆ Surgical Planning
- ◆ Surgical Outcomes
- ◆ Challenging Cases
- ◆ Complication Management
- ◆ Retinal Injections

Pediatric

- ◆ Surgical Technique
- ◆ Surgical Planning
- ◆ Surgical Outcomes
- ◆ Challenging Cases
- ◆ Complication Management

Non-Clinical

- ◆ Practice Management
- ◆ Ethics
- ◆ Business
- ◆ Risk Management
- ◆ Integrated Practice Model
- ◆ Regulatory
- ◆ Legal



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NEW: Most ASCRS Courses will be pre-selected for 2017. Submissions will be accepted for courses with fresh content*

**OPTIONAL ELECTRONIC HANDOUT DEADLINE:
FRIDAY, APRIL 14, 2017**

New Selection Process: Based on evaluation feedback from attendees, there have been significant requests to identify specific educational areas to focus on and eliminate overlapping topics in courses and include fresher content. Most courses will be pre-selected based on requirements to fit into an overall balanced program. The program committee will select a limited number of categories and topics and invite speakers who fit the assessment needs.

Courses are 90-minutes in length and may include 2 instructors (instructor and co-instructor) and faculty appropriate for the time limit.

*All program participants (**including invited course faculty**) are required to register and pay an attendee fee for the Symposium and Congress. ASCRS•ASOA does not pay honoraria or travel/housing expenses for presenters. Speaker registration deadline: Friday, April 21, 2017.*

If the course will be conducted in a language other than English, an English translation of the title, course description, and objective must also be included.

Course Presentations: Courses are instructional in nature and aim to achieve the stated educational objective. Format will be chosen as **one or more** of the below.

- ◆ Didactic lecture only
- ◆ Didactic lecture with surgical videos
- ◆ Surgical video course
- ◆ Panel discussion
- ◆ Case presentations
- ◆ Question and Answer

Responsibilities of the Lead Instructor(s):

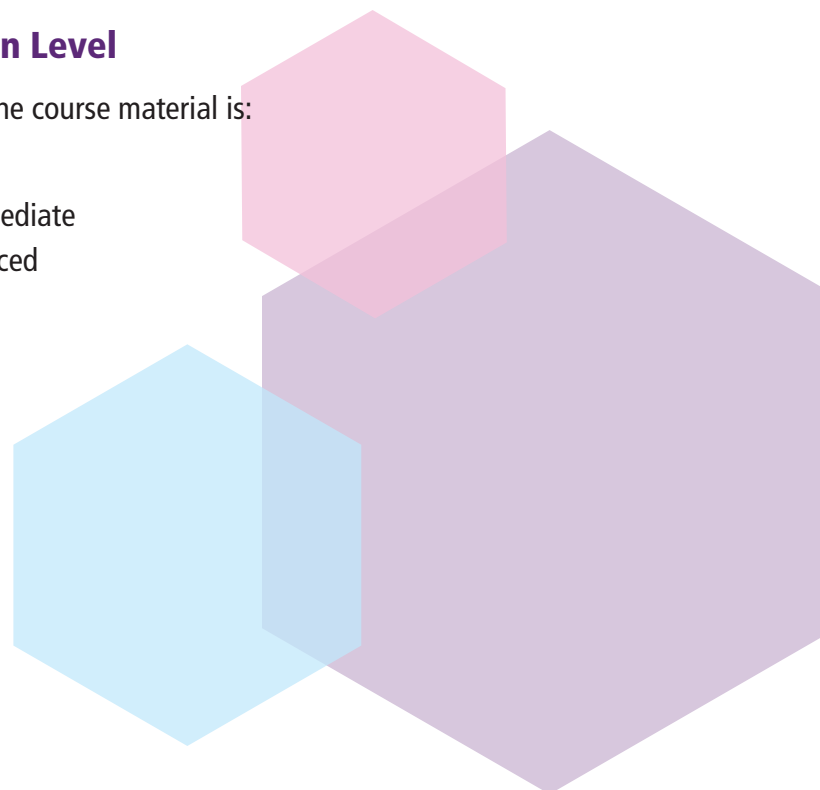
- ◆ Pre-selected courses will be sent an invitation to enter course details. If you have not received an invitation and meet the criteria for a course with fresh material, please follow the guidelines below when entering course information for both pre-selected and submitted courses.
- ◆ Ensure that all participants in the course complete the Faculty CME Review Program by Thursday, October 6, 2016. (see page 6). All co-instructors and faculty must enter their financial interest information into the financial interest disclosure database. In accordance with the ACCME's Standards for Commercial Support, faculty who have not done so will not be allowed to participate in the course and will not be listed in the Final Program. (See page 6 for details.)
- ◆ If entering co-instructors/faculty, **confirm their e-mail address so they will be notified of details related to the course.**
- ◆ **Lead instructors please confirm:**
 - All co-instructors and faculty are willing and available to participate.
 - You have reviewed each faculty member's financial interest and determined there is no conflict of interest.
 - Instructions regarding electronic handouts will be sent to lead instructors. Handouts can be helpful to attendees but are not required.

Below is a sample of the information required for the invited and submitted courses.

Education Level

Indicate if the course material is:

Basic
Intermediate
Advanced



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Questions: courses@ascrs.org

Title

The title should accurately and concisely reflect the submission content. For CME purposes, product/trade names cannot be used in the title. Generic descriptors are required. Titles with product/trade names may be rejected. The title should not be formulated as a question or statement (i.e., should not include a verb). Titles should follow title case rules and may be edited by ASCRS editorial staff. Please do not enter the title in all caps.

Limit: 140 characters, including spaces and punctuation

Category

Choose from the categories on page 8.

Course Description

The course description will be used in the final program and is the basis upon which participants select sessions to attend. The course description should include the topics to be presented. Please begin your description with the words "Course will . . ." **Limit: 450 characters, including spaces and punctuation**

Educational Objective

NEW for 2017: In order to enhance the attendee experience of determining appropriate learning material across multiple topics, the educational objective will ask you to include the ONE thing you want the learner to be able to do after attending your course.

After attending this session, the learner should be able to: (Please select from list below)

- Change surgical technique/approach
- Improve management of surgical complications
- Adjust preoperative screening and preparations to minimize surgical complications
- Use a systematic approach to improve patient care and/or clinical results
- Consider other technology (e.g. a new IOL, etc.) to improve surgical outcomes
- Other: Fill in the blank

Example

Data-Driven IOL Calculations

Instructor: Gerald P. Clarke, MD

Faculty: Warren E. Hill, MD

Course Description: Course will present an overview of recently developed algorithms for selecting IOL power using large datasets rather than traditional closed formulas based on vergence calculations. The concept of models for calculation will be presented, and new models using radial basis functions with a validating boundary model and MCMC probability will be introduced. These models will be applied to the problem IOL calculations, (long/short eyes, post-refractive surgery, DSEK/IOL) and possible ways to reduce outlier results discussed.

Educational Objective: After the session, the learner should be able to: (Please select from list below)

- Change surgical technique/approach
- Improve management of surgical complications
- Adjust preoperative screening and preparations to minimize surgical complications
- Use a systematic approach to improve patient care and/or clinical results
- Consider other technology (eg. a new IOL, etc.) to improve surgical outcomes
- Other: Fill in the blank



✓ CHECKLIST

- Notify all invited course faculty of their inclusion in the course, scheduled date, and time.
- Notify all invited course faculty of required meeting registration and attendee registration fee.
- Notify all invited faculty to complete both the CME Faculty Review and the Financial Interest Disclosure.
- Confirm the valid e-mail address of each invited faculty member.
- Provide course description and educational objectives.



ASCRS Paper Submission: Instructions and Checklist

2017 ASCRS•ASOA
SUBMISSION



QUICK LINKS

- ◆ Important Dates
- ◆ Program Participant Guidelines
- ◆ Faculty CME Review/ Financial Interest Disclosure
- ◆ Credits
- ◆ ASCRS Course, Paper, and Poster Categories/Topics and Subtopics
- ◆ ASCRS Instructional Courses: Instructions and Checklist
- ◆ **ASCRS Paper Submission: Instructions and Checklist**
- ◆ ASCRS Poster Submission: Instructions and Checklist
- ◆ ASCRS Scientific Film Submission: Instructions and Checklist
- ◆ ASOA Congress: General Information & Submission Instructions
- ◆ Ophthalmic Photographers' Society Exhibit Submission
- ◆ Technicians & Nurses Tech Talks Submission: Instructions and Checklist

SUBMISSION DEADLINE: OCTOBER 6, 2016

NEW Limit: 3 paper submissions per author

Because of repetition and time limitations, only 1 submission may be accepted. Please submit in order of your preference of acceptance.

Paper Presentations: All accepted papers will be limited to 5-minute presentations. Within each session, papers will be clustered into discussion groups, typically 3 to 5 related papers. After each cluster, there will be a panel discussion.

Peer Review: All paper submissions will be peer-reviewed by the ASCRS Program Committee and appropriate clinical committees. Abstracts will be graded on content and scientific integrity. Submissions by non-MDs/DOs will be reviewed in the context of the presenter's training and education.

Responsibilities of the Lead Author

- ◆ Prior to submitting, the lead author must complete the Faculty CME Review and enter their financial interest information into the financial interest disclosure database.
- ◆ Lead authors must notify coauthors to enter their financial interest information into the financial interest disclosure database. Those who have not submitted by October 6, 2016, cannot be included on the abstract.
- ◆ In submitting a paper, the lead author attests that he/she has reviewed each coauthor's financial interest and determined there is no conflict of interest.

Education Level

Indicate if the paper material is:

- Basic
- Intermediate
- Advanced

Structured Abstract

Please read the following instructions carefully before completing the submission:

- ◆ Choose the paper category from the list on page 8.
- ◆ Do not use all capital letters when completing the submission.

- ◆ **The title** should accurately and concisely reflect the submission content. **For CME purposes, product/trade names cannot be used in the title. Generic descriptors are required. Titles with product/trade names may be rejected.** The title should not be formulated as a question or statement (i.e., should not include a verb). Titles should follow title case rules and may be edited by ASCRS editorial staff.

Limit: 140 characters including spaces and punctuation

- ◆ **Contributing authors** who have completed the financial interest requirements can be listed on your abstract. Complete address, telephone number, and valid e-mail address are also required for each contributing author. **Limit: 6 contributing authors**

NOTE: Coauthors who have not been indicated on the abstract submission and/or have not submitted a financial interest disclosure cannot be acknowledged within the presentation. Please ensure you have listed all contributing authors on the abstract and that the contributing authors have submitted current financial interest disclosures in the submission database before the October 6 deadline.

- ◆ **Purpose:** Indicate the question that the study answers or the hypothesis it tests. Do not include names or affiliations of authors. Do not include sponsorships, grants, etc.

Limit: 350 characters including spaces and punctuation

- ◆ **Methods:** Describe the study design, indicating randomization, masking, and whether the data collection was retrospective or prospective, if applicable. Identify the patients, including selection procedures, inclusion criteria, and numbers. Indicate the intervention procedures and the outcome measures.

Limit: 700 characters including spaces and punctuation

- ◆ **Results:** Present the outcomes and measurements. Data should include the level of statistical significance.

Limit: 700 characters including spaces and punctuation

- ◆ **Conclusion:** State the conclusion and clinical pertinence.

Limit: 350 characters including spaces and punctuation

- ◆ Abstracts that do not include final results and conclusion must be revised by February 1, 2017, to be included with the online abstracts. This date applies to papers and posters only.

- ◆ Proofread the abstract carefully. It will appear exactly as submitted.

- ◆ Do not submit the abstract if the material has been presented or published elsewhere.

Questions: papers@ascrs.org

Sample Structured Abstract

Clinical Evaluation of the Effect of Optimized Femtosecond Laser Capsulotomy Settings on Anterior Capsule Tears

Craig Eck, MD

Coauthors: Wendell Scott, MD, Shachar Tauber, MD

Purpose: To evaluate the frequency of capsule edge irregularities and anterior capsule tears related to femtosecond laser anterior capsulotomy settings, including optimized vertical spacing.

Methods: Over a 1000 consecutive cases performed by 2 surgeons were evaluated. Based on previously presented data, one surgeon used settings with a vertical spacing of 15 microns on all routine patients. Based on additional clinical experience, another surgeon used settings with a vertical spacing of 20 microns, horizontal spacing of 4 microns, an incision depth of 500 microns, and a power of 5 mJ. All cases were evaluated for capsulotomy incision quality and anterior capsule tears. Capsulotomy edge irregularities (slivers, tags, tongues) and tears visible under the operating microscope were recorded. HDV recordings were reviewed.

Results: Increasing the vertical spacing setting to either 15 or 20 microns decreased the rate of capsular edge irregularities and lead to a low incidence of anterior capsule tears. Also, increasing the vertical spacing resulted in a decreased capsulotomy treatment time. The faster capsulotomy may decrease the negative affect of patient movement and results in a more predictable capsulotomy.

Conclusion: By increasing the vertical spacing setting, we were able to show a decrease in the rate of anterior capsule tears. As these are risk factors for developing capsular rupture and subsequent vitreous loss, preventing these tears will likely increase the safety of femtosecond laser-assisted cataract surgery.

Best Paper of Session (BPOS)

At the end of each paper session, the moderator and panelists will confer to select the Best Paper of Session (BPOS). A BPOS ribbon will be presented immediately after the decision is made; therefore, all presenters should plan to stay for the conclusion of each session.

Eligibility

All accepted paper presentations must meet these 4 requirements to be eligible for BPOS judging:

- ◆ The final approved title appears on the PowerPoint slide, including all edits provided within acceptance notification.
- ◆ Disclosure of relevant financial interests (or lack thereof) appears on either the title slide or the slide immediately following it.
- ◆ Disclosure of relevant financial interests (or lack thereof) is made verbally at time of presentation.
- ◆ Presentation is within the 5-minute time limit.

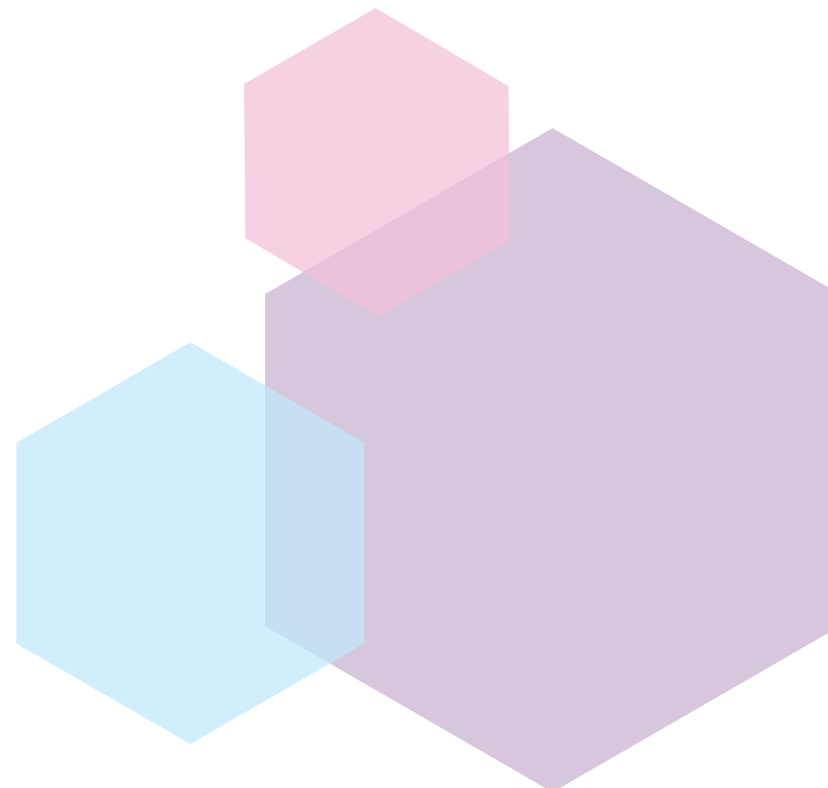
Judging Criteria

- ◆ Scientific merit
- ◆ Originality
- ◆ Clarity
- ◆ Adherence to time limits



✓ CHECKLIST

- Lead author must complete both the CME Faculty Review and the Financial Interest Disclosure before submitting.
- Notify all coauthors that they must complete the Financial Interest Disclosure by the October 6 deadline.
- Confirm the valid e-mail address of each coauthor before starting the online submission process.
- Confirm that title does not include product/trade names and is in the proper format.
- Confirm that abstract includes 4 required sections: purpose, methods, results, conclusion.
- Confirm that the entire abstract is no more than 2100 characters including spaces and punctuation.



Questions: papers@ascrs.org

ASCRS Poster Submission: Instructions and Checklist

2017 ASCRS•ASOA
SUBMISSION



SUBMISSION DEADLINE: OCTOBER 6, 2016

UPLOAD ELECTRONIC POSTER: FEBRUARY 7–MARCH 7, 2017

RECEIPT OF ELECTRONIC POSTER: MARCH 7, 2017

Limit: 1 poster submission per author

Electronic Poster Presentations: Accepted poster abstracts will be presented in electronic format only (PowerPoint). All accepted poster submissions will be available for viewing on-demand in the Poster Pavilion.

Peer Review: All poster submissions will be peer reviewed by the ASCRS Program Committee and appropriate clinical committees. Abstracts will be graded on content and scientific integrity. Submissions by non-MDs/DOs will be reviewed in the context of the presenter's training and education.

Responsibilities of the Lead Author

- Prior to submitting, the lead author must complete the Faculty CME Review and enter their financial interest information into the financial interest disclosure database.
- Lead authors must notify coauthors to enter their financial interest information into the financial interest disclosure database. Those who have not submitted by October 6 cannot be included on the abstract.
- In submitting a poster, the lead author attests that he/she has reviewed each coauthor's financial interest and determined there is no conflict of interest.

Accepted electronic posters will be on display at the Poster Pavilion during the meeting. All accepted electronic posters will be available for viewing on the ASCRS website pre and post meeting. Questions from attendees will be submitted electronically to the lead author's email.

Posters selected for an award will be given the opportunity to present their poster live at the meeting. These Poster Sessions will be followed by an awards presentation. Presentation times/dates to be announced at a later date.

NEW Exemplary posters not selected to participate in an awards presentation may be given the opportunity to present live at the meeting.

Presentation times/dates to be announced at a later date.

Structured Abstract

Please read the following instructions carefully before completing the submission:

- Choose the poster category from the list on page 8.
- Do not use all capital letters when completing the submission.

- **The title** should accurately and concisely reflect the submission content. **For CME purposes, product/trade names cannot be used in the title. Generic descriptors are required. Titles with product/trade names may be rejected.** The title should not be formulated as a question or statement (i.e., should not include a verb). Titles should follow title case rules and may be edited by ASCRS editorial staff.

Limit: 140 characters including spaces and punctuation

- **Contributing authors** who have completed the financial interest requirements can be listed on your abstract. Complete address, telephone number, and valid e-mail address are also required for each contributing author.

Limit: 6 contributing authors

- **NOTE:** Coauthors who have not been indicated on the abstract submission and/or have not submitted a financial interest disclosure cannot be acknowledged on electronic poster presentation and will be removed prior to the Symposium. Please ensure you have listed all contributing authors on the abstract and that the contributing authors have submitted current financial interest disclosures in the submission database before the October 6 deadline.

- **Purpose:** Indicate the question that the study answers or the hypothesis it tests. Do not include names or affiliations of authors. Do not include sponsorships, grants, etc.

Limit: 350 characters including spaces and punctuation

- **Methods:** Describe the study design, indicating randomization, masking, and whether the data collection was retrospective or prospective, if applicable. Identify the patients, including selection procedures, inclusion criteria, and numbers. Indicate the intervention procedures and the outcome measures.

Limit: 700 characters including spaces and punctuation

- **Results:** Present the outcomes and measurements. Data should include the level of statistical significance.

Limit: 700 characters including spaces and punctuation

- **Conclusion:** State the conclusion and clinical pertinence.

Limit: 350 characters including spaces and punctuation

- Abstracts that do not include final results and conclusion must be revised by February 1, 2017, to be included with the online abstracts. This date applies to papers and posters only.
- Proofread the abstract carefully. It will appear exactly as submitted.
- Do not submit the abstract if the material has been presented or published elsewhere.

QUICK LINKS

- Important Dates
- Program Participant Guidelines
- Faculty CME Review/ Financial Interest Disclosure
- Credits
- ASCRS Paper/Poster Categories/Topics and Subtopics
- ASCRS Instructional Courses: Instructions and Checklist
- ASCRS Paper Submission: Instructions and Checklist
- **ASCRS Poster Submission: Instructions and Checklist**
- ASCRS Scientific Film Submission: Instructions and Checklist
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- Ophthalmic Photographers' Society Exhibit Submission
- Technicians & Nurses Tech Talks Submission: Instructions and Checklist

Questions: posters@ascrs.org

Sample Structured Abstract

Pathogens and Antibiotic Sensitivities in Post-Phacoemulsification Endophthalmitis, Kaiser Permanente, California, 2007–2012

Geraldine R. Slean, MD, MS

Coauthors: Neal H. Shorstein, MD, Liyan Liu, MD, MS, John F. Paschal, MD, MPH, Kevin Winthrop, MD, Lisa J. Herrinton, PhD

Purpose: We characterized pathogenic organisms, antibiotic sensitivities, and antibiotic prophylaxis in 215 diagnosed endophthalmitis cases following phacoemulsification to inform optimal selection of antibiotic prophylactic agent and route of administration for cataract surgery.

Methods: Descriptive case series of isolated organisms and antibiotic susceptibility testing results in relation to antibiotic prophylaxis (intracameral (IC), topical) in identified endophthalmitis cases up to 90 days after phacoemulsification performed at 38 surgical centers at Kaiser Permanente, California during 2007–2012.

Results: Most culture-confirmed organisms (N=83) were gram-positive (96%), notably coagulase-negative *Staphylococci* (CoNS) (N=43, 52%). All CoNS isolates that underwent testing were sensitive to vancomycin (N=32, 100%). Of 4 endophthalmitis cases that had received IC antibiotic prophylaxis, 2 (both CoNS) showed resistance to the antibiotic given (1 to moxifloxacin, 1 to cefuroxime). All 4 cases were sensitive to vancomycin. Of 19 cases that had received only topical antibiotic prophylaxis, 7 (37%) were resistant to the antibiotic given: 50% of cases that had received ofloxacin were resistant, 40% that had received gatifloxacin were resistant, and 0% that had received aminoglycosides were resistant.

Conclusion: Culture-confirmed cases that had received fluoroquinolone prophylaxis (either IC or topical) demonstrated a degree of bacterial resistance with in vitro testing. Most isolated endophthalmitis cases were caused by gram-positive organisms, with a high degree of sensitivity to vancomycin.

Best Poster of Program (BPOP)

Selections for winning posters (BPOP) will be judged in the following four categories: cataract, keratorefractive, cornea, and supplementary (pediatric, glaucoma, retina, and other). Please note eligibility and judging criteria below.

Posters selected for BPOP will be given the opportunity to present their poster live at the meeting. These Poster Sessions will be followed by an awards presentation. Presentation times/dates to be announced at a later date.

Eligibility

All accepted poster submissions must meet these 4 requirements to be eligible for poster judging:

- ◆ The final approved title appears on the electronic poster, including all edits provided within acceptance notification.
- ◆ Disclosure of relevant financial interests (or lack thereof) appears on either the title slide or the slide immediately following it.
- ◆ Submitted electronic poster is no more than 12 PowerPoint slides.
- ◆ Meets the electronic poster upload deadline requirement, March 7.

Judging Criteria

- ◆ Applicability/educational value
- ◆ Originality
- ◆ Scientific content/validity
- ◆ Clarity

Electronic Format for Accepted Posters

- ◆ Electronic Posters must be uploaded as PowerPoint Files (.PPT or .PPTX, only). Maximum of 12 PowerPoint Slides (file size of 50 MB)
- ◆ Any combination of PowerPoint slides with images, tables, and text accepted.
- ◆ Videos and/or animation cannot be embedded in the PowerPoint file.
- ◆ An additional file upload containing supporting multimedia file is available (Limit: 1 file; 50 MB max)
- ◆ PowerPoint file should not be password protected.
- ◆ **Do not submit the poster as a single slide.**
- ◆ **Title slide must include financial interest statement, or lack thereof, for all authors listed on the abstract.**



✓ CHECKLIST

- Invite and confirm all faculty and co-instructor participation
- Lead author must complete both the CME Faculty Review and the Financial Interest Disclosure before submitting.
- Notify all coauthors that they must complete the Financial Interest Disclosure by the October 6 deadline.
- Confirm the valid e-mail address of each coauthor before starting the online submission process.
- Check that title does not include product/trade names and is in the proper format.
- Confirm that abstract includes 4 required sections: purpose, methods, results, conclusion.
- Confirm that the entire abstract is no more than 2,100 characters including spaces and punctuation.

General Instructions

Add to Your Calendar: There are two deadlines for film submissions, one for the title and synopsis and one for the physical film.

- August 30, 2016: Submissions open.
- October 6: Film title and synopsis submission deadline.
- October 6: Producers CME Review and Financial Interest Statement deadline.
- October 6: Coproducers Financial Interest Statement deadline.
- December 5: ASCRS registration opens—producers are required to pay the registration fee.
- February 16, 2017: Tier 1 (early bird) registration rates end and Tier II rates begin.
- February 7–March 7: Film link open for uploading submission.
- May 8: Film Festival Awards Ceremony: All producers are required to attend.

Peer Review and Acceptance of Submission

- Film submission synopses peer reviewed by the ASCRS program committee and appropriate clinical committee for content and scientific integrity.
- Submissions by non-MDs reviewed in the context of the presenter's training and education.
- Acceptance notifications emailed December 8.

Number of Film Submissions Allowed Per Person

- 1 as first author/producer.
- 2 additional film submissions as co-producer for a total of 3 film submissions.

Instructions in Order of Completion

Responsibilities of the Lead Producer

- Producers must complete both the Faculty CME Review and Financial Interest Statement.
- Coproducers complete only the Financial Interest Statement.
- Producers must instruct coproducers to create a submissions account and submit their Financial Interest Statement before they can be added to the submission.

- Submissions are not reviewed for acceptance until all steps are completed including the CME review and the Financial Interest Statement.
- The lead producer attests that he/she has reviewed each coproducer's financial interest and determined there is no conflict of interest.

Film Submission Category Choices

- Cataract Complications
- Cataract/Implant Surgery
- Glaucoma Surgery
- In-House Productions: A film produced by the author independent of financial or technical resources provided by a professional entity.
- Instruments and Devices/IOLs
- New Producer/Young Physician: Combined category that includes the New Producer of any age and the Young Physician. New Producers can submit in this category if this is their 1st or 2nd film as the lead producer and they have not won in a society film festival as the lead producer. A Young Physician producer is in their first 5 years of practice after residency and fellowship and has not won in a society film festival as the lead producer.
- New Techniques
- Quality Teaching
- Refractive/Cornea Surgery
- Special Interest: Films that don't easily fit into the other categories because of their unusual subject matter or unique approach.

Title and Synopsis

- Title maximum size: 140 characters—including spaces and punctuation.
- The title should accurately and concisely reflect the submission content.
- Product/trade names may not appear in the title: use generic descriptors.
- The title should not be formulated as a question or statement.
- Title should follow title case rules and may be edited by ASCRS editorial staff.
- Synopsis maximum size: 400 characters, including spaces and punctuation.



QUICK LINKS

- Important Dates
- Program Participant Guidelines
- Faculty CME Review/ Financial Interest Disclosure
- Credits
- ASCRS Paper/Poster Categories/Topics and Subtopics
- ASCRS Instructional Courses: Instructions and Checklist
- ASCRS Paper Submission: Instructions and Checklist
- ASCRS Poster Submission: Instructions and Checklist
- **ASCRS Scientific Film Submission: Instructions and Checklist**
- ASOA Congress: General Information & Submission Instructions
- Ophthalmic Photographers' Society Exhibit Submission
- Technicians & Nurses Tech Talks Submission: Instructions and Checklist

Sample Film Synopsis

Transconjunctival Intrascleral IOL Fixation with Double-Needle Technique

Shin Yamane, MD

Synopsis: This film shows a new technique for intrascleral IOL fixation with perfect wound sealing and firm haptic fixation. First, angled scleral incisions are made with 30-gauge thin-wall needles through the conjunctiva; then the IOL haptics are inserted into the lumen of the needles and externalized onto the conjunctiva using the double-needle technique. The ends of the haptics are cauterized to make bulbs and pushed back into the scleral incision.

Completing the Film

Film Judging Criteria

- Applicability/educational value
- Originality
- Scientific content/validity
- Clarity
- Cinematic quality (audio, editing, technical)
- Artistic effects (music, graphic, lighting, animation, talent, effects)

Film and Technical Instructions

Eligibility: All film submissions must meet the following 4 requirements to be eligible for Film Festival judging:

- 8 minutes' maximum, including opening and closing credits and financial interest statement.
- Opening credits include text and verbal financial interest statement, as relevant to your film (If no financial interest, this must be stated). Ex. "The authors have no financial interest in this presentation".
- The approved and edited title should appear in the opening credits as shown in your email acceptance letter.
- English narration (title, subtitle, and soundtrack) is required.

Film Specifications:

Please encode your video in one of the following formats.

- HD (High Definition) 720p format (1280 x 720 resolution @ 29.97, 24, 25, 30 or 60 fps) [best balance of quality and file size].
- HD 1080p format (1920 x 1080 resolution @ 29.97, 24, 25, 30 or 60 fps) [best quality but very large file size].
- SD (Standard Definition) 480p format (720 x 480 resolution @ 29.97, 24, 25 or 30 fps).

Please Note:

- HD video should be encoded with H.264 or MPEG-4 codecs.
- SD video may be encoded with H.264, MPEG-4, or MPEG-2 codecs.
- Audio tracks should be stereo, in Dolby digital format (AC-3 or AAC).
- DVD submissions should conform to the NTSC standard (29.97 frames per second).
- PAL formats will not be accepted.
- Color bars and/or countdown graphics should not be included in the lead-in of the film.
- Apple users: Do not submit your video in AIC format. Your .mov files should contain H.264 or MPEG4 formatted video before submission to ASCRS.

Submitting your films:

Videos must be submitted via one of the following methods:

- Electronically submitted .mp4, .mov, or .mpg file.
- Electronically submitted .VOB file extracted from a DVD.
- Mail a physical DVD disc containing your video.
- Mail a USB thumb drive containing your video file.

Submitting via the Internet:

- Proof your film before uploading; the first film uploaded is your submission.
- A web link to upload films online will be provided on February 7, 2017.

Submitting your film by mail: correctly label film with submission (film) ID #, producer's name, and title of film.

- Do not send your original copy, films are not returned.
- Send via air courier (Federal Express, DHL, etc.) for proof of delivery.
- Mail to: Tradeshow Multimedia, Inc.
C/O ASCRS Film Festival
4930 Renaissance Parkway, Ste. D
Warrensville Heights, OH 44128-5797
Tele: (216) 378-0700

Film Festival Awards and Presentation of Film

- Films will be formally judged. A runner-up and winner will be selected for each category and a grand prize overall winner will be chosen.
- Awards will be presented during the Film Festival Awards Ceremony on Monday, May 8.
- Film producers must attend the ASCRS Film Festival Awards Ceremony.
- Special circumstances may arise; the producer must send a substitute in their place that is not a member of industry; and the substitute will accept, on stage, any awards that may be given to the film producer.
- Films will be available for viewing at film and poster kiosks during the meeting and on the ASCRS website; there is no one-on-one presentation.



✓ CHECKLIST

- Lead producer has completed both the CME Faculty Review and the Financial Interest Disclosure by October 6.
- Coproducers have completed the Financial Interest Disclosure by October 6.
- Confirmed title does not include product/trade names.
- Provided synopsis of film.
- Submitted your title and synopsis for review.
- Wait for acceptance letter and update your film with the edited title.



SUBMISSION DEADLINE: OCTOBER 6, 2016
ELECTRONIC HANDOUT DEADLINE: APRIL 12, 2017

The American Society of Ophthalmic Administrators (ASOA) strives to provide the highest quality continuing education to administrators and the ophthalmic community. ASOA welcomes course submissions that promote this goal and meet the educational needs of attendees. Presenting at the Congress provides national recognition and exposure as well as the opportunity to share concerns and ideas with colleagues.

ASOA gives strong preference to submissions from its members and to material that has not been presented elsewhere. **Course submissions are limited to 8 per organization.** Unless otherwise approved, all courses will be 60 minutes in length. If more time is needed, please enter the course twice as parts one and two. Course evaluations are completed by all attendees and reviewed by the ASOA Governing Board, ASOA Program Committee, and ASOA staff. Instructors must arrive on time and end at the designated time. If an instructor fails to appear for a presentation without notifying ASOA in advance, or has not provided the required handout, he/she may not be eligible to submit for the following Congress.

CE Credit for Speakers

ASOA designates this activity for a maximum of 15 COE Category C credits. Individuals should only claim credit commensurate with the extent of their participation in the activity.

Know Your Audience

Although ASOA Congress attendees are primarily ophthalmic administrators and practice managers, the audience may include attendees from other professional backgrounds including ophthalmologists, optometrists, technicians, nurses, and staff involved in marketing, human resources, accounting/billing, and front-desk operations.

Room Setup and Audio Visual

All session rooms will be set with theater-style seating, a head table with 4 chairs, and with the following AV equipment provided: wired microphones for the podium, table and 1 wireless clip on lavalier, wireless slide advancer, LCD projector, screen, and laptop computer. **Submitters must contact ASOA and request any changes to the stated set up,** including additional head table seating, additional microphones, or flipchart.

Financial Interest

All instructors, co-instructors, and faculty members must provide full financial interest disclosure to submit courses for consideration. See page 6 for details.

Faculty CME Review

All instructors, co-instructors, and faculty members must complete the Faculty CME Review to submit courses for consideration. (See page 6 for details.)

Practice Management Tracks

The Congress is organized by functional tracks. Each track corresponds to a position or common division of responsibilities within an ophthalmic practice. When completing the course submission, please identify the appropriate track.

- ◆ Advanced Administrator
- ◆ Ambulatory Surgery Center
- ◆ Business Management
- ◆ Coding & Billing
- ◆ EHR & Health Information Technology
- ◆ Human Resources
- ◆ Leadership & Strategic Management
- ◆ Marketing & Business Development
- ◆ Risk Management and Compliance
- ◆ Sub-Specialties (Optical, Retina, Cosmetics, Hearing, etc.)

Course Level

Indicate if the course material is introductory or experienced.

Please read the following instructions carefully before completing the submission.

Title

The title should concisely reflect the content of the course. For CME purposes, product/trade names cannot be used in the title. Generic descriptors are required. Titles with product/trade names may be rejected. Titles should follow title case rules and may be edited by ASOA editorial staff.

Limit: 10 words or less

QUICK LINKS

- ◆ Important Dates
- ◆ Program Participant Guidelines
- ◆ Faculty CME Review/ Financial Interest Disclosure
- ◆ Credits
- ◆ ASCRS Paper/Poster Categories/Topics and Subtopics
- ◆ ASCRS Instructional Courses: Instructions and Checklist
- ◆ ASCRS Paper Submission: Instructions and Checklist
- ◆ ASCRS Poster Submission: Instructions and Checklist
- ◆ ASCRS Scientific Film Submission: Instructions and Checklist
- ◆ **ASOA Congress: General Information & Submission Instructions**
- ◆ Ophthalmic Photographers' Society Exhibit Submission
- ◆ Technicians & Nurses Tech Talks Submission: Instructions and Checklist

Course Description

The course description will be used in the final program (subject to editing) and will be the basis on which attendees select their sessions. Keep the reader in mind and explain the content of the course and what the audience will learn. Begin your course description with the words "Course will. . ."

Limit: 50 words (Note: If description exceeds the limit, only the first 50 words will be included.)

Learning Objectives

Together with the description, the learning objective will be used by the Program Committee to review and rate the submission. Please provide 2 to 3 specific objectives that define what the attendee can expect to learn from the course. Well-written objectives are action oriented and can be observed and measured. Begin your objectives with the words "Attendees will. . ."

Example of poorly worded objective:

To teach a course about practice marketing and competition

Example of appropriately worded objectives:

Attendees will be able to

- define managed competition
- design a basic practice marketing plan

Sample Course Description and Learning Objectives

Maximizing Leadership Skills

Vonda Syler, COE

Course Description: Course will be a hands-on workshop in which attendees will identify their leadership style and philosophy, develop leadership goals, measure leadership traits, and plan for future growth of leadership potential.

Learning Objectives: Attendees will understand how to be a more effective leader, be able to relate leadership activities to a plan for growth as a leader, and clearly identify leadership characteristics.

Scheduling

Programming is scheduled in one-hour segments. If your course requires more than 60 minutes, you should submit two sessions and give your presentation as parts one and two. **By your submission you are agreeing to be available to present at any time during the Congress.**

Expenses

Presenters working in the field of ophthalmology must register and pay to attend the Congress. All travel and hotel expenses are the responsibility of the presenter. As submitter, you are responsible to communicate all requirements and deadlines to co-presenters.

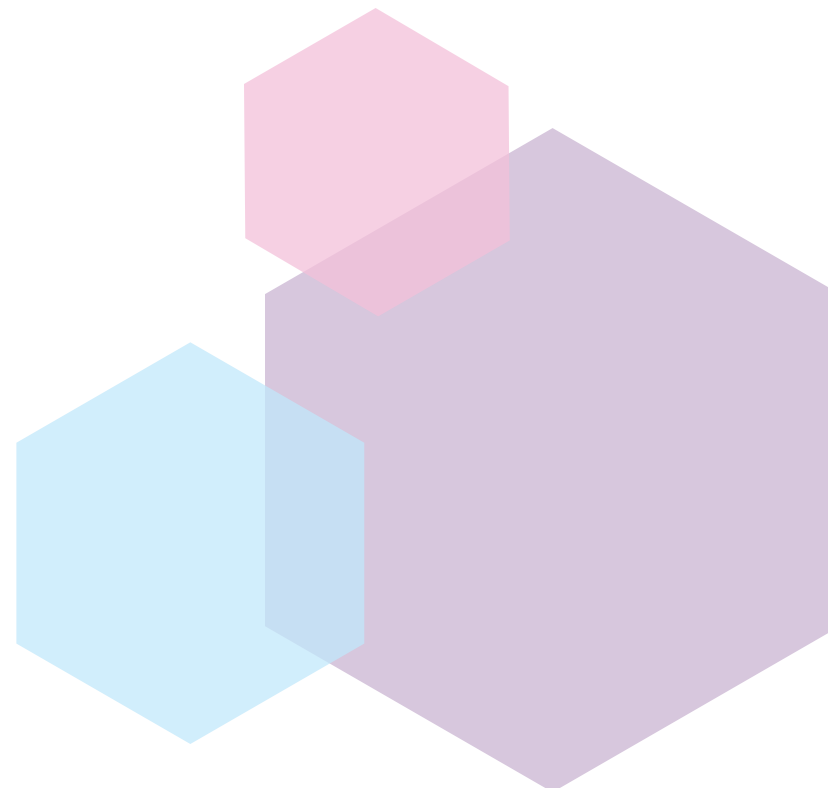
Handouts

If your course is accepted, you will be required to submit an electronic version of your handout no later than **April 12, 2017**. Handouts will be available online. Instructions and information about the format for course handouts will be included in the presentation acceptance letter. **The handouts must be received by the deadline or the instructor assumes responsibility for providing copies on site. Failure to provide a handout will impact the course evaluation and may cause for non-acceptance of future submissions.**



✓ CHECKLIST

- Notify all faculty members that they must complete the Financial Interest Disclosure and Faculty CME Review by October 6, 2016. Faculty cannot be added to the course submission until the disclosures are completed.
- Confirm the valid e-mail address of each faculty member before starting the online submission process.
- Confirm that the title is entered in title case, is 10 words or less, and does not include product/trade names.
- Contact ASOA to request any changes to the stated room and AV setup by March 1.



Questions: courses@asoa.org

Ophthalmic Photographers' Society Exhibit Submission

2017 ASCRS•ASOA
SUBMISSION

DEADLINE FOR SUBMISSION AND RECEIPT OF PHOTOGRAPH: JANUARY 10, 2017

ASCRS and the Ophthalmic Photographers' Society (OPS) co-sponsor a call for photo submissions of high-quality ophthalmic images demonstrating superior imaging techniques to be selected for the OPS exhibit at the ASCRS Symposium. OPS represents members who perform imaging of all structures of the eye using highly specialized equipment in order to increase the level of patient care and help to advance the science and practice of ophthalmology. The photo selection process is judged by ophthalmologists and OPS member photographers. Acceptance of a photograph(s) for the exhibit is highly selective. You do not have to be an OPS member or register to submit photo entries. Meeting registration is required if you are planning on attending the ASCRS•ASOA Symposium and Congress in Los Angeles.

Online Preparation and Submission

1. Online submission is open from August 30, 2016, to January 10, 2017.
2. Go to <http://annualmeeting.ascrs.org/submissions> to submit a photograph entry. It is important to use a valid e-mail as all correspondence regarding the entry will be sent to this e-mail address. Please read the following instructions carefully before submitting. All information must be provided or the submission will not be considered for judging.

Categories

- Clinical Setting Photography
- Composite
- Corneal Endothelial Photography
- Cross Categories
- External Photography
- Fluorescein Angiography
- Fundus Photography, High Magnification, 20°
- Fundus Photography, Normal, 30°– 40°
- Fundus Photography, Wide Angle, 45°+
- Gonio Photography
- Gross Specimen Photography
- ICG Angiogram

- Instrumentation Photography
- Monochromatic Photography
- Optical Coherence Tomography
- Photo/Electron Micrography
- Slitlamp Photography
- Special Effects Photography
- Surgical Photography
- The Eye as Art
- Ultra-Widefield Imaging

Note: If you wish to submit an iris angiogram, please submit it in the "Fluorescein Angiography" category. Images of anterior segment lesions stained with fluorescein dye (HSV, abrasions, etc.) should be submitted in the "Slitlamp Photography" category. If you have a single retinal image with a field of view greater than 60 degrees, including color imaging, IVFA, ICG, FAF, etc., please use the Ultra-Widefield Imaging category.

Judging Panel

A panel of judges will review entries. The judges will be composed of ASCRS ophthalmologists and OPS member photographers. Judges may not submit entries. The judges reserve the right to reassign images to different categories.

Winning Photographs

Winners will be listed in the final program and displayed in the OPS exhibit at the ASCRS Symposium. First, second, third, and honorable mention photographs will be selected. Additionally, an overall Best in Show winner will be selected.

Eligibility

Photographs that have not been displayed in previous OPS exhibits are eligible for entry.

Releases

Photographs revealing patient identity must be accompanied by a typewritten, signed, and witnessed photographic release. **Photographs received without a release will be rendered ineligible.**



QUICK LINKS

- Important Dates
- Program Participant Guidelines
- Faculty CME Review/ Financial Interest Disclosure
- Credits
- ASCRS Paper/Poster Categories/Topics and Subtopics
- ASCRS Instructional Courses: Instructions and Checklist
- ASCRS Paper Submission: Instructions and Checklist
- ASCRS Poster Submission: Instructions and Checklist
- ASCRS Scientific Film Submission: Instructions and Checklist
- ASOA Congress: General Information & Submission Instructions
- **Ophthalmic Photographers' Society Exhibit Submission**
- Technicians & Nurses Tech Talks Submission: Instructions and Checklist

Ophthalmic Photographers' Society Exhibit Submission

2017 ASCRS•ASOA
SUBMISSION

Number of Entries

Individuals can submit up to 3 entries per category. A single entry can consist of more than 1 photograph (e.g., 4 photographs from the same angiogram, progression studies). Extra photographs will be arbitrarily eliminated.

Quality of Entries

Images that have obvious defects (e.g., poor focus, color imbalance, improper exposure, or significant artifacts) will not be accepted for judging. If masking reduces the artifacts, it is recommended that it be used. Recent work is encouraged.

Format

An 8" × 10" (20.0 cm × 25.5 cm) or 11" × 14" (28.0 cm × 35.5 cm) format is encouraged. Photographs in other sizes will be accepted if they can be mounted on an 11" × 14" (28.0 cm × 35.5 cm) or 16" × 18" (40.5 cm × 46.0 cm) display board and still maintain an aesthetic appearance.

Multiple photographic entries are acceptable in the following size combinations only:

Two 8" × 10" 20.0 cm × 25.5 cm

Two–four 5" × 7" 12.5 cm × 17.5 cm

Two–six 4" × 5" 10.0 cm × 12.5 cm

Photomontages (multiple photographs affixed to each other) will not be accepted. A montage must be re-photographed/digitized, printed, and submitted as a single photograph.

Mounting

Mounted photographs will not be accepted. Photographs accepted for display will be mounted at ASCRS' expense. Mounting will be determined by ASCRS. All photographs will be trimmed slightly.

Identification

Make sure you label your submissions carefully. **(Please, no labels on the backs of prints).** Please do not use correction fluid. Photographs should be identified on the back, top-center, with a felt-tipped pen. Please print **legibly** and label the back, top-center, of each photograph with the following information exactly as it appears on the submission.

Example

Full Name: **James Gilman, CRA, FOPS**

Practice or Institution: **Moran Eye Center**

City, State, Country: **Salt Lake City, UT, USA**

Print Title or Diagnosis: **Capillary Canopy**

Division Category: **The Eye As Art**

- ◆ Clinical photographs must be titled with diagnosis. The terms normal, probable, or unknown are acceptable.
- ◆ Entries will not be judged on the basis of an accurate diagnosis.
- ◆ Monochromatic photographs must be labeled with the wavelength used.
- ◆ Multiple photograph entries should indicate the intended order.
- ◆ Gross specimen photographs should include final magnification with identification or contain a metric scale.
- ◆ Photomicrographs must contain information on lighting or type of micrography (polarized, phase contrast, scanning electron, etc.) and the final photograph magnification.

Mailing Instructions

All photographs should be mailed to:

ASCRS OPS Submissions
4000 Legato Road, Suite 700
Fairfax, VA 22033, USA
Tele: (703) 591-2220

Please package your entries carefully. All photographs must be entered online and received at the ASCRS office by **January 10, 2017**. Photographs received after this date run the risk of not being processed in time for judging.

Return of Entries and Liability

Photographs will not be returned unless this is specifically requested. The request must accompany your printed photograph when you ship your prints to ASCRS. **ONLY** requested returns will be shipped back within 3 months of the ASCRS Symposium. Every attempt will be made to protect the entries. ASCRS, OPS and the judging panel do not accept responsibility for loss or damage to entries.



✓ CHECKLIST

- Include full name, degrees (limit 2), address, phone and fax numbers, and e-mail address on submission.

Technicians & Nurses Tech Talks Submission: Instructions and Checklist



SUBMISSION DEADLINE: JANUARY 10, 2017

Limit: 2 submissions per author (Lead author limited to: technicians/nurses/orthoptists/ophthalmic photographers)

Because of repetition and time limitations, only 1 submission may be accepted. Please submit in order of your preference of acceptance.

T&N Tech Talk Presentations: All accepted submissions will be limited to 10-minute presentations. Audience participation encouraged through Q&A.

Peer Review: All paper submissions will be peer-reviewed by the T&N Program Committee. Submissions will be considered for acceptance based on relevance, educational value, interest, and application to practice.

Responsibilities of the Instructor

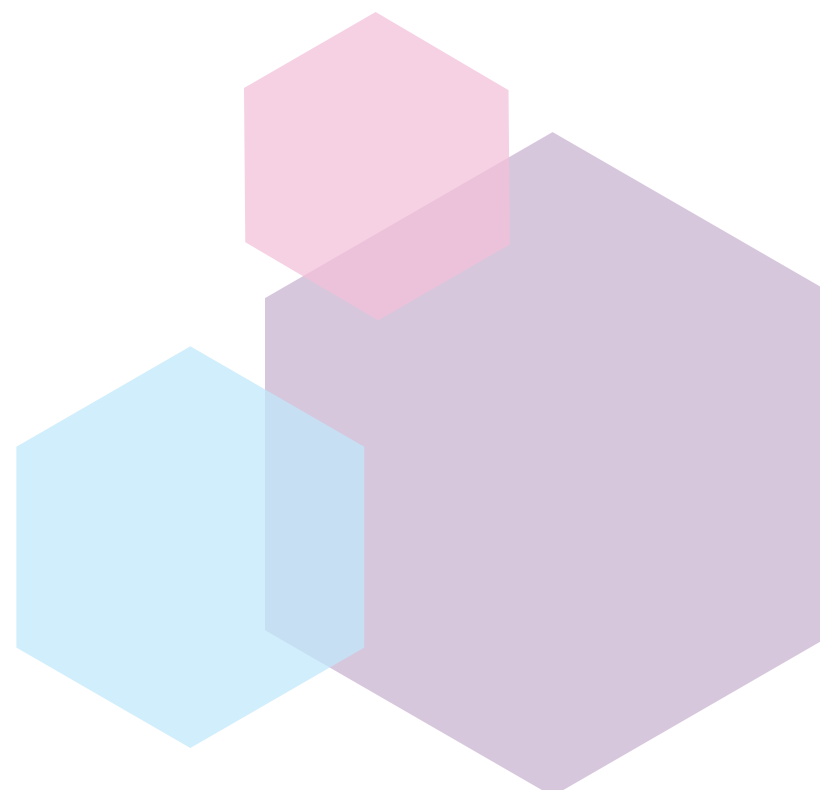
- Prior to submitting, the instructor must enter their financial interest information into the financial interest disclosure database.
- Instructor must agree to remain through the question & answer portion of the program to respond to attendee questions.

Structured Submission

Please read the following instructions carefully before completing the submission:

- Choose the submission category from those listed below:
 - Cataract
 - Cornea

- Glaucoma
- Pediatric
- Refractive
- Retina
- Supplementary
- Do not use all capital letters when completing the submission.
- **The title** should accurately and concisely reflect the submission content. For example: *Eight Technician Clinical Optics Tips*. Titles should follow title case rules and may be edited by T&N editorial staff.
Limit: 140 characters including spaces and punctuation
- **Synopsis & Educational Value:** The description should include (2) components: (1) the topic to be presented, and (2) the format for the presentations, i.e. power-point; didactic; video.
Limit: 50 words/430 characters including spaces and punctuation
- **Learning Objectives:** The educational objective should be a succinct statement of what the attendee can expect to have learned by the completion of the course.
Limit: 40 words/350 characters including spaces and punctuation



Questions: tech.nursesubmissions@ascrs.org

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Technicians & Nurses Tech Talks Submission: Instructions and Checklist



Sample Structured Abstract

Eight Technician Clinical Optics Tips

Kenneth E. Woodworth, Jr., COMT, COE, FASOA

Synopsis & Educational Value: This PowerPoint presentation, using examples and graphics, will discuss eight interesting, but not universally known, technician time-saving tips covering the following categories: transposition, spherical equivalents, keratometry, retinoscopy bulbs/batteries, front and back-surface mirrors and stereopsis.

Learning Objectives: Attendees will learn how to incorporate time-saving procedures into their daily technician responsibilities.

People's Choice Ribbon

At the end of the program a "People's Choice" ribbon will be awarded to the most interesting paper of session as voted on by the audience. A ribbon will be presented immediately after the decision is made; therefore, all presenters should plan to stay for the conclusion of the program.

Judging Criteria

- Relevance
- Originality
- Interest
- Application to practice

✓ CHECKLIST

- Instructor must complete the Financial Interest Disclosure before submitting.
- Confirm that the entire submission is no more than 780 characters including spaces and punctuation.

