

GUIDELINES FOR INSTRUCTION COURSE

Instruction courses are accepted in any one of the following specialties

1. Cataract
2. Comprehensive Ophthalmology
3. Cornea, Ocular Surface and External Eye Diseases
4. Glaucoma
5. Medical retina
6. Neuro-ophthalmology
7. Oculoplasty, Orbit, Oncology and Ocular Pathology
8. Pediatric Ophthalmology & Squint
9. Refractive Surgery
10. Surgical Retina

General Guidelines

1. Profile update on www.kosonline.org is mandatory before submitting your abstract. Make sure all Co Instructors also have updated their profile
2. Instruction courses dealing with clinical sciences should present current, but reasonably established information.
3. Highly controversial or unproven concepts, may be more appropriately presented as papers or E- Posters.
4. Courses with formats utilizing innovative teaching styles are particularly encouraged. Interactive dialogues and panel discussions are educational methods that stimulate additional interest and promote learning.
5. The duration of ALL ICs will be 55 minutes, inclusive of a minimum of 10 mins dedicated for discussion. The chief instructors must ensure that the session finishes exactly on time & does not spill over to the changeover time.
6. An instruction course can have one chief instructor and up to a maximum of 4 co-instructors (5 instructors in total). An instructor can speak on more than one topic.

Chief instructor

1. A Chief instructor MUST be a ratified member of KOS
2. As a Chief instructor, a ratified member can submit ONE INSTRUCTION COURSE ONLY
3. All Co-Instructors have to be members of KOS and CAN PARTICIPATE in a maximum of TWO INSTRUCTION COURSES as an instructor.

4. Non-ophthalmic co-instructors can be included (if relevant to IC's). Please write to scientific@kosonline.org (with CC to info@kosonline.org and kosconhelpdesk@gmail.com) if you want to include nonophthalmic co-instructors with details of the course, name of the co-instructor, his/her address, valid email ID and mobile number.
5. Ophthalmic Instructors who are non-members of KOS should become a member to be a Co-instructor in the instruction course. Visit <https://www.kosonline.org/> to become a member.
6. The chief instructor should ensure that the co-instructors have been informed and consent obtained before submitting the IC. After acceptance, please inform your coinstructors the same so they can prepare their talk well in advance and register for the conference.
7. If the co-instructor doesn't consent or if an alternate co-instructor cannot be found, the scientific committee may find a suitable alternative and if that does not work out for whatever reason, the TOPIC WILL BE AUTOMATICALLY REMOVED FROM THE COURSE.

Withdrawal/change of instructors

An IC selected for the Annual Conference is a matter of great prestige and specialty experts evaluate every instruction course submitted. Hence, an instructor should avoid withdrawing from a course. If a valid and unavoidable reason exists, the chief instructor or co-instructor can withdraw from his or her topic on the following conditions :-

- a. The chief-instructor is responsible to find an alternate co-instructor WITHIN 7 DAYS from the date of announcement of selected instruction course if the chosen co Instructor withdraws from the instruction course, get the consent from the new instructor and communicate the Name, KOS membership number, Mobile number, and Email ID of the alternate co-instructor to scientific@kosonline.org, info@kosonline.org and with CC to kosconhelpdesk@gmail.com
- b. While choosing the alternate instructor, do not select someone who already has commitments.
- c. No last minute change in the speaker/instructor shall be entertained.
- d. An absence from the course without the prior information (at least 30 days before the conference) shall lead to debarment from the subsequent annual conference.

Abstract – Type the details exactly as you would want to be printed in the abstract book programme

Title – The title of the course should not exceed 100 characters (including spaces)

Type – Indicate the appropriate level: Beginner, Intermediate, Advanced

Section – Choose the relevant specialty

Chief Instructor's resume (600 characters only) – Ensure that the identity of the chief instructor or institute is not revealed – If mentioned, may lead to rejection of the course

Course Outline (Synopsis) – A description of your course and should not exceed 1000 characters (including spaces)

Topics for each speaker and time allotted for the topic – Fill each co-instructor's name, topic and time allotted in the separate box given. These details need not be mentioned in the synopsis of the course.