

GUIDELINES FOR "UNDERGRADUATE COMPETITIVE PRESENTATION" CATEGORY

Free papers / case reports should be related to ophthalmology subject only

How to Submit

1. Submission can be done on the abstract submission portal. The link to the abstract submission portal is given at the end of this page.
2. The authors who login into the portal shall be the chief authors of the submission by default. Hence, please ensure that the chief authors login to the portal.

3. Select category as either "Undergraduate free paper" or "Undergraduate case report"

General Guidelines

1. Presentation is open to all M.B.B.S undergraduate students including interns.
2. Letter from HOD (certifying that the work has been carried out in the same medical college and the presenter is currently perusing MBBS/Internship at the respective institute) is mandatory to be considered in this category.
3. Each student/intern can submit a total of 2 abstracts as presenting author (Maximum 1 free paper and 1 case report)
4. A chief author can submit a maximum of 5 papers.
5. The student/intern should be the presenting author and at least one Faculty (Medical College Teacher) who is a KOS member needs to be a co-author.
6. A free paper/ case report can have one presenting author (MBBS student/Intern) and up to 3 co-authors.
7. All abstracts will undergo evaluation and selection process after careful deliberation by our scientific committee.
8. **Author name, institute or hospital affiliation should not be mentioned in the title or abstract, else it will lead to automatic rejection.**
9. No new author can be added after the submission of a free paper.
10. The submitted paper should not have been published in any indexed journal or been accepted for publication.
11. Papers presented in other conferences can be submitted.
12. If any proven plagiarism exists the paper will not be considered for award and all the authors will be debarred from submitting to KOS for the next 3 years.
13. The research should have been carried out in India.
14. **Single case reports can be submitted in this category.**
15. No change in presenting author will be allowed.
16. Name an existing co-author as the presenting author after taking consent.
17. No last-minute changes will be entertained

18. Candidates need to submit the abstracts via account of any KOS member, and select the category of their presentation as **"Under Graduate Paper / case report Abstract Submission** and select Paper or Case report from the drop-down section"
19. Limited number of free papers and case reports will be selected for the final presentation, which will be intimated to the candidate and a link to upload the same will be sent via email.
20. The papers and case reports which are not selected for either **may be considered for e-poster** and the same will be intimated to the candidates which should be submitted as per the guidelines.
21. After selection of the abstract, the candidate needs to register through a link which will be shared and pay a nominal fee of 1000 INR which entitles entry into scientific presentation halls and also Lunch on the last day of conference. Undergraduates registered in this category will not be allowed on other days of the conference
22. All students/interns who will be presenting in the conference will be given certificates of participation for their respective presentations (including e-posters).
23. Any submissions beyond the last date will not be entertained.
24. **All awards in the respective category will be given to the presenting author only.**

Awards:

Top 3 presentations in each category (Free paper and Case report) will be given awards.

Abstract Submission Guidelines for Under Graduate paper:

- **Title**– The title of the submission should not exceed 150 characters (including spaces)
- **Abstract**– SHOULD NOT exceed 1000 characters (including spaces). Abstract for free paper should include **Purpose, Methods, Results, Conclusion and abstract for case report should include introduction, case report, discussion and Conclusion.**

(A case report is presentation about a single unique and rare clinical case)

Uploading of selected free paper/ case report/ e-poster

A link to upload selected **free paper/ case report/ e-poster** will be made available via e mail. Submissions after the last date shall be automatically rejected.

**GUIDELINES FOR PREPARING AND UPLOADING SELECTED FREE PAPER/
CASE REPORT/ E-POSTER FOR CONFERENCE**

1. Presentation will be in the form of powerpoint presentation only.
2. Student/intern should be present half an hour before the scheduled presentation in the designated hall.
3. The presentation should be done under the following headings:

1. **Free paper: Title, introduction, materials and methods, results, discussion and conclusion**
2. **Case Report: Title, introduction, case synopsis, discussion, conclusion.**
4. Presentation duration is strictly 5 minutes Presentation exceeding beyond 5 minutes will attract reduction in final scores.
5. **“Prerecorded videos with voice-over audio” played as substitute to live presentation will not be allowed.**

Guidelines for e-Poster:

An e-Poster is an electronic version of the traditional boards, and is displayed in the e-poster and video kiosks. The e-Poster may include text, figures, tables and images but NO video/animations and should consist of a maximum of 12 Microsoft powerpoint slides, including the title slide and include :

1. First slide – title and the Free paper or Case report number.
2. Introduction
3. Material and Methods
4. Results
5. Discussion
6. Conclusion
7. Use Times New Roman or Arial fonts.
8. Font should be no smaller than 18 points.
9. A maximum of 120 words on each slide.
10. Use a plain background without patterns
11. Use clear headings and leave spaces between sections.
12. Pictures and graphics should be clearly labelled and described and of good quality
13. Text should not be obscured by images.
14. Keep the e-posters simple – makes it easier to read
15. Do not fit too much information on one slide.