

General Guidelines for Free Papers / E-Posters / Videos

LAST DATE FOR ABSTRACT SUBMISSION FOR PAPERS, E-POSTERS & VIDEOS: 10th September 2017

- Each PRESENTING AUTHOR can submit only 2 each of Free Papers/E-Posters/Videos.
- Not more than 3 co-authors are allowed in a paper/E-Poster/video.
- Free Paper duration is 6 minutes only.
- All free paper/E-Poster/ video awards will be given to the presenting author only.
- If presenting author is not a ratified member, that paper/E-Poster/video will not be considered for evaluation and any OPAI award.
- No change in presenting author is allowed during free paper and video semi-final/final sessions.
- Institution / hospital affiliation and name of the doctor should not be mentioned in the title or abstract and will lead to automatic rejection.
- Scientific abstracts must have at least one OPAI Member as an author or co-author.
- Title of the paper should not exceed 100 characters with space
- Synopsis should not exceed 1000 characters with space

Guidelines for E-Posters

- An E-Poster is an electronic version of the traditional boards, and is displayed on monitor screens using Power Point slides. E-Poster may include text, figures, tables and images. NO video/animations.
- E-Posters should consist of a maximum of 12 Microsoft PowerPoint slides, including title slide and offering information on the following topics: Introduction, Material and Methods, Discussion, Conclusion
- Use only Times New Roman or Arial Font with the minimum size of 18; maximum number of lines per slide – 10
- Use the first slide to display the title of the E-poster and author information
- Pictures & graphics should be of good quality

- The file size should be less than 5 MB
- E-posters should not contain any video or animation slides.
- Scientific E-Posters, in general, have the following characteristics:
 - Are presented by individuals rather than organizations
 - Present scientific material, usually new information
 - Do not solicit members, or promote an organization
- Selected E-Poster can be viewed any time during the conference. A specific time slot will not be required. A Link to upload selected E-Posters will be made available and the same will also be uploaded on the website.

Guidelines for Videos

- Send 3 CDs of the video (with voice) in MPEG1 format code number to the office of “Chairman, Scientific committee” after getting acceptance of your abstract.
- Videos should not exceed 8 minutes duration.
- Video film category (Select the appropriate one that best describes your submission from the drop down box):
- We will not have a formal screening of selected videos but Kiosks (touch screens) / Play stations will be arranged, where all selected videos will be loaded and the delegates can come and watch the same at their convenience throughout the duration of the Conference so that this will give maximum exposure for all the selected videos.
- VIDEOS will be judged according to educational value, originality, and expert use of the medium.
- No VIDEOS will be returned. Hence keep a copy for your record and send. Don’t send the original.

General instructions to Authors / Presenters of Free Papers

- All abstracts are considered equally for acceptance and the quality of the abstract is the single most important factor in the committee’s decision. Please follow the checklist to assist you.

CHECKLIST FOR ABSTRACT CONTENT

- Is the title descriptive of the abstract? Does the title avoid gratuitous statements and irrelevant information?
- Studies barely under way or in which the outcome may be inconclusive should not be submitted.
- Scientific abstracts will be evaluated without the knowledge of the name or affiliation of the author. Thus, identifying phrases within the title and abstract itself are not allowed and will result in automatic disqualification of the abstract without evaluation.
- Does the abstract contain a concise statement which can be evaluated by an impartial observer, covering the following:
 - (a) Why did you do the study?
 - (b) What did you do?
 - (c) What did you find?
 - (d) What does it mean?
- Abstracts with statements such as, “will be done, is underway, will be analysed, will be discussed or No data / Insufficient data” – to prove the results, wrong methodology and data acquisition, period of study not given, not enough subjects to draw the conclusion cannot be accepted.
- Proof read your abstract
- Conciseness, clarity, and care in the preparation of your abstract are important considerations in the Scientific Committee’s deliberations. Misspellings and typographical errors do a disservice to your scientific work. If accepted, your abstract will appear exactly as typed.
- Is your abstract within the character limit?