

# The Kolkata Association of Ophthalmologists

## Awards

### 1. Dr Ranabir Mukherji Award

The Presenting Author should be a member of The KAO

The work should have been done in West Bengal.

### 2. Dr Rajan Ray Young Ophthalmologist Award

The Presenting Author should be a member of The KAO and below the age of 40 years as on 31<sup>st</sup> December 2024

The work should have been done in West Bengal.

## Guidelines for abstract submission

1. Each member can submit only one abstract in each category (as presenting author)

2. Abstracts are to be submitted to ophthalmologykolkata@gmail.com. only. No abstracts shall be accepted as Fax, WhatsApp or Hard copies etc.

3. All abstracts undergo an evaluation process.

4. The presenting author SHOULD be a member of The KAO (Either ratified or non-ratified).

5. All free paper awards are given to the presenting author only.

13. Eligibility for Award – The submitted paper should not have been published in indexed journal/submitted for publication in indexed journal. Papers presented in other conferences in the same academic year can be submitted and shall be eligible for Award. If any ambiguity is found anytime : this would amount to plagiarism and the presenter and all the co authors will be debarred for submitting to The KAO for next 2 years.

14. Free Paper duration is 6 minutes only.

15. No change in presenting author is allowed during presentation. 16. Institution / hospital affiliation and doctor's name in the title or abstract should not be mentioned and will lead to automatic rejection.

## How many authors a Free Paper can have?

1. A free paper can have one presenting author and upto 3 co-authors. (4 authors in total)

## Abstract Structure

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

### Abstract Title

The title of the Paper SHOULD NOT exceed 100 characters (including spaces).

### Synopsis

The Synopsis/ Abstract SHOULD NOT exceed 1000 characters (including spaces).

### Add Presenting Author

One presenting author should be added. The chief author himself / herself can be a presenting author.. The presenting author should be a member of The KAO

### Add co-authors

A maximum of three co-authors can be added. It is the duty of the chief author to get consent from the co-authors before adding his/her name.

## Declaration to be provided:

The following points has to be declared while submitted the abstract

1. Whether the research has been carried out in india. Was this research carried out in India ?
2. Was this submission been presented in any other conference earlier.
3. Would this submission be presented in any other conferences prior to the upcoming annual conference of The KAO.
4. Has this submission won any National / International Award.
5. Was this submission published or submitted for publication in any peer reviewed journal.
6. Does this paper pertain to Laboratory research ( Translational research ).
7. All abstracts submitted for **Dr Rajan Ray Young Ophthalmologist Award** should be accompanied by age proof.

## Important Note:

1. The submitted paper should NOT have been published in indexed journal OR submitted for publication in indexed journal. Papers presented in other conferences can be submitted and shall be eligible for Award.
2. If ambiguity found anytime, this would amount to plagiarism and the presenter and all the co- authors will be debarred from submitting for next 2 years.
3. Your presentation shall be video-taped for inclusion in The KAO You Tube & proceedings of the conference.
4. **Change of speaker should be intimated to the scientific committee atleast 15 days prior to the conference. Any speaker delivering a topic whose name is not in the scientific program of the session shall be debarred from participating in the next annual conference.**

# GUIDELINES FOR VIDEOS

## Dr Muralidhar Sengupta Award

### General Guidelines

1. Each PRESENTING AUTHOR can submit one video accompanied by an abstract/synopsis which will be selected based on the evaluation scores.
2. Abstracts and videos are to be submitted to [ophthalmologykolkata@gmail.com](mailto:ophthalmologykolkata@gmail.com). No abstracts shall be accepted by Fax, WhatsApp or Hard copies etc.
3. Not more than 3 co-authors are allowed in video abstract submission.
4. The Presenting author should be Members of The KAOI
8. Video duration is 8 minutes only.
9. All video awards will be given to the presenting author only.
11. No change in presenting author is allowed after submission.
12. Institution / hospital affiliation and doctor's name in the title or abstract should not be mentioned and will lead to automatic rejection.
13. Title of the Video should not exceed 100 CHARACTERS INCLUDING SPACE
14. Synopsis cannot exceed 1000 CHARACTERS INCLUDING SPACE
15. The videos can be sent to The KAO office in the following ways
  - a. You can send it online through [www.dropbox.com](http://www.dropbox.com) / [www.wetransfer.com](http://www.wetransfer.com) / [www.drive.google.com](http://www.drive.google.com). Ensure that you share the file to [ophthalmologykolkata@gmail.com](mailto:ophthalmologykolkata@gmail.com) mentioning the title of the video.
  - b. You can copy the video in a pen drive / CD / DVD and courier/speed post it to The KAO office address given at the website You will receive a receipt of acknowledgement by an email in three working days from the date of receipt of the video.  
If the video doesn't reach the above address on or before the given date, then your Video submission **shall not be considered** for evaluation for the annual conference.

### Declaration to be provided:

The following points has to be declared while submitted the abstract

1. Whether the research has been carried out in West Bengal. Was this research carried out in West Bengal ?
2. Was this submission been presented in any other conference earlier.
3. Would this submission be presented in any other conferences prior to the upcoming annual conference of The KAO.
4. Has this submission won any National / International Award.
5. Was this submission published or submitted for publication in any peer reviewed journal.
6. Does this paper pertain to Laboratory research ( Translational research ).

### How many authors a video can have?

1. A video can have one presenting author and upto 3 co-authors. (4 authors in total)

### Evaluation

1. Each CD / Media containing the video received by the office shall be sent for evaluation.
2. Each video shall be evaluated by atleast 3 evaluators.
3. Based on the scores given by the evaluators, the best video will be given the Award. The presenting/chief author only will receive the award.
4. All videos will be prejudged and the winning video will be shown at the inauguration of the conference.

### Important note

No videos will be returned. Hence keep a copy for your record and send. Do not send the original.