

## Guidelines for Abstracts Submission

All submissions must be made online **by 1<sup>st</sup> November 2014**. Submission will not be possible after deadline.

Participants can submit up to a maximum of 3 abstracts (as First Author).

The dedicated web page will be accessible from the e mail confirming registration/payment to the Meeting. Using your registration code, you will have access to the submission form (see image below).

The screenshot shows the submission interface for EEBA 2015. At the top, there are logos for the European Eye Bank Association, EEBA 2015 XXVII Annual Meeting in Venice, and the Fondazione Banca degli Occhi del Veneto-Onlus. Below the logos is a navigation bar with a home icon, an email icon, and social media icons. The main heading is "Submit" with a sub-heading "Abstract" and a link for "Guidelines for Submission". The form includes a "Title" field, a "Registration code" field (pre-filled with "EEBA-2015-"), "First Author" and "e-mail" fields, an "Affiliation" field, a "Session" dropdown menu, and a "Co-Authors" field with a note: "add semicolon separated (,) co-authors by using this format: Author - Affiliation". A rich text editor for "Content" is provided with a toolbar containing options for bold, italic, underline, bulleted list, numbered list, and link. A "Submit" button is at the bottom left, and a "Home" link is below it.

Please note that, once submitted, the abstract is considered in its final version.

All abstracts will be reviewed, graded and accepted or rejected by the Scientific Committee which reserves the right to determine whether the submission is accepted as an Oral or Poster Presentation. The decision of the Committee is final. By sending in their registration authors agree to their abstract being considered for both forms of presentation.

Those presentations not selected as Oral Presentation will be encouraged to be displayed as **Posters**. Suitable and sufficient space at the conference venue in Venice will be provided in order that authors can successfully present their work.

### Call for Abstracts and Selection Timetable

- Deadline for online abstracts submissions: 1<sup>st</sup> November 2014.
- Applicants to be informed of the outcome of the selection process: from 10<sup>th</sup> December 2014 on.

## **Selection Criteria**

The following criteria will be used to help the Scientific Committee rate suitable abstracts:

- Originality of Topic/Subject: 4 points
- Relevance to Eye/Tissue Banking and/or Advanced Therapy Units/Cell Factories: 3 points
- Quality of Method: 3 points
- Clarity of Message: 3 points
- Correspondence with the Central Meeting Theme: 2 points

## **Terms for Submission**

Abstracts should address **one** of the following **session headings**:

1. Eye Banking: New Horizons
2. DSAEK and DMEK: Shifting Paradigms on Corneal Transplantation
3. Eye Banks Meet Cell Factories: New Challenges Ahead
  - 3.1 Advanced Therapies for the Reconstruction of the Ocular Surface: Cornea and Conjunctiva
  - 3.2 Advanced Therapies for the Reconstruction of the Endothelium: an Alternative to DMEK?
4. Tissue and Eye Banks: A Closer Link for a Better Service
5. Rules of Engagement: How Guidelines and Country Directives are Affecting Eye Banks and Cell Factories

Please note that, in order to give Authors an appropriate time for presenting their work, the number of selected oral presentations will be limited to four (for session heading 4 and 5), and five (for session heading 1, 2 and 3).

All submitted abstracts must be in English; the fields in the online form shall be filled in as follows:

- Title: maximum of 100 characters, including spaces.
- Content: Purpose; Methods; Results; Conclusions. Maximum of 500 words divided between the abovementioned paragraphs. If financial disclosure is present, we kindly ask you to specify it.
- Affiliation: please indicate first author affiliation.
- Session: abstracts should address one of the following session headings:
  - Eye Banking: New Horizons
  - DSAEK and DMEK: Shifting Paradigms on Corneal Transplantation
  - Advanced Therapies for the Reconstruction of the Ocular Surface: Cornea and Conjunctiva
  - Advanced Therapies for the Reconstruction of the Endothelium: an Alternative to DMEK?
  - Tissue and Eye Banks: A Closer Link for a Better Service
  - Rules of Engagement: How Guidelines and Country Directives are Affecting Eye Banks and Cell Factories

- Co-Authors: add co-author(s) name(s) and affiliation(s) separated by semicolon (;) : Author – Affiliation; Author – Affiliation.

**Useful information:**

- Only findings which have not been published before should be submitted.
- The summary of results presented must be given in sufficient detail to support the conclusions and that the Scientific Committee will only accept abstracts with final results or conclusions.
- References and credits cannot be included as part of an abstract.
- Formulae, figures and tables should, in general, be avoided.
- When using abbreviations or acronyms for the first time, care should be taken to spell them out in full with the abbreviation in parentheses after the full word(s) the first time it appears in the text. The abbreviation should be used alone thereafter.
- The Scientific Committee points out that any abstract which does not follow the instructions will be rejected.
- Authors with an abstract accepted as Oral Presentation will be allocated a 15 minute slot (10 minutes for the presentation plus 5 minutes discussion). The respective authors will be informed directly of their presentation time. The Organizing Committee reserves the right to schedule the accepted abstracts in accordance with their requirements and the necessities of the scientific programme.
- All abstracts selected, both for oral and poster presentation, will be published on EEBA 2015 website, and will appear exactly as submitted.