

## **GUIDELINES FOR POSTER SUBMISSION**

- Each member can submit a total of TWO abstracts under the poster category as a Presenting Author
- The Poster can be a case report or, case series, or original study and submitted under any one of the following categories:
  - Cataract
  - Cornea
  - Refractive Surgery
  - Glaucoma
  - Paediatric Ophthalmology and strabismus
  - Vitreo-Retinal Diseases
  - Comprehensive Ophthalmology
  - Orbit & Oculoplasty
  - Neuro-Ophthalmology
  - Uvea
- The abstract should be submitted through the conference website portal.
- Title: The Poster's title SHOULD NOT exceed 100 characters (including spaces).
- Synopsis: The Synopsis SHOULD NOT exceed 1000 characters (including spaces).

- The presenting author must be enrolled as a Life Member of the TNOA on (or) before May 31st, 2026, and register for the conference before May 31ST, 2026, for final approval for presentation in the conference
- Co-authors: A maximum of two co-authors can be added.
- Institution/hospital affiliation and doctor's name should NOT be mentioned in the title or abstract. Any form of violation of rules or non-compliance will lead to automatic rejection/ immediate disqualification of entry.
- A declaration that this poster has not been presented at any conference or journal earlier in any other form (as a paper/poster/video) should be given by the participant.
- Violation of the above rule, if proven, will attract immediate disqualification of the entry.
- Top 20 eligible and selected posters will be allowed to display physical posters and will qualify to compete for the "TNOA Coimbatore Ophthalmic Association Best Poster Award"
- Among the other submissions they will be categorised into poster podium and E-posters.
- No change in the presenting author will be entertained after the selection of the abstract after June 15<sup>th</sup> 2026.

- Presentations selected for each sub-speciality session will be presented during the conference as a part of a separate session or between the symposiums, which will be intimated to the participants from the scientific committee.
- All other approved E-Posters can be viewed on appropriate digital platforms at the conference venue. A link to upload selected E-Posters will be made available

#### **TNOA Coimbatore Ophthalmic Association Best Poster Award**

- Only TNOA members are eligible to participate.
- He/she should have enrolled as a Life Member of the TNOA on (or) before May 31st, 2026.
- A declaration that this poster has not been presented at any conference or journal earlier in any other form (as a paper/ poster/ video) should be given by the participant.
- Violation of the above rule, if proven, will attract immediate disqualification of the entry.
- All poster awards will be given to the Presenting Author only• The same person may be considered for the award in the subsequent years, too, even if he/she has won the award earlier, provided a different poster is presented subsequently.
- Posters will be judged according to Content, Display, Scientific value,

Creativity & Originality.

The Judges shall be

1. The President of TNOA (or) his / her Nominee
2. The Immediate Past President of TNOA (or) his / her Nominee.
3. President of Coimbatore Ophthalmic Association (or) his / her Nominee.

#### PREPARATION FORMAT FOR E-POSTER/POSTER PODIUM

- The Poster is the electronic version of a traditional poster, displayed on digital screens using PowerPoint slides. They may include text, figures, tables and images but NOT videos or animations.
- The Poster should consist of a maximum of 12 Microsoft PowerPoint slides,

including the title slide and offering information on the following topics:

1. Introduction
2. Methodology/Case details
3. Discussion
4. Conclusion

- Use the first slide to show the title of the Poster and the author's information, including name and affiliation.
- Fonts should be no smaller than 18 points, and preferred fonts include Arial, Calibri, Verdana, Tahoma and Trebuchet MS.
- Maximum of 120 words on each slide.

- The slide should be prepared in Microsoft PowerPoint 2016 & above version only. • The slide size should be 16:9, and the page setup should be in Landscape orientation.
- The total file size must be less than 5 MB, else it will be rejected automatically.
- Ensure good picture quality images & tables – at least 600kb per image.
- Images, photos, graphics and tables should be inserted using the insert file option only, not by copy-paste from another application.
- Pictures, graphics and tables should be marked and labelled.
- The patient's name or identity is not to be revealed. Use cropped or masked images.
- Images should not obscure the text. Do not overcrowd the slide.
- Content should be clear, concise and written using correct spelling & grammar.
- Use clear headings and leave spaces in between sections.
- Use adequate colour and contrast for better visualization.
- Avoid overlapping objects and layers – only the final elements will be visible.
- Avoid using hyperlinks, as there will be no internet access during the

presentation.

- If the slide is created on Mac, OSX kindly converts and sends it in a compatible format.
- Do not use symbols & special characters in file names when saving documents.
- All conflicts of interest or financial disclosures, if any, should be made known.
- Remember that simple posters are always more attractive and easier to read.