

## Guidelines to Prepare Presentations for the American Ophthalmological Society Meeting

### PREFACE

The **American Ophthalmological Society (AOS)**, founded in 1864, is the oldest American specialty society that has functioned without interruption into the 21st century. In order to maintain a tradition of excellence, presentations should be on timely topics, and authors should give scrupulous attention to both content and form.

### SELECTION OF TOPIC

Appropriate topics for a presentation include clinical, applied, or basic research; observational and population-based studies; medical services research; bioethics position papers; laboratory biomedical research; innovative surgical techniques; administrative issues; and other investigations that advance the science and art of ophthalmology. Reviews or opinion pieces without data are not appropriate. The presentation should be original and not previously published elsewhere (see [Submission of Presentation to a Journal](#) below), and the quality of the work should be equivalent to that of a first-rate peer-reviewed journal article.

### USE OF A BIOSTATISTIAN

For presentations requiring statistical analyses, the use of a biostatistician or epidemiologist prior to undertaking the project can avoid later problems. The methodology, end points, and planned analysis should ideally be determined prior to collection of data.

### STRUCTURE OF THE PRESENTATION

The presentation should include a review of background material, detailed methodology, and presentation of results and discussion. Conclusions should be formulated. In general, case reports are not acceptable, but case series may be included.

### AUTHORSHIP CRITERIA

All persons designated as authors should qualify for authorship and should be listed in the order of their participation in the presentation. One of the authors must be an AOS member, but the AOS member does not need to be the presenter. The AOS member must be present during the presentation and discussion at the Annual Meeting. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, from inception to presentation. It is appropriate to have the same authors and acknowledgments if the paper is published. Increasingly, authorship of multicenter trials is attributed to a group. All members of the group who are named as authors should fully meet the above criteria for authorship.

### STRUCTURED ABSTRACT

A structured abstract of no more than 250 words is required and is the only content published in the Transactions of the AOS (TAOS). Use the following format:

#### ***Purpose***

State the major objective of the study.

#### ***Methods***

Describe the design of the study, noting randomization, masking, criteria standards, and temporal direction (retrospective or prospective) as applicable. Indicate the study setting (e.g., institutional, multicenter, primary care, referral practice). Identify the patients or other participants by noting

selection procedures, entry criteria, and numbers. Specify the intervention procedures and the main outcome measures.

### **Results**

Briefly summarize the principal results obtained. Results should be accompanied by data with confidence intervals and the exact level of statistical significance. Results should also identify any significant limitations or qualifications of the data and give suitable emphasis to positive and negative findings.

### **Conclusions**

State the conclusions directly supported by the data, describe the clinical or research applications, compare to the prior literature, and indicate limitations of the study.

At the time the Abstract is submitted for consideration of presentation by the Committee on Program at the Annual Meeting, the author must attest to appropriate IRB approval of the study, must declare all financial disclosures, and must indicate if off-label use will be contained in the presentation.

## **THE PRESENTATION AT THE AOS MEETING**

One digital file of the final abstract on CD-ROM or USB flash drive in Microsoft Word 2003 for PC must either be provided to the Editor of the Transactions in advance of the meeting or delivered at the meeting BEFORE your presentation or risk removal of presentation from the program.

The podium presentation must be in PowerPoint for PC provided in CD-ROM or USB flash drive and should be provided to the Audiovisual technician at least 4 hours prior to presentation or risk removal of presentation from the program. Videos embedded in PowerPoint may be used but must be prepared and tested ahead of time. The 10-minute presentation time will not be extended because of technical difficulties originating from the presenter. Presenters are NOT permitted to use their own laptop computers. You will be provided a comfort display monitor in front of the podium.

Although CME is not always offered for the program, the AOS follows ACCME disclosure guidelines. The first slide of your presentation must provide ALL financial disclosures related to ANY commercial ophthalmic company over the previous 2 years. You should indicate verbally which of these involvements might relate to your presentation. Prior to the meeting, you will receive by email a PowerPoint template that you should use as a guide to create your financial disclosure slide. When you present your slides to the audiovisual technician prior to your presentation, the technician will check for this slide. If a disclosure slide is not present, you will not be allowed to present until one has been inserted as your first slide. You should pause on this slide and comment on the content. The same slide should indicate whether you will discuss off-label usage.

Presentations are strictly limited to 10 minutes, and a timer is provided on the podium. The microphone may be turned off, and the discussant invited to the podium at that time. After the discussion, the presenter is asked to respond to the comments. This wrap-up is strictly limited to 1 minute and is not an opportunity to present new content.

Additionally, the authors are reminded to seek objectivity, use best available evidence, avoid using commercial slides, and be aware that the learners in their evaluations of this activity will be asked if commercial bias was present.

## **CONTENT THE DISCUSSANT NEEDS TO RECEIVE**

Your presentation will be discussed by a member of the Society and then opened for general discussion to participants at the meeting. In fairness, the discussant should receive your complete presentation at least six weeks prior to the meeting, including your PowerPoint slides, talking points, and preferably a copy of your planned wording. You will receive the email address of the Discussant in order to transmit these documents. If you fail to provide adequate and timely content to the

discussant, the presenter risks removal of your presentation from the program. A copy of the content sent to the Discussant should also be sent to the current Program Chair.

### **PUBLICATION IN THE TRANSACTIONS**

Only the Abstract of the presentation will be published in the *Transactions*, which is published on the AOS website as well as free open access in PubMedCentral during the same year as accepted.

### **SUBMISSION OF THE PRESENTATION TO A JOURNAL**

The authors are encouraged to offer their presentation as a manuscript for a peer-reviewed journal. Submission of your presentation to a journal should include the following footnote: "This manuscript is based on a presentation at the Annual Meeting of the American Ophthalmological Society in <year>.

### **MAILING INFORMATION**

The final Abstract of the presentation should be received in digital format at the AOS meeting, and no later than the day of the presentation, by the Editor of the Transactions:

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