BCLA 2023 SUBMISSIONS CRITERIA & GUIDELINES

CALL FOR PAPERS AND POSTERS CRITERIA

New science and case reports will be considered for inclusion in the programme on any topic related to contact lenses and/or the anterior eye.

Paper/Poster submissions should be made using the 'Call for Papers & Posters' online form.
Pre-screening deadline is 9am (GMT) Monday 5 December 2022*.
Final submission deadline is 9am (GMT) Monday 6 February 2023.

SCIENCE STREAM

The science stream is assessed in the form of abstracts that can be submitted as a poster only or as a paper/poster (allocated by the Academic Committee). Paper talks are usually 15 minutes or 6 minutes rapid fire.

Case reports will be in poster format. **Only one abstract can be submitted for each first author.** If you have multiple abstracts that you want considered, all can be submitted, but with different first authors.

The abstract criteria are:

- Contains a clear statement of hypothesis, an explanation of robust methods (such as cross-over and randomised trials with appropriate controls of sufficient sample size), a full report of the resulting data that unequivocally test the hypothesis and a brief discussion of their implications in the conclusion.
- Subject matter should be topical, novel and must contain original data (including actual numbers with standard deviations and significance values where appropriate) - it is important the study is completed rather than expected findings are stated.
- Abstract results must be of significant scientific value to advance the understanding or advancement of the field. Literature review and unsupported theory abstracts will be rejected.
- Work already published at the time of the conference cannot be accepted and the abstract must be different enough from that submitted to other conferences to avoid copyright issues.
- Up to 300 words in length, structured within the following headings:
    - Purpose
    - Methods
    - Results
    - Conclusions
- Past tense should be used, with no use of personal pronouns.
- Use of material / chemical / pharmaceutical names are encouraged rather than manufacturers' product names (on the paper/poster both can be used).
- Spelling and grammar must be correct.
- Commercial relationships must be fully disclosed. Predominantly commercial abstracts will be rejected unless they report new scientific research developments.
- A pre-screening service* is available to aid authors in developing abstracts that will meet the above criteria.

CASE REPORTS

Case reports will be in poster format. A PDF of the proposed case report posters must be submitted. The poster should flow in chronological date order and describe the various treatments / products / conditions, using photographs wherever possible.

*PRE-SCREENING SERVICE

The BCLA will be offering a pre-screening service for scientific paper/posters and case report entries submitted by **9am (GMT) Monday 5 December 2022**. All entries that ask for pre-screening, will be reviewed once by a member of the BCLA Academic committee, who will provide comments to the first author (please note that all the above-mentioned criteria for abstracts must be met). Addressing the comments will not guarantee acceptance. Authors are responsible for re-submitting their final abstract by the final submissions deadline on 9am (GMT) Monday 6 February 2023. If you have requested the pre-screening service for the scientific paper/poster submissions, you will be contacted by Monday 9 January 2023.

BCLA DA VINCI AWARD

The BCLA Da Vinci Award recognises work or an idea from any member of the contact lens industry in its widest sense. It is given biennially to the author of a completed project or practical contribution to the field of contact lenses and/or anterior eye.

It is intended that this Award should recognise work by those who are not established contact lens researchers; specifically, <u>applicants should not have published more than five papers related to the field of contact lenses and/or anterior eye.</u> Equally, the award may be given in recognition of a useful contribution by a member of staff within the contact lens-related manufacture and supply industry.

This Award will be given to the candidate whose completed project (or summary of practical contribution), relating to design, manufacture, clinical research, or instrumentation in the field of contact lens practice and/or anterior eye. This will be judged by the BCLA Academic Committee from those abstracts submitted to the biennial Clinical Research Conference in the UK and whose first author identifies themselves as having published less than 5 paper in the field of contact lenses and/or anterior eye.

Applications will be assessed on originality, presentation, and overall methodology. Once ratified by the BCLA Council, the decision of the BCLA Academic Committee is final and binding. Under no circumstance will correspondence be entered into.

The winning applicant will receive:

- One conference package comprising delegate fee and accommodation to the BCLA Clinical Conference
- Award plaque

If you would like to be considered, please declare your interest on the <u>BCLA Call for Papers submission form</u>. The application deadline is 9am (GMT) Monday 6 February 2023.

CALL FOR WORKSHOPS CRITERIA

Workshop submissions will be considered for inclusion in the programme on any topic related to contact lenses and/or the anterior eye and may be in the form of either a skills workshop or a peer review session. CPD accreditation will be sort.

SKILLS WORKSHOP

The registrant is practicing clinical skills, or other practical skills, using the relevant equipment and doing the technique where they are observed and get 1:1 feedback. The workshop should last at least an hour, have an appropriate ratio of instructors to registrants for the skills being learned, each registrant should have equal access to practice and feedback, and majority of the time is spent learning the skills and techniques. We recommend running 75-minute workshops with at least 75% of the time being **hands-on** for delegates to learn a new skill, and a ratio of six delegates per instructor.

PEER REVIEW

Using pre-prepared scenarios, the registrant is interacting with their peers to discuss and understand clinical decision making, diagnosis, management and record keeping processes and practices. They will reflect on how others may have approached the situation. This format can be used for larger groups, with a lead facilitator and registrants in small groups. Peer review may last for either 60 or 75 minutes and contain 3 – 4 cases for discussion.

**Workshop submissions should be made using the 'Call for Workshops' online form.
Final submission deadline is 9am (GMT) Monday 6 February 2023.**

Topics of interest include:

- Fitting children with contact lenses
- Fitting lenses for Keratoconus
- Scleral Lens Fitting
- Lid Management
- IPL Treatment
- Speciality Lens Fitting
- Red eye management
- Dry eye disease and management
- Recognising what to do with lid lumps and bumps
- New technology to enhance clinical practice

EQUIPMENT

Ensure that you list all optical equipment that is required for the delivery of your workshop. If your workshop is accepted for inclusion in the programme, the BCLA will be able to help you source the relevant equipment items for your session. BCLA will not be responsible for supplying any other ancillaries or incidentals for your workshop. Such items (including solution, tissues, antibacterial hand gel etc.) will need to be sourced and provided by the presenter.

PATIENTS

Patients may be used for demonstration purposes during your workshop. If patients are part of your workshop, please give details of how many and what characteristics they will have. Please note, sourcing and travel/accommodation arrangements for patients will be your responsibility and not that of the BCLA.

CPD

To be able to accredit the content of your session for CPD, BCLA will need some further information from you about the content that you will be delivering; details of which will be requested from you at time of workshop submission.

CALL FOR 'VISIT MY CLINIC' CRITERIA

During the conference, BCLA plan to live stream into clinical settings to allow delegates to experience a clinical scenario related to contact lenses and/or the anterior eye. These will typically be 15 minutes in duration. Patients must be consented in advance on a form that will be provided.

Topics of interest include:

- Fitting children with contact lenses
- Fitting lenses for Keratoconus
- Scleral Lens Fitting
- Lid Management
- IPL Treatment
- Speciality Lens Fitting
- Red eye management
- Dry eye disease and management
- Recognising what to do with lid lumps and bumps
- Communication techniques

If you have a 'visit my clinic' that you would like considered for the conference, please contact the BCLA Academic Chair by emailing j.s.w.wolffsohn@aston.ac.uk. The deadline is 9am (GMT) Monday 6 February 2023.

SUBMISSION ACCEPTANCE PROCEDURE

If you have requested the pre-screening service for the scientific paper/poster submissions, you will be contacted by Monday 9 January 2023, otherwise **all authors, including the BCLA Da Vinci Award recipient, will be notified by Monday 20 February 2023** if they have been successful. Unfortunately, the BCLA is unable to provide individual feedback on why a submission was not accepted and correspondence will not be entered into.

Research papers derived from the 2023 conference accepted abstracts will also be accepted for publication in the Association's journal, *Contact Lens & Anterior Eye (CLAE),* within a year of the 2023 Conference (*terms and conditions apply).*

Accepted poster presenters must upload an electronic copy of their final poster in a PDF colour format to the BCLA Poster Submissions form. This is for inclusion on the BCLA conference platform/app. Submissions will be accepted from **Monday 20 February** and the deadline to submit your final poster is **Monday 22 May 2023**.

Poster presenters that want to be considered for the **2023 Best Poster Competition**, which will be judged at the conference, should enter at time of uploading a copy of their final poster submission on the BCLA Poster Submissions form to be entered into competition. Entries will be accepted from **Monday 20 February** and the deadline to enter the competition is **Monday 22 May 2023**.

FURTHER DETAILS

No submissions will be considered after the submission dates, under any circumstances. The Academic Committee's decision is final. Failure to present an accepted presentation or poster at the conference or not submitting a PDF of their poster(s) without good reason may jeopardise future submissions from the first author over the following three years.

All presenters (including poster authors) must be registered for the full Conference at Manchester Central to be included in the program and proceedings. If a first author cannot attend, another author may present the work on their behalf as long as they let BCLA know in advance by contacting events@bcla.org.uk.

Unfortunately, BCLA cannot provide any financial assistance towards registration fees or travel and accommodation expenses.