



ASSOCIATION OF VITREO RETINA SPECIALISTS OF SRI LANKA

ABSTRACT SUBMISSION GUIDELINES – 14TH COLOMBO RETINA MEETING 2025

All abstracts must be submitted to:

The Secretary, Association of Vitreo Retina Specialists of Sri Lanka,
National Eye Hospital, Colombo 10.

1. ABSTRACT CONTENT

Abstract content (excluding title, authors, highest degrees, and institutions) should include the following headings: **PURPOSE, METHODS, RESULTS, and CONCLUSIONS**. The abstract must not exceed 250 words (excluding the title). Do not include graphs, tables, images, or references in the abstract.

All abstracts must be submitted via the online platform on the www.retinasrilanka.org website. Use **Times New Roman**, font **size 12**, and begin the text without indentation, using double spacing.

2. TYPE OF PRESENTATION

Oral presentations

- Theme – Related to surgical and medical retina
- Each paper will be allocated 5 minutes for presentation and 2 minutes for discussion. Audio-visual facilities will be provided.

Poster presentations

Theme – Any topic related to ophthalmology

Presenters whose abstracts are accepted by the Selection Committee must follow these guidelines for poster preparation:

I. File Type: JPEG or PNG

Dimensions: Height: 1920 px (26.667 inches)

Width: 1080 px (15 inches)

Color Mode: RGB

Safe Zone: 0.75 inches all around

II. Text formatting:

Font: Arial, Times New Roman, Tahoma, or Courier New

Title text: Minimum font size – 20 pt

Body text: Minimum font size – 16 pt

Graphs and diagrams: Minimum line width – 2 mm

- III. The poster number (provided upon abstract acceptance) must be included in the upper right corner of the poster in font size 32.

3. AUTHORS

- **First (Presenting) Author:** The first author will be the presenting author and is required to:
 - Register and pay the full registration fee.
 - Attend the meeting.
 - Deliver the presentation.
- An accurate email address of the first (presenting) author must be provided. Abstract submission results and all correspondence will be sent to this email.
- Authors are responsible for ensuring their abstracts are free of spelling and grammatical errors. While the Selection Committee reserves the right to make minor edits, significant errors may affect acceptance.
- Submitted abstracts will be published as submitted, so authors must carefully proofread their work. Errors in the submission will appear in print.

4. ABSTRACT SUBMISSION PROCESS

- Successfully submitted abstracts will receive an electronic acknowledgment, including an abstract reference number. This reference number should be quoted in all future correspondence.
- All abstracts will be **peer-reviewed** by the Selection Committee. The review process is confidential, and decisions are final.

5. AWARDS

- Awards will be presented for:
 - Best Free Paper
 - 1st Runner-Up in Free Paper
 - Best Poster Presentation
 - 1st Runner-Up in Poster Presentation

Winners will receive certificates and substantial cash prizes.

6. IMPORTANT NOTE

- Late submissions will NOT be considered.
- **Abstract submission deadline: 30th of April 2025**