



## **ASSOCIATION OF VITREO RETINA SPECIALISTS OF SRI LANKA**

### **ABSTRACT SUBMISSION GUIDELINES – 15<sup>TH</sup> COLOMBO RETINA MEETING 2026**

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](http://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**
- II. **Slide Format**
  - a. Prepare your e-poster as a **single PowerPoint slide**.
  - b. Orientation: **Portrait (Vertical)**.
  - c. Ratio: **16:9**.
  - d. Pixel dimensions: **2160 × 3840**.
  - e. Slide size in PowerPoint: **Width 11.25 inches × Height 20 inches** (set this before starting).
- III. **Fonts**
  - a. Heading text: **36 pt**.
  - b. Body text: **16 pt – 28 pt**.
  - c. Poster number (upper right corner): **32 pt**.
- IV. **Content**

- a. Include **first and last names of all authors** and their affiliations.
- b. The content must resemble the context of the submitted abstract.
- c. Structure:
  - i. **Objective(s)** – Clearly state purpose, justification, and rationale.
  - ii. **Methods** – Outline study design, participants, and procedures.
  - iii. **Results** – Present main findings (figures and tables welcome).
  - iv. **Discussion** – Interpret findings and relate to existing knowledge.
  - v. **Conclusions** – Summarize implications of the study.
  - vi. **Recommendations** – Suggest further research or applications.

#### V. Design Tips

- a. You may include **text, images, and tables**.
- b. Do **not** include videos, animations, or slide transitions.
- c. Avoid using **TIF** images (especially for Mac users).
- d. Ensure the design supports clarity and is consistent with your objectives.

### 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
  - 1<sup>st</sup> Runner-Up in Free Paper
  - Best Poster Presentation
  - 1<sup>st</sup> 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: 30<sup>th</sup> April 2026.**