

**INOS 2010
GENERAL ABSTRACT GUIDELINES
ABSTRACT SUBMISSION DEADLINE:
FRIDAY, JANUARY 15, 2010**

**If you have any questions about abstract policies or submission, contact
inos2010@carco.fr**

For additional meeting information, visit inos2010.org.

Abstracts must be submitted online via the INOS2010 Abstract Submission Site, available through the meeting home page at www.inos2010.org. An abstract form is also available. It can be downloaded through the site. Emails and word processing files submitted outside this abstract submission process will not be accepted.

Requirements for Submission

Abstracts are limited to 2,300 characters, including spaces (\leq 350 words).

Make abstracts as informative as possible, including a brief statement of the aim of the study, the background, the methods used, the results observed, and the author(s)' conclusions based upon the results. Actual data should be summarized. It is inadequate to state "The results will be discussed" or "The data will be presented."

Do NOT include table and figures in the abstract.

The use of standard abbreviations is requested. Examples include kg, g, mg, ml, L (liter), mEq (milliequivalent), m (meter), mmol/l (millimoles per liter), / (per), and % (percent).

Place a special or unusual abbreviation in parentheses after the full word the first time it appears, then use the abbreviation throughout the remainder of the abstract.

Only nonproprietary (generic) names should be used.

Abstract Selection Process

Review Process: All abstracts submitted to the INOS 2010 congress are peer-reviewed through a blind review process.

Selection Criteria: Originality of work, adequacy of data, and clarity of exposition are the determinants in the selection of abstracts. The final decision with respect to selection, programming, and/or publication of any abstract will be made by the INOS 2010 Scientific Committee by the end of February 2010.

Selection Decision: Abstracts may either be (1) selected for Oral Presentation, (2) selected for Poster Presentation, or (3) not selected. Abstracts selected for Oral or Poster Presentation will be published in the journal *NeuroOphthalmology*.

Notification: By mid-March 2010, a letter will be emailed to the abstract's Corresponding Author, notifying him/her of the abstract's acceptance status. **To ensure timely receipt of your notification, it is important that the Corresponding Author provides a correct email address.** *You may also check the Notification Site in mid-March for your notification letter. You will be required to use the same Username and Password used to submit the abstract.*

Abstract Publication & Withdrawals

Revisions: Submitted abstracts can be revised online up to the final submission deadline: Monday, February 1st, 2010. Accepted abstracts will be printed AS SUBMITTED in the journal *Neuro-ophthalmology*.

Copyright Assignment: The publication of the abstracts must follow copyright assignment requirements for the journal. All accepted abstracts must complete the Copyright Transfer Agreement by **March 31, 2010**.

Withdrawals: If accepted for publication, accepted abstracts will be printed AS SUBMITTED in the journal Neuro-Ophthalmology unless withdrawn by **Wednesday, March 31, 2010**. If you wish to withdraw your abstract, the INOS 2010 scientific committee must be notified in writing. The Corresponding Author must complete a [Withdrawal Form](#) and return the form to the INOS 2010 by fax or email as indicated by the instructions on the form. Please be sure to include your abstract title and document ID and/or abstract number in your email. Only the Corresponding Author has the ability to withdraw the abstract.

Program Information

Oral Presentation: If your abstract is selected for oral presentation, you will be notified of your presentation date/time. In the event you are unable to attend, it is the Presenting Author's responsibility to assign a coauthor to present the abstract and to contact inos2010@carco.fr regarding the Presenting Author change.

Poster Presentation: If your abstract is selected for poster presentation, you will be notified of your presentation date/time. Abstract posters will be displayed over 3 sessions in the Poster Hall. The Presenting Author should plan to be available on his/her assigned presentation day to answer questions from attendees. In the event you are unable to attend, it is the Presenting Author's responsibility to assign a coauthor to present the abstract and to contact inos2010@carco.fr regarding the Presenting Author change.

Fees: Presenters must pay the Scientific Sessions registration fee. Presenters will be able to register at the reduced "Early Bird" registration rates by using special registration codes included in the oral and poster acceptance notifications. Please plan to register early as hotels fill up quickly. If you register early and your abstract was not accepted, your full registration fee (less a 50 Euros administrative fee) will be refunded upon request up until May 13, 2010.