Guidelines for Abstract Submission and Participation

56th OSWB Annual Conference 2025
Venue: *BBCC & BBEC, Kolkata*
Dates: *13th – 16th November 2025*

🏆 Award Categories

Submissions for the following competitive sessions will be considered for awards. Participants must be ratified OSWB members and meet the respective eligibility criteria.

- **Dr B.K. Mitra Memorial Award**: Best Free Paper
- **Dr K.P. Roy Memorial Award**: Free Paper (Under 40 years)
- **Smt. Satya Rani Hazra Memorial Award**: Community Ophthalmology Paper
- **Smt. Sovabati Das Ghosh Memorial Award**: Video Presentation
- **Dr Anadi Bhusan Basu Memorial Award**: Poster Presentation
- **Sri K.K. Biswas Memorial Award**: Case Presentation
- **Sri Jogindra Nath Chatterjee Memorial Award**: Ophthalmic Quiz
- **Smt. Mira Roy Thesis Award**: Postgraduate Thesis
- **Smt. Hena Sarkar Free Paper Contest**: Free Paper (Above 40 years)

General Guidelines

1. **Abstract Submission Timeline:**
    - Abstract submission opens on **Thursday, 7th August 2025**.
    - Deadline for submission: **Sunday, 31st August 2025 at 11:59 PM**.
    - Deadline for withdrawal: **Sunday, 7th September 2025 at 11:59 PM**.
2. **Submission Format & Mode:**
    - Abstracts must be submitted via **email only** to:
      📧 *submissions.oswb@gmail.com*
    - The abstract must be a **synopsis** of the presentation not exceeding **300 words**.
    - For **Instruction Courses**, the **co-authors' topics** must also be mentioned.
3. **Submission Categories & Limits:**
    - A first (chief) author may submit **only one abstract per category** (Paper, Poster, Video, Instruction Course, Case Presentation, PGT Thesis).
    - A first author may be **co-author** in multiple other submissions.
    - For Papers, the number of authors (including chief and co-authors) should not exceed **five (5)**.

4. **Email Subject Line Requirement:**
    - Clearly mention the **presentation category** and session name in the subject line. *(e.g., Dr B K Mitra/ Dr K P Roy/ Dr Anadi Bhusan Basu Poster/ Free Paper/ Sovabati Das Ghosh Video, Instruction Course etc.)*
    - Incomplete submissions (missing session name, declarations, or consent) are liable to be rejected.
5. **Eligibility for Competition:**
    - Only **ratified OSWB members** are eligible to participate in **competitive sessions**.
    - Members who have previously **won an award** in a specific category **cannot re-compete in that same category**.
    - **Research done outside West Bengal** may be presented, but **will not be eligible for competition**.
6. **Consent & Declarations:**
    - The chief author must check the consent box (or mention it in the email) confirming:
        - They have **no objection** to the work being presented or published by OSWB.
        - The work was done **within West Bengal** *(for competitive sessions)*.
        - The work has **not been submitted or published elsewhere**.
        - These declarations apply on behalf of **all co-authors**.
7. **Presentation & Registration:**
    - All presenting authors and instructors must register as **delegates** for the conference.
    - Presenters must **not change** without **prior approval** from the **Chairperson, Scientific Committee**, and only for valid reasons.
    - **Failure to present** without prior intimation with valid reasons may lead to **disqualification from future submissions**.

Category-Specific Guidelines

📄 Paper Presentation

• **Eligibility:**

◈ Must be an original scientific work done in the **State of West Bengal** *(for competitive sessions).*

◈ Presenting author must be a **ratified OSWB member** to be eligible for competitive awards.

◈ Members who have **previously won** an award in this category **cannot re-compete** for the same award.

• **Authorship:**

◈ The **same author** must present the paper in **all rounds** of the award session.

◈ Each paper may have a **maximum of 5 authors** (including the chief author and co-authors).

◈ Presenting author cannot be changed **without prior approval** from the **Chairperson, Scientific Committee,** and only for valid reasons.

• **Abstract Submission:**

◈ Submit abstract (max **300 words**) via email to submissions.oswb@gmail.com.

◈ Mention the **session/category** clearly in the subject line (e.g., *Dr B K Mitra Award / Free Paper*).

◈ **Chief author** must declare:

♣ The paper has **not been submitted** for publication, presentation, or consideration **elsewhere.**

♣ The author has **no objection** to the work being presented or published by **OSWB.**

♣ The work was conducted in **West Bengal** *(for awards).*

♣ They are submitting on behalf of all co-authors with **consent.**

• **Presentation Time:** 6 minutes

• **Upon Selection:**

◈ You will receive an **email with a link** to submit your full paper.

◈ Failure to submit by the **deadline** will lead to **disqualification.**

◈ **Failure to present** at the conference **without prior valid intimation** will disqualify the chief author from submitting in the **next Annual Conference**.

• **Mandatory:** Presenters must register as **delegates.**

• **Discretion:**

➤ The **Scientific Committee of OSWB** reserves the right to **rearrange or shift** submissions in the **best interest of the scientific program.**

📄 Poster Presentation

• **Eligibility:**

◈ Must be original work.

◈ Competitive entries must have been done in **West Bengal.**

◈ Only **ratified OSWB members** may participate in award sessions.

◈ Authors who have **won before** in this category cannot re-compete.

• **Authorship:**

◈ The presenting author must **physically present** the poster before the judges at a pre-scheduled date and time during the conference.

◈ Presenter cannot be changed **without prior permission** from the **Chairperson, Scientific Committee,** and only for valid reasons.

• **Poster Specifications:**

◈ Dimensions: **120 cm (height) × 90 cm (width)**

◈ Title Font Size: **72–100 pt**, Body Text: **24–28 pt**

◈ Maintain **1-inch margin** on all sides

• **Abstract Submission:**
  ◈ Abstract (max **300 words**) must be emailed to submissions.oswb@gmail.com.
  ◈ Mention **session/category** in the subject line (e.g., *Poster / Dr Anadi Bhusan Basu Award*).
  ◈ Chief author must declare that:
    ♣ The poster has **not been submitted elsewhere.**
    ♣ All authors give consent.
    ♣ The work is **original** and conducted in **West Bengal** *(if under competition).*
• **Upon Selection:**
  ◈ Submit **full poster** via the **emailed link** before the deadline.
  ◈ **Failure to submit** or **present** will disqualify the chief author from submitting in the next year.
• **Mandatory:** Presenters must register as **delegates.**
• **Discretion:**
➤ The **Scientific Committee of OSWB** reserves the right to **rearrange or shift** submissions in the **best interest of the scientific program.**

Video Presentation

• **Eligibility:**
  ◈ Work must be original and can be competitive only if done in **West Bengal.**
  ◈ Only **ratified OSWB members** can apply for competitive sessions.
  ◈ Past awardees in this category **cannot compete again.**
• **Authorship:**
  ◈ The same person must present the video in **all rounds.**
  ◈ Presenter change is allowed **only with prior permission** from the **Chairperson, Scientific Committee,** and **only for valid reasons.**
• **Video Requirements:**
  ◈ Duration: **8 minutes**
  ◈ Must include **voice narration.**
  ◈ **Judging Criteria:**
    ♣ Scientific merit
    ♣ Educational value
    ♣ Originality
    ♣ Clarity and conciseness
    ♣ Audiovisual quality and editing skills
• **Abstract Submission:**
  ◈ Email your abstract (max **300 words**) to submissions.oswb@gmail.com.
  ◈ Clearly mention the **category** in the subject line (e.g., *Video / Sovabati Das Ghosh Award*).
  ◈ Chief presenter must confirm:
    ♣ Video has **not been submitted elsewhere.**
    ♣ Work is **original** and done in **West Bengal** *(for award).*

♣ The author has **no objection** to the work being presented or published by **OSWB**.

• **Upon Selection:**

◈ Full video must be uploaded via the **provided link** by the deadline.

◈ Failure to comply or present will lead to disqualification for the **next year.**

• **Mandatory:** Presenters must register as **delegates**.

• **Discretion:**

➤ The **Scientific Committee of OSWB** reserves the right to **rearrange** or **shift** submissions in the **best interest of the scientific program.**

📑 PGT Thesis Award

• **Eligibility:**

◈ Presenting author must be a **ratified PGT** or **Life Member** of OSWB.

◈ Work must be a **PGT thesis** conducted in **West Bengal.**

◈ Members who have **won previously** in this category **cannot reapply.**

• **Authorship:**

◈ The same person must present in **all rounds.**

◈ Presenter cannot be changed **without prior permission** and **valid reasons.**

• **Presentation Time:** 6 minutes

• **Abstract Submission:**

◈ Email your abstract (maximum **300 words**) to submissions.oswb@gmail.com.

◈ Clearly mention the **session/award** category in the subject line (e.g., *PGT Thesis Award*).

◈ **Declare:**

♣ The paper has **not been submitted** for publication, presentation, or consideration elsewhere.

♣ The author has **no objection** to the work being presented or published by **OSWB**.

♣ Conducted as part of postgraduate training in **West Bengal** *(for awards).*

♣ They are submitting on behalf of all co-authors with consent.

• **Upon Selection:**

◈ Submit full paper via the **email link** before the deadline and a letter from your **HOD** certifying this is your PG thesis.

◈ Failure to submit or present without valid reason will disqualify submission in the **next Annual Conference.**

• **Mandatory:** Presenters must register as **delegates**.

• **Discretion:**

➤ The **Scientific Committee of OSWB** reserves the right to **rearrange or shift** submissions in the **best interest of the scientific program.**

🏫 Instruction Course (IC)

• **Eligibility & Participation:**

◈ A delegate can participate in **up to 3 Instruction Courses,** but be **Chief Instructor in only one.**

◈ Chief Instructor is responsible for consent and declaration on behalf of all co-instructors.

• **Abstract Submission:**

◈ Submit via email to submissions.oswb@gmail.com with abstract (max **300 words**) and co-instructor topic details.

◈ Mention category *(Instruction Course)* in the subject line.

• **Structure & Selection:**

◈ **OSWB** reserves the right to **modify structure/content** in consultation with the Chief Instructor.

◈ Any change in Chief Instructor requires **prior approval** and **valid reason**.

• **Upon Selection:**

◈ Instruction Courses must be conducted as scheduled.

◈ Absence without prior intimation and valid reason will disqualify the Chief Instructor from submitting in the **next year.**

• **Mandatory:** All instructors must register as **delegates.**

• **Discretion:**

➤ The **Scientific Committee of OSWB** reserves the right to **rearrange or shift** submissions in the **best interest of the scientific program.**

🖨 Case Presentation

• **Eligibility:**

◈ Must be based on work done in **West Bengal.**

◈ Presenting author must be a **ratified OSWB member.**

◈ Prior award winners in this category **cannot reapply.**

• **Authorship:**

◈ The same author must present throughout all rounds.

◈ Presenter cannot be changed **without prior approval** from the **Chairperson, Scientific Committee,** and only for valid reasons.

• **Presentation Time:** 4 minutes

• **Abstract Submission:**

◈ Submit abstract (max **300 words**) to submissions.oswb@gmail.com.

◈ Mention the session/category clearly in the subject line (e.g., *Case Presentation / Sri K.K. Biswas Award*).

◈ **Chief author** must declare:

♣ The case **has not been submitted** for publication, presentation, or consideration elsewhere.

♣ The author has **no objection** to the work being presented or published by **OSWB.**

♣ The work was conducted in **West Bengal** *(for awards).*

♣ They are submitting on behalf of all co-authors with consent.

• **Upon Selection:**

◈ Submit the **full paper** by the deadline via the provided **email link**.

◈ Failure to submit or present without valid reason **disqualifies** author from **next year's**

submission.

• **Mandatory:** Presenters must register as **delegates.**

• **Discretion:**

➤ The **Scientific Committee of OSWB** reserves the right to **rearrange** or **shift** submissions in the **best interest of the scientific program.**