

CSOS – Guidelines for Physical Posters

The Scientific Committee recognizes that **Physical Posters** are among the best ways to present research and clinical work. Posters not only ensure high visibility but also encourage **one-to-one interaction, discussion, and collaboration**.

General Guidelines

1. Authors must indicate their preference (e-poster or physical poster) at the time of abstract submission.
2. Abstracts must be submitted **online only**. Submissions via email, fax, or hard copies will not be accepted.
3. Scientific posters should:
 - Be presented by individuals (not institutions/organizations).
 - Present **new or original scientific information**.

- Avoid soliciting members or promoting an organization.
4. Each presenting author may submit **a maximum of two physical posters**; however, only **one may be selected**, based on evaluation scores.
 5. A maximum of **three co-authors** are allowed per poster.
 6. All authors must be members of CSOS (ratified or non-ratified) and should have contributed to the scientific content.
 7. Non-ophthalmic co-authors may be included, even if they are non-members, provided at least **one author is a ratified CSOS member**.
 8. Ophthalmic authors who are not AIOS members must apply for membership [here](#)
 9. To include non-ophthalmic, non-member authors, prior permission must be obtained by writing to chairman scientific committee csos
 10. The **presenting author must be a ratified CSOS member**.
 11. A physical poster can include **one presenting author and up to three co-authors** (total 4).

12. If the presenting author is not ratified, the poster may still be presented by a co-author, but will **not be eligible for any CSOS awards**.
 13. **Institution/hospital names or doctor's names** must not appear in the **title or abstract**; doing so will result in **automatic rejection**.
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Specialties

- Physical Posters are accepted under **one single category**: *Best Physical Poster*.
 - Topics may be chosen from any ophthalmology sub-specialty.
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Abstract Structure

- Only the **title** and **author names** will be published in the abstract book.

Abstract Title

- Must not exceed **100 characters (including spaces)**.

Abstract Body

- Synopsis must not exceed **1000 characters (including spaces)**.
- Should include:
 - Study design
 - Purpose
 - Methods
 - Results
 - Conclusion
 - Clinical Implication

Authors

- One presenting author must be added.
- A maximum of three co-authors may be included.
- All co-authors must be CSOS members (except approved non-ophthalmic contributors).

Note: Proprietary names should not be used in the title/body. If necessary, mention the generic name first, followed by the proprietary name in parentheses (on first use only).

Selection Process

- Abstracts will be reviewed by the **Screening Committee**.
 - Selection will be based on evaluation scores.
 - Results will be communicated to the presenting author via email.
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Poster Submission (After Selection)

1. A JPEG image (≤ 2 MB) of the selected poster must be submitted to **chairmanscientificcsos@gmail.com**.
2. Failure to submit the poster image will result in **automatic rejection**, and the next eligible poster will be considered.
3. Authors are responsible for printing and bringing their posters to the conference venue. **Poster printing facilities will not be provided** by the committee.

Awards

1. One **Best Poster Award** will be presented.
 2. The winner will be felicitated during the **Awards Ceremony of the next CSOS Conference**.
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Declaration (Mandatory at Submission)

Authors must declare:

1. Whether the research was carried out in Chhattisgarh.
2. Whether the submission has been presented in any previous conference.
3. Whether it will be presented at any other conference prior to the upcoming CSOS Annual Conference.
4. Whether it has won any National/International award.
5. Whether it has been published or submitted for publication in a peer-reviewed journal.

6. If the research involves **laboratory or translational research**.
 7. If the research involves **human subjects**, details of Ethics Committee approval with reference number.
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Poster Preparation Guidelines

Legibility

- Use large fonts (minimum 28 pt).
- Limit to a maximum of **600 words**.
- Use block letters, shading, or color for emphasis.
- Disclose all relevant commercial relationships.

Dimensions

- Size: **36 inches (horizontal) × 48 inches (vertical)** in **portrait format**.

Author Details

- Poster must display the names of the chief, presenting, and co-authors.
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Display & Interaction

- Posters must be displayed **by 10:00 AM on the first day** of the conference. Panels will be available a day prior.
 - Poster boards and pins will be provided at the venue.
 - Volunteers will assist authors in locating their panel.
 - Presenters should display **their availability timings** near the poster. Minimum availability: **1.5 hours each day** (schedule to be communicated).
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Judging

1. Judging will be conducted by experts on **Saturday, 20th December 2025**.
2. The **presenting author (preferred) or a co-author** must be present during judging.

3. The name of the author present must be **printed on the poster**.
 4. If no author is present during judging, the poster will be **ineligible for awards** and no certificate will be issued.
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Removal of Posters

- Posters must be removed **after 11:00 AM on the last day** of the conference.
 - The Scientific Committee will not be responsible for posters left behind or damaged.
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Certificates

- A **Certificate of Presentation** will be issued to PRESENTING authors of posters that are displayed during the conference.
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Plagiarism Policy

- Authors found guilty of plagiarism will be **debarred from submitting abstracts for the next two years.**