



# 2024 INTERESTING CASE REPORT CONTEST

## CONTEST GUIDELINES

### A. OBJECTIVES

The Interesting Case Report Contest (ICRC) aims to highlight the multitude of interesting ophthalmology cases encountered by residents and fellows during their training, with emphasis on the clinical presentation, approach to diagnosis and comprehensive management.

### B. GUIDELINES FOR ELIGIBILITY

1. This event is open to current ophthalmology **residents/ fellows-in-training ONLY**.
2. Only unpublished case reports can be submitted.
3. Each ophthalmology resident/fellow-in-training can only submit **one (1) case report**. There is no limit to the number of case reports submitted per institution.
4. The principal author is the preferred presenting author and should be a registered delegate of the 2024 PAO Congress. If the case report is chosen as one of the Top 10 finalists, the first author should be able to present onsite during the contest on December 3, 2024. A presenting author should be designated in case the principal author will not be able to present. Failure to be physically present without prior notice to the Case Report Committee may influence participation in future competitions.
5. One of the co-authors must be a consultant of the Department of Ophthalmology of the same institution.
6. All abstract related correspondence will be sent to the registered email address of the submitting author.
7. Responsibilities of the principal author:
  - a. Ensure case anonymity, securing consent from the patient/case to be presented, and upholding other ethical considerations as deemed necessary.
  - b. Secure consent for submission from the co- authors. There is no limit to the number of co-authors allowed for each abstract. Please provide the full names of each of the co-authors.

8. Upon successful online abstract submission, the presenting author cannot be changed. Requests to change the presenting author must be done at least one month before the congress and will be granted permission under the discretion of the Case Reports Contest Committee.
9. Resubmission of previously submitted interesting case reports is discouraged.
10. All case report manuscripts must be accompanied by an anti-plagiarism/similarity report from iThenticate 2.0 before submission.
  - a. Similarity and AI detection reports must be signed by at least one adviser.
  - b. Criteria for iThenticate 2.0 report acceptability is as follows:
    - i. The similarity report should yield a score of less than 30%.
    - ii. AI detection report should yield a score of less than 20%.
  - c. All institutions have been given access to the PAO iThenticate 2.0 subscription. Kindly ask your Training Officer or Chair if access has not been given.

### **C. ABSTRACT FORMAT AND OTHER ABSTRACT-RELATED GUIDELINES**

1. Submitted abstracts should be in English and should not exceed 300 words (excluding title and authors' information). Recommended abstract format is as follows:
  - a. Title (maximum of 20 words) – must be concise and explicit. Avoid abbreviations in the title.
  - b. Case Description
  - c. Case Discussion
  - d. Conclusion
2. If the submitting author and presenting author are not the same, please enter the presenting author's name in the primary author/presenter field.
3. Spell out phrases to be abbreviated when used for the first time followed by the acronym in parentheses. The abbreviation should be used alone thereafter.
4. Carefully examine the abstract for spelling or grammatical errors. The Committee reserves the right to edit the abstract for significant spelling and grammatical errors.
5. We strongly recommend submission of abstracts as early as possible to avoid system congestion during the deadline.
6. A submitted abstract cannot be revised. Please make sure the abstract is the final version.
7. Submitted abstracts will be reviewed by the Screening Committee. The review process will be confidential and the decision to accept or reject the abstract will be final.

8. It is the responsibility of the submitting author to contact the PAO Secretariat if notification is not received by November 15, 2024.
9. Late submissions **WILL NOT** be considered.

#### **D. MANUSCRIPT REQUIREMENTS**

1. Preparation of the manuscript shall be based on the "*CARE Case Report Guidelines*"

(<https://www.care-statement.org/checklist>)

2. The manuscripts must be typewritten, in **Times New Roman, font size 12, double-spaced, in 8.5 X 13 inches legal paper with 1.5-inch margins** on each side. Page numbers must be located at the right lower corner of each page (eg. page 1 of 10).

3. References are to be properly appended. You may refer to *Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Preparing a Manuscript for Submission to a Medical Journal*" – Section G.

4. Disclosures of funding sources or any conflicts of interest must be mentioned in the manuscript and at the start of the oral presentation. Please be guided using the ICJME uniform disclosure form

(<https://www.icmje.org/disclosure-of-interest/>)

5. Authorship and contributorship must be mentioned using guidelines from "*Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Ethical Considerations in the Conduct and Reporting of Research: Authorship and Contributorship*"

(<https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>)

6. Case Report Manuscripts must include the following sections:

- |                     |                    |
|---------------------|--------------------|
| a. Title Page       | e. Case Discussion |
| b. Abstract         | f. Conclusion      |
| c. Introduction     | g. References      |
| d. Case Description |                    |

You may use the 2013 CARE Case Report Guidelines Checklist as a guide  
<https://www.care-statement.org/s/CARE-checklist-English-2013.pdf>

7. Participants must submit their manuscripts **WITHOUT** identifying information of authors and institutions.

## **E. OTHER DOCUMENTS**

The following documents are required and must be submitted via the website. Please adhere to the format of file titles shown below.

*Note:*

- If the Case Report title is too long, include only the first 8 words in the file title.
- Submitted files should be in PDF format.
- Incomplete entries will not be accepted.

1. Consent from co-authors for inclusion of the manuscript in the contest

Format of file title:

Author\_Lastname\_Case Report Title\_Consent

e.g. Santos\_Case of a Seesaw Nystagmus\_Consent

2. Case Report Manuscript without identifiers in the text

Format of file title:

Author\_Lastname\_Case Report title\_manuscript

3. iThenticate 2.0 Similarity and AI detection reports

Format of file title:

Author\_Lastname\_Case Report title\_iThenticateSimilarity

Format of file title:

Author\_Lastname\_Case Report title\_iThenticateAI

## F. IMPORTANT DATES

October 18, 2024 (Friday), 5:00 PM	Deadline for submission of manuscripts and other requirements through the 2024 PAO Congress website
November 15, 2024 (Friday)	Participants will be notified about the screening results. The <b>top ten (10) finalists</b> will advance to the contest proper.
November 25, 2024 (Monday), 5:00 PM	Deadline for submission of e-Posters  E-posters should be submitted in PDF format, portrait layout, with a 1080x1920 pixel resolution.
December 2, 2024 (Monday)	Submission of PowerPoint presentations  All presentations should be submitted in .pptx format and should be loaded in the speakers preview room at least 6 hours before the presentation. Participants will not be allowed to use their own devices during the competition proper.  The Speaker Ready Room will be open starting December 2, 2024, from 12:00 nn to 5:00 pm. It will be open from 7:00 am to 5:00 pm on December 3, 2024.
December 3, 2024 (Tuesday)	<b>Oral presentation</b>  Each participant will be given <b>eight (8) minutes for oral presentation, followed by four (6) minutes for Q&amp;A.</b>  All presentations should be submitted in .pptx format and will be loaded in the speakers preview room. Participants will NOT be allowed to use their own devices during the competition proper.
December 6, 2024 (Friday)	Announcement of Winners during the Closing Ceremony

## **G. E-POSTER GUIDELINES**

1. All accepted case reports will be displayed as e-posters during the 2024 PAO Annual Congress.
2. The submitted e-poster should be in portrait layout and PDF format with a 1080x1920 pixel resolution.
3. It should contain the title, primary author and co-authors, institution/s, introduction, case description, case discussion, conclusion and references.
4. Photos may be included with proper consent and necessary censorship.
5. Tables and graphs may be utilized but must be kept at a minimum.

## **H. CONTEST PROPER**

1. The Board of Judges will be composed of one head judge and two members. The Head Judge will be an ophthalmologist with a background in research, academics or evidence-based medicine. The members will have a background in research or academics.
2. Accepted manuscripts will undergo pre-judging by the preliminary screening committee. Twenty (20) manuscripts will be chosen for evaluation by the Board of Judges. The top 10 finalists will present onsite during the contest on December 3, 2024 at SMX Meeting Room 4-6.
3. Other accepted submissions which do not qualify for oral presentation will be available for viewing at the e-poster display terminals during the PAO Congress.
4. Participants are not allowed to reveal their names, the names of their co-authors, or their institutions during the presentation. Institutional logos in audiovisual aids or clothing are likewise not allowed

## **I. CRITERIA FOR JUDGING**

1. The twenty (20) case reports with the highest scores after the preliminary screening will be forwarded to the Board of Judges who will choose the Top 10 finalists for oral presentation based on the criteria for manuscript evaluation (75% of total grade) provided below.

a. Manuscript (75%)

CRITERIA	PERCENTAGE
Title	5%
Introduction	10%
Case Presentation and Discussion	40%
Conclusion	10%
Overall Technical Writing and Flow	10%
<b>TOTAL MANUSCRIPT SCORE</b>	<b>75%</b>

b. Oral Presentation (25%)

CRITERIA	PERCENTAGE
Quality and Flow of Oral Presentation <ul style="list-style-type: none"><li>▪ Clarity of speech</li><li>▪ Confidence and overall demeanor</li><li>▪ Clarity and appropriateness of slides/visual aids</li></ul>	15%
Mastery of Subject Matter <ul style="list-style-type: none"><li>▪ As reflected during the oral presentation and Q&amp;A</li></ul>	10%
<b>TOTAL PRESENTATION SCORE</b>	<b>25%</b>

- c. When a presenter goes beyond the allotted time of eight minutes, a **5% deduction** from the total score will be given for every minute over the allotted time.
- d. A **5% deduction** will be given to submissions whose manuscripts or slides bear any identities of the authors or institutions (including logos and acronyms).