Professional Development Course submission guidelines and instructions

<u>PLEASE NOTE BEFORE YOU SUBMIT</u>

- Read ALL the information on the call for courses page of the RANZCO Congress website
- All submissions must be made via the online portal in X-CD
- Have all your submission information on hand (refer to the course submission questions from page 2 of this document)
- Ensure ALL presenters are aware of and agree with the submission details and terms and conditions.
- Submitting authors can edit the submission up until the call for courses closes (Thursday 16th April @midnight AEST)

A. Register as a user in the online submission system

To create a new user profile select **FIRST-TIME USER** login and select

Click Here to Create a Profile

Select the **RETURNING USER** section to view/update your submission.

When you submit an abstract, you will be asked to:

- Review the system *terms and conditions* and check the box.
- Insert your contact details and upload a biography (150 words written in third person) and a photo (optional) for inclusion in the Congress App if the abstract is accepted.

Once you create your profile, you will be automatically logged in to submit your course abstract.

We recommend bookmarking this page as a favourite.

B. Submit an abstract

Please read the instructions on the screen carefully and fill in the required fields in the submission form. The submission can be edited until the system is closed.

Select **Click Here to Start** a new abstract

NEW ABSTRACT

Click Here to Start

Start Abstract

The RANZCO 2026 Congress is produced by The Royal Australian and New Zealand College of Ophthalmologists as an event to enhance the science and practice of ophthalmology.
Please consider that all content presented should be educative in nature.

Please choose a category/sub specialty for your submission

Artificial Intelligence +/- IT
Sustainability
Education and training
Professionalism, standards and ethics
Practice management
Business skills
Cultural safety
Other

Please select which CPD categories are relevant to the course
☐ Educational Activities
☐ Reviewing Performance and Reflecting on Practice
☐ Measuring and Improving Outcomes.

Is the course relevant to Australian &/or New Zealand fellows / members?
☐ Australian
☐ New Zealand
☐ Australian and New Zealand

Course Title (max 25 words)
Enter the **full title** of your submission. This will be used for printing in the final program, app and abstract book.

Course – LEARNING OBJECTIVES (max 100 words)
Please provide a short synopsis of **learning objectives** for this course.

Course – LENGTH
Please select your preferred course length:
40 minutes (we encourage you to reduce the number of speakers and keep the presentations short)
90 minutes

Chair/s
Please advise the **Chair/s** of your course

Please advise **Chair/s email addresses**

Course - PRESENTATION DETAILS (300 words)
Please list the **topics/presentation titles** and **names** of the **presenters / panel members**

In line with RANZCO policy, courses should demonstrate diversity. If you are submitting more than one course, you are encouraged to select different speakers for different sessions.
Consider including one of our invited speakers, who may have expertise relevant to your course.
Please do not contact them directly.

2026 Invited Update Lecture Speakers
Dr David Chang - Cataract Update Lecture
Prof Anthony Khawaja - Glaucoma Update Lecture
Prof Valerie Biousse - Neuro-ophthalmology Update Lecture
Prof Aylin Kilic - Refractive Update Lecture
Prof Dan Martin - Retina Update Lecture

* Industry representatives are not allowed to present in courses.
* Courses without speaker names and titles will be marked down by the reviewers and may not be accepted into the program.

Audience Participation
Will the course have direct audience participation other than Q & A? (eg live polling)
Courses that use a dynamic/Interactive/reflective format are highly encouraged and will be viewed more favourably for example using Mentimeter for live polling, asking questions, small group discussions, word clouds and quizzes. The Congress Office will provide further guidelines if your course is accepted in the final program. Submitting authors of accepted courses will be asked to demonstrate how they will use audience engagement in the course.

Number of speakers
Please advise the number of speakers in your course.

Gender
Do you have speakers from both genders?

Rural Setting

Do you have speakers from a rural (non-capital city) setting?

Sub Specialty

Do you have speakers from more than one subspecialty?

State / Territory of Primary Practice

Do you have speakers from more than one state/territory?

Younger and Senior Fellows'

Do you have Younger Fellow (<40 years) or Senior Fellow (>65 years) speakers?

Previous presentation

Has this course been presented in previous consecutive years at the RANZCO Congress?
If yes, please be mindful to provide variety in your submission and be aware of repeated content.
Please select from the options provided.

Non-RANZCO Congress meetings where this course has been presented

Is this course endorsed by the Special Interest Group (SIG) or subspecialty Group Executive and Chair (prior to submission)? Each group is entitled to endorsing ONE course which will receive extra weighting and must be approved by their Chair.
Select from the options provided.

Permission to record and publish

I agree on behalf of all presenters that by this submission, we give permission to have this abstract appear on the RANZCO and Congress websites, on the Congress app and in printed Congress material if it is selected for inclusion in the Congress. I also give permission on behalf of all presenters for the course to be recorded and made available to Fellows via a secure site following the Congress on the RANZCO website. (I take responsibility for confirming with ALL presenters in this session).

Author Approval

I confirm that this submission has been approved by ALL presenters and that all presenters will register to attend and present the course at the Congress **IN PERSON** (**on <u>any</u> day**). If this is not possible, the Congress organisers reserve the right to withdraw acceptance of the course.
Note: Non Fellows will be provided with a complimentary day pass – the Congress Organisers will be in touch to arrange this if your course is accepted into the program.

Conflict of Interest:

Please provide details if the speakers in your course have any **commercial interests or associations** that might pose a conflict of interest regarding this submission.

Would you be interested in turning this course into a CPD educational asset?

We aim to extend the value of accepted presentations by transforming them into online CPD modules. How?

1. Permission to repurpose content

- By providing consent you agree that you recorded session may be edited, condensed, summarised, and adapted to suit the online CPD format.

- Your content will remain credited to you and your IP rights will be respected.
- If you are unhappy with the final product, you retain the right to refuse publication.

2. Consultation process

- Before proceeding with the repurposing work our team will contact you as the Subject Matter Expert (SME) to discuss how your content will be used, potential edits and the overall structure of the learning module.
- You will have the opportunity to provide input and approve the final version

3. Next steps

- The CPD team will be in touch shortly after the Congress to begin the consultation process

4. Opt out option

- If you have a change of mind and would prefer not to have your session/presentation repurposed, please notify us via email (cpd@ranzco.edu) or get in touch with the staff consulting you.

Yes I am interested
No I am not interested

SUBMIT
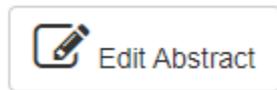**Once you are satisfied with your submission, select SUBMIT.**

NOTE: Once you submit your abstract, you will receive a confirmation email with a submission number and information. *Please check your junk/spam folders in case the confirmation email should end up there.*

You may log in at any time prior to the site closing to update your submission. Submissions close on (Thursday 16th April @midnight AEST).

UPDATING A COURSE
Authors may login to edit/update the submission until the call for papers closes on 16th April 2026 @midnight (AEST).

This can be done by logging in as a RETURNING USER and selecting Edit Abstract OR

WITHDRAWING AN ABSTRACT
If you want to withdraw a submission, please contact the Congress Office in writing via email to ranzco@thinkbusinessevents.com.au

Please note that withdrawals need to be communicated in writing by the author who originally submitted the abstract, and in doing so, the Congress Office assumes that all other presenters have been informed of the withdrawal.

ENQUIRIES

For any enquiries regarding abstract submissions, please contact the RANZCO Congress Office:

Think Business Events
Lvl 1, 299 Elizabeth St
Sydney, NSW 2000
Australia
p + 61 2 8251 0045
e ranzco@thinkbusinessevents.com.au

For easy reference, please always include the reference number and title of your submission in your email.