



**CE Breakout Guidelines**  
**January 20-23, 2021**

The GSLS Program Committee invites you to submit one-hour continuing education courses for consideration for the GSLS 2021, which will take place in Las Vegas January 20-23, 2021. The submission window will close at **5:00pm ET on Friday, May 15, 2020**.

The **GSLS Program Committee** seeks the submission of new and innovative courses on all aspects of contact lenses (such as materials, designs, lens care) in addition to related topics such as corneal and ocular surface disease, diagnosis and treatment approaches, and practice management.

- All submissions must be submitted with no more than two presenters.
- Submissions for a one-hour course only. Two-hour courses will not be accepted.
- Courses must be in outline format and COPE compliant including the following:
  - Outline must be 1.5 - 2 pages in length and should include each instructor name, address, phone number, email address and clearly identified course title.
  - A brief course description and at least 6 learning objectives.
  - Outlines should have sufficient detail to permit either the participant or an observer the ability to clearly follow along throughout the presentation. An outline can be considered sufficiently detailed if an observer is able to enter the presentation after 5 - 10 minutes and be able to identify where the presenter is in the outline. There should be enough detail in the outline such that course participants may use the document as a reference tool subsequent to the lecture.
  - The lecture must be conducted per current ARBO COPE CE guidelines including the absence of advertising or promoting products, services, instruments or devices.
- If accepted, the presenter must attend the GSLS to present the lecture live and in English and bring their own laptop for the presentation (rooms will be supplied with microphones and LCD projectors only).
- The presenter will be provided with a modest travel grant, host hotel accommodations for the night before and night of their presentation and a registration to the GSLS, but be otherwise responsible to fund his/her attendance to the conference.
- All submissions should be the intellectual property of the presenter and not infringe on existing copyrights or other restrictions.
- COPE guidance on course outlines can be found here: [https://www.arbo.org/cope/COPE\\_Course\\_Qualification\\_Manual.pdf](https://www.arbo.org/cope/COPE_Course_Qualification_Manual.pdf)

- For CE submissions that contain original research:
  - Any original research that is presented and involving human subjects must have been conducted in accordance with the tenets of the Declaration of Helsinki and with adherence to any applicable national and local human subjects research requirements. Consistent with the National Institutes of Health guidelines, if the number of human subjects in the study exceeds three, Institutional Review Board (IRB) approval must be obtained. The authors cannot automatically assume that certain studies are exempt from IRB review. Only an IRB can determine if a specific study fulfills the exempt status.
  - Any original research presented involving the use of animals must be conducted in accordance with international standards for animal treatment and care (e.g. the Society of Neurosciences and ARVO statements on the use of animals in research) as well as any applicable regulatory requirements. If the work submitted involves the use of animals, Institutional Animal Care and Use Committee (IACUC) approval must have been obtained.