



CE Breakout and Workshop Guidelines March 15, 2022

The GSLS Program Committee invites you to submit one-hour continuing education (CE) breakout courses and two-hour CE workshops courses for consideration for the GSLS 2023, which will take place January 18-21, 2023, at the Horseshoe Las Vegas, formerly Bally's. The submission window will close at **5:00pm ET on Thursday, April 15, 2022.**

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, myopia management and practice management.

GENERAL GUIDELINES

- If accepted, the presenters must attend the GSLS in person to present their lecture/workshop in person. The lecture/workshop must be in the English language and presenters must bring their own laptop for their presentation (rooms will be supplied with microphones and LCD projectors).
- The presenters will be provided with a modest honorarium, host hotel accommodations for the night before and night of their presentation and registration to the conference but be otherwise responsible to fund his/her attendance to the conference.
- All submissions should contain the content of the presenter and not infringe on existing copyrights, intellectual property, materials of other ownership, or other restrictions.
- COPE guidance on course outlines can be found here: https://s3.amazonaws.com/arbo.org/public/COPE_Course_Qualification_Manual.pdf
- The lecture or workshop must be conducted per current ARBO COPE CE guidelines **including the absence of advertising or promoting products including the absence company and product logos. If this policy is violated, the presenter(s) will not be asked to speak at GSLS for 3 years and will lose their honoraria.**
- Financial disclosure information must be included with the course submission and also presented at the time of presentation if the course is selected so that conflicts of interest can be evaluated and managed appropriately.
- 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.

CE BREAKOUTS (one-hour, COPE approved CE)

- All one-hour CE breakout submissions must be submitted with no more than two presenters.
- Submissions are for one-hour courses only. Two-hour courses are not accepted.
- CE breakout submissions 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 description of 35 words or less and briefly state the objectives of the course in 35 words or less. These must be different than the course description and note the learning outcomes of the course.
 - 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.

CE WORKSHOPS (two-hour, COPE approved CE)

- All two-hour CE workshops submissions must be submitted with no more than five presenters.
- Workshops may or may not involve patients and live demonstrations but are generally intended to be very clinical in nature.
- The GSLS will ensure that a video slit-lamp biomicroscope is available, if needed. **Other equipment needs to be sourced and coordinated by the workshop presenters in coordination with the GSLS meeting staff.**
- Workshop submissions must be in outline format and COPE compliant including the following:
 - Outline must be 3-4 pages in length and should include each instructor name, address, phone number, email address and clearly identified course title.

- A description of 35 words or less and briefly state the objectives of the workshop in 35 words or less. These must be different than the course description and note the learning outcomes of the course.
- 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.