

Instruction Course Guidelines for All India Ophthalmology Society

Specialities :

Instruction courses are accepted in any one of the following specialties

1. Cataract
2. Community / Social Ophthalmology
3. Comprehensive Ophthalmology
4. Cornea
5. External Eye & Ocular Surface Disease
6. Glaucoma
7. Lacrimal
8. Neuro Ophthalmology
9. Ocular Pathology , Ocular Oncology and Tumors
10. Optics / Refraction / Contact Lens
11. Orbit & Oculoplasty
12. Pediatric
13. Refractive Surgery
14. Trauma
15. Uvea
16. Vitreo Retinal Diseases
17. Computing, AI, Research (Methods) & Translational Sciences
18. Policy, Advocacy, Practice & Systems.

Guidelines for Interactive Instruction Courses

1. Course Objectives and Outcomes

- To promote discussion-based learning and to exchange current, established ophthalmology practices while emphasizing radical clinical decision-making.
- Instruction courses dealing with clinical sciences should present current, but reasonably established information.

2. Course Design and Structure

- Utilize innovative active learning methods such as case discussions, simulations, interactive dialogues, and panel discussions.
- Ensure learner-centered sessions that promote interaction between instructors and participants.
- May include pre-course materials and post-session assessments to reinforce learning.
- The total course duration should be 75 minutes within an 85-minute session, allowing 5 minutes for changeover.
- The chief instructors must ensure that the session finishes exactly on time & does not spill over to the changeover time.

3. Faculty Requirements

- An interactive instruction course should include experienced ophthalmologists skilled in interactive teaching methodologies.

4. Participant Engagement

- The chief instructor can plan to use interactive technologies such as polls, quizzes, and breakout rooms to maintain engagement.
- We encourage provision of a collaborative environment encouraging questions and peer discussions.

5. Assessment and Feedback

- The chief instructor is encouraged to collect participant feedback on course content and delivery for continuous improvement.

6. Logistics and Resources

- The chief instructor is required to ensure availability of necessary equipment for practical demonstrations and simulations.
- The chief instructor is requested to inform the AIOS Scientific Committee in advance about the tools that shall be used.

7. Abstract Submission Rules

- Abstracts shall be accepted online only. No abstracts shall be accepted as an email, fax, hard copies etc.
- Governing Council, MC & GB of AIOC 2018, opined that although any AIOS member can submit an IC, we should encourage members who haven't had opportunity for previous 3 years.
- Course title: maximum 100 characters (including spaces).
- Synopsis: maximum 1000 characters (excluding topics and instructor details).
- Topics and time allocation per speaker submitted separately; topic titles max 100 characters.
- Chief instructor's resume: maximum 600 characters, anonymized to avoid revealing identity or institution.
- Indicate the appropriate level: Basic, Intermediate or Advanced.

8. Instructors and Participation Rules

- One chief instructor plus up to six co-instructors per course (maximum seven instructors).
- Chief instructors MUST be ratified AIOS members and can submit only one instruction course.
- Co-instructors MUST be AIOS members; they may consent to five courses maximum and participate in up to three as co-instructors.

- Non-ophthalmic co-instructors may be included with prior Scientific Committee approval, submitted with full details.
Please write to chairmanscientificcommittee@aios.org (with CC to support@aios-online.com) if you want to include non-ophthalmic co-instructors with details of the course, name of the co-instructor, his/her address, valid email id and mobile number.
- Co-instructors must promptly provide consent upon invitation; failure may result in course withdrawal or replacement.
- As a Chief instructor, a ratified member can submit ONE INSTRUCTION COURSE ONLY

9. Instructors' Consent Rules

- Once the Scientific Committee receives an IC Abstract complete in all respects, an auto-generated e-mail will be sent to the co-instructors requesting their consent to participate in the Instruction Course.
- The co-instructors must respond to them immediately for the course to be further considered for selection.
- What happens if the co-instructor doesn't consent or if an alternate co-instructor cannot be found?
 - Scientific committee may find a suitable alternative & if that does not work out for whatever reason, the TOPIC WILL BE AUTOMATICALLY REMOVED FROM THE COURSE.

10. Timing and Attendance

- Sessions must strictly adhere to scheduled times; no spillover allowed.
- Absence without prior notice (minimum 30 days before conference) leads to debarment from the next conference.

- Changes in speakers must be communicated at least two months before the conference for inclusion in printed materials; later changes reflected only in digital versions.
- No changes accepted after 15 January prior to the conference.

11. What happens if more than 5 courses get selected?

- It is the discretion of the co-instructor to choose the courses he/she wants to participate in.
- It is advised that the co-instructor informs the chief instructor with cc to chairmanscientificcommittee@aios.org and to support@aios-online.com, his/her inability to participate in any of the instruction course.
- If the co-instructor does not choose the courses, then the first 5 accepted courses (in the order of consent provided) shall be treated as the chosen courses by the co-instructor and the rest shall be withdrawn.
- The chief-instructor is responsible to find an alternate co-instructor WITHIN 7 DAYS from the date of announcement of selected instruction course if the chosen co-instructor withdraws from the instruction course & communicate the Name , AIOS Membership no, Mobile No, Email Id of the Alternate Co-instructor to chairmanscientificcommittee@aios.org with copy marked to support@aios-online.com

12. Withdrawal / Change of instructors

- Having an IC selected for the Annual Conference is a matter of great prestige.
- No changes accepted after 15 January prior to the conference.
- At Least 20 specialty experts evaluate every instruction course submitted.
- Less than 15% of the instruction courses submitted get selected every year.

- Hence, it is advised that an instructor should attempt to avoid withdrawal from a course. For any unavoidable reason, the chief instructor or co-instructor can withdraw from his topic on the following conditions: –
 1. The instructor himself / herself should find an alternate instructor, get the consent from the instructor and send the change along with the Name of Alternate speaker, his email ID, Mobile no, AIOS Membership No. in writing to chairmanscientificcommittee@aios.org with a copy marked to the alternate instructor and to support@aios-online.com
 2. While choosing the alternate instructor, do not choose someone who is already engaged in 5 instruction courses. Check with the co-instructor you are willing to add if he/she is already engaged in 5 instruction courses.
 3. Change in the speaker up to 15th December shall reflect in the printed copy of the abstract book
 4. However, Change in the speaker from 16 Dec. – 15 Jan. shall get reflected only in the soft copy (PDF version) of the abstract book available on the Scientific Committee website.
 5. No Change in the speaker/Instructor shall be accepted after 15th January.
 6. As the decision of the Governing Council, Managing Committee and the General body of AIOC 2018, absence from the course without the prior information (at least 30 days before the conference) shall lead to debarring as a speaker in the subsequent annual conference.

Certificates

1. The Scientific Committee shall issue a certificate of presentation to all the instructors of the course.
2. This certificate will be in the form of a tamper proof digitally signed PDF file which can be downloaded by logging in using the blue box of the scientific committee website

3. Certificates will be available on the website 15 days after the date of the conference.

Important Note:

- If selected, the submitted format of the Instruction Course must be strictly adhered to without any change in topics/timings/speakers.
- Your session during the conference, along with your presentation shall be videotaped for inclusion in the proceedings of the conference
- The abstract will appear exactly the way it has been submitted, and the Scientific Committee will not be responsible for any spelling and grammatical errors.
- **Change of speaker in any of the session should be intimated to the scientific committee at least one month prior to the conference. Any speaker delivering a topic whose name is not in the scientific program of the session shall be debarred from participating in the next annual conference.**

Guidelines for Didactic Instruction Courses

1. Course Objectives and Outcomes

- To promote didactic lectures focused on knowledge dissemination and conceptual understanding of ophthalmology while targeting foundational and advanced theoretical knowledge.
- Instruction courses dealing with clinical sciences should present current, but reasonably established information.

2. Course Design and Structure

- Organize content into lectures, seminars, and presentations in a structured, logical progression from basic to complex topics.
- Use visual aids such as slides, charts, and videos to enhance comprehension.
- The total course duration should be 75 minutes within an 85-minute session, allowing 5 minutes for changeover.

- The chief instructors must ensure that the session finishes exactly on time & does not spill over to the changeover time.

3. Faculty Requirements

- Engage subject matter experts with strong presentation skills.
- Encourage use of evidence-based content and up-to-date research findings.

4. Participant Engagement

- The chief instructor may allocate time for Q&A sessions at the end of lectures.
- We encourage provision of occasional quizzes or polls to maintain attention and assess understanding.

5. Assessment and Feedback

- The chief instructor is encouraged to collect participant feedback on course content and delivery for continuous improvement.

6. Logistics and Resources

- Ensure appropriate venue setup with audiovisual support.

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