ARVO. | IMAGING IN THE EYE CONFERENCE
Sat., May 6, 2017 | Baltimore, Md.

New abstract submission deadline
March 1, 2017 | 5pm U.S. EST

Abstract Submission FAQs

- Please refer to the ARVO Imaging in the Eye Conference *Abstract Policies and Procedures* linked from the Abstract Submission web page.
- Abstract are limited to 2500 characters and spaces for titles, abstract body and images caption (s). Therefore, it is important to plan, review and edit your abstract submission for clarity and concision. Refer to the *Successful Abstract Guidelines* for content development recommendations and some examples of top-scoring abstract from different Scientific Sections.
- Familiarize yourself with the abstract submission site with step-by-step instructions and screen shots in the *Abstract Submission Tutorial*.
- All *documents* referenced in these FAQs are listed under Reference Tools on the Abstract Submission web page.

When is the abstract deadline?

- The deadline is Wednesday, ~~February 22~~, March 1, 2017 at 5pm U.S. ET.
- Only abstracts with a "Submission" status by the Wednesday, ~~February 22~~ March 1 deadline will be forwarded to the Program Committee for review.

How do I access the abstract submission site?

- From the Abstract Submission web page, use the "Access the Abstract Submission Site Here" link located at the bottom of the page.
- You will need your ARVO account email and password to log in to the abstract submission site.
- First authors who submit an abstract using another member's email and password will be disqualified form submission.

I paid my membership dues prior to submitting my abstract. Do I still need to pay the 2017 ARVO Imaging in the Eye Conference registration fee to attend and present my abstract?

- YES. If a submitted abstract is accepted for presentation, the First Author must register and pay the full registration fee for the 2017 ARVO Imaging in the Eye Conference.

My name and/or email need to be updated in my abstract submission site account; what do I need to do?

- You can make any necessary changes to your name and email address directly to your submission site account using the red down arrow by your name at the top right of any submission page.
- IMPORTANT: If you update your name or email address in your abstract submission site account, *you must also update your membership account*. Send your membership account updates to arvo@arvo.org.
- Your name and email address in your abstract submission site account and your ARVO membership account must match. Whenever you enter the abstract submission site, your name and email address from your membership account record overwrites your name and email in your abstract submission site account.

If I'm not the Principal Investigator, what do I need to do before submitting an abstract?

- The First (submitting) Author must receive approval from the Principal Investigator to submit the abstract's work for presentation at the 2017 ARVO Imaging in the Eye Conference.

Why can I submit only one abstract as the First Author?

- The ARVO Board of Trustees determined that only one abstract presentation should be given by each First Author to offer as much opportunity as possible for Imaging Conference attendees to share their work with colleagues and participate as fully as possible in the scientific program.
- There is no limit on the number of abstracts that can be co-authored by an individual.

What are the browser requirements for the submission site?

- Chrome is the preferred browser.
- Set your browser to Always Allow Pop-ups for the submission site.
- Other compatible browsers include Internet Explorer (IE) 10+, Microsoft Edge, Mozilla Firefox, and Safari 9.0.3.
- If you are unable to log in using your current browser, clear your cache and/or use a different browser.

What are the Commercial Relationship Disclosure procedures for 2017?

- As First Author, it is your responsibility to provide all commercial relationship disclosures for yourself and your spouse/partner and for each of your co-authors during the author step of the submission process.
- All relevant disclosures regarding financial relationships with a commercial interest(s) must be reported (i.e. disclosures related to the research reported in the abstract), as well as non-remunerative positions that may create a conflict of interest.
- If you and your spouse/partner or if a co-author does not have any commercial relationship disclosures related to the abstract, you must indicate: **N** (No Commercial Relationship) for that author.

Can I upload my abstract?

- No. You can, however, cut and paste your abstract title and body text from a Word document.
- Each section of the abstract body must be entered into a separate text field. In addition to the title field, the four abstract body text field headers are: Purpose, Methods, Results and Conclusions.
- Special characters: In most cases, Greek letters and other special characters will transfer from your word processing software. A special characters feature is available if you need a special character that you are unable to find in your word processor.
- **Note:** Italics, underline, bold, superscript, subscript will not copy from Word document text. Use the editing toolbar for each text box to apply italics, superscript, subscript formatting to your text. Underline and bold are not available for abstract titles/body text.

Does my abstract have to be entered in a specific format?

- Enter the title in sentence case. Do not put the title in quotation marks; do not use all bold text, to not use all caps; do not add a period to the end of your title.
- The four abstract body headings have already been formatted for you: Purpose, Methods, Results and Conclusions. A text data field has been provided for each heading. If you choose to cut and paste your abstract body from a Word document, be certain to include the appropriate content in each of the headings' text boxes.
- Do not duplicate the abstract headings within your text boxes.

How is the maximum character count calculated?

- There is a maximum of 2,500 total characters that includes all characters and spaces in the abstract's title, abstract body and image captions (maximum of 2 images). Images, if included, are not included in the character count.
- Your total character count is indicated in the header bar of the title/body page and will recalculate your submission's total characters each time that page is saved.

What are the guidelines for including images?

- One or two images may be uploaded.
- Images must be high-resolution JPEG or GIF files with a minimum resolution of 600 dpi.
- Only JPEG or GIF files are compatible with ARVO's output.
- Maximum file size is 1 MB.
- Maximum image width of 3.25 in / 8.255 cm.
- Maximum image height of 6 in / 15.24 cm.
- A caption may be included by selecting "add caption" after your image has been uploaded.
- Tables, graphs, figures, etc. must be uploaded as a JPEG or GIF file.

How do I enter multiple clinical trial registrations in my abstract submission?

- If there are multiple clinical trial registrations for one abstract, you only need to list one.

Can I revise my abstract?

- Yes, **BUT REVISIONS NEED TO BE COMPLETED AND THE ABSTRACT RESUBMITTED BEFORE THE SUBMISSION DEADLINE OF WEDNESDAY, ~~FEBRUARY 22~~, March 1, 2017 at 5pm U.S. ET.**
- Use the same abstract submission link at the bottom of the Abstracts web page with your ARVO account email and password to access your abstract.
- Select "View Submissions" on the left sidebar of the Submission tab.
- From the bottom of the View Submissions page, select "Edit Draft" for an abstract in Draft status.
- If your abstract is already in Submission status, you must select 'Edit/Return to draft'.
- After finalizing revisions to your abstract, you must resubmit it prior to the submission deadline.

I want to revise my abstract but I can't remember my password.

- Use the same abstract submission link at the bottom of the Abstracts web page to access the login page; then click "forgot password?"
- Enter your ARVO account email address and "continue."
- You will receive an email from info@arvo.org with a new password.
- The new password is case-sensitive alpha-numeric and can be changed to something more memorable to you.

How do I submit my abstract when I have finished providing my abstract data?

- In the Review and Submit step, an error box will appear and provide you with a list of any information that is still needed before you can submit your abstract.
- Each error will be linked for your convenience to return to that incomplete step and provide complete information.
- Once all submission steps have been completed, a "Submit" button will be displayed at the bottom of the Review and Submit page.

How can I be certain that my abstract has been submitted?

- When your abstract has been completed in its entirety and successfully submitted, you will see "Success! Your submission was successfully submitted" in a green bar at the top of the View Submissions screen.
- You will also receive a system-generated email from imaging@arvo.org to confirm that your submission has been received.
- All First Authors with a Submission status abstract will be notified by email on February 24 to confirm that their abstract has been submitted and will be forwarded for review.
- After the abstract submission deadline, read-only access to your submission proof will be available through the same submission link to confirm or print your abstract as it will be submitted for review.
- Add imaging@arvo.org and ts.acsupport@thomson.com to your email address book or safe sender white list to facilitate delivery and avoid firewalls and spam filters. If you are unsure of how to add to your safe sender white list, contact your email administrator.

Can I make any changes/additions to my abstract after the Wednesday, February 22 deadline?

- **No changes**, including adding, changing or removing authors, can be made to any abstract after the Wednesday, ~~February 22~~ March 1 deadline at 5pm U.S. ET.
- If selected for presentation, your abstract will be published in the course book exactly as it was submitted.

Can an abstract submitted for the ARVO Imaging in the Eye Conference also be submitted simultaneously to a journal for publication consideration?

- Abstracts must be work that has not been submitted for publication **prior** to the abstract submission deadline.
- After the abstract submission deadline, an author is at liberty to submit their abstract to a journal for publication consideration.

Can an abstract submitted for the ARVO Imaging in the Eye Conference also be submitted to another conference for presentation?

- ARVO Imaging in the Eye Conference's goal is to have new research presented at the conference. After the abstract submission deadline, an author is at liberty to submit an abstract to another conference for presentation if the conference dates are after the ARVO Imaging in the Eye Conference date of May 6, 2017.

When will I know if my abstract has been accepted?

- Abstract Acceptance/Scheduling Notifications with presentation details, including presentation type (paper of poster), scheduled presentation time(s) and assigned session will be emailed to First Authors of accepted abstracts on Wednesday, March 22, 2017.
- Abstracts will be scheduled for presentation at any time during the ARVO Imaging in the Eye Conference, Saturday, May 6, 2017. Mark your calendar immediately for possible required attendance on that day.
- Changes to scheduled abstract presentation times and sessions cannot be made; no exceptions.

What if I'm unable to attend the ARVO Imaging in the Eye Conference and make my abstract presentation?

- If you are unable to attend and present your abstract, it will need to be withdrawn.
- Substitute presenter approval requests will be considered only in cases of illness, family emergency, change of employment, or inability to obtain a visa.
- Substitute presenters must be approved in advance and must be a co-author on the abstract.
- Withdrawal notifications and substitute presenter approval requests must be made by the First Author and emailed to imaging@arvo.org.
- Please review the *Abstract Withdrawal and Substitute Presenter Policy* for complete details of procedures if you are unable to attend the conference and make your abstract presentation.

When will the accepted and scheduled abstracts be available electronically?

- Full text of all abstracts accepted for presentation will be available through the Imaging in the Eye Conference website on Monday, April 3, 2017, via a link to the Imaging in the Eye Conference's Online Planner.
- The course book for the Imaging in the Eye Conference will be available electronically and provided to all registered attendees as a downloadable link on May 1, prior to the conference.

How or where can I go to get permission to reproduce an abstract?

- Please send your request to arvo@arvo.org.

Does ARVO have the copyrights to my abstract because I presented at the ARVO Imaging in the Eye Conference?

- No - As of Jan. 1, 2016, should the abstract be determined as copyrightable, all copyright ownership of the abstract shall be retained by the authors, subject to the rights granted to ARVO described in paragraphs 6 and 7 of the ARVO License to Publish.
- First Authors hold the copyright ownership for the Posters and Paper presentations as well as for the abstracts.

How can I get assistance with my abstract submission?

- Help is available from the "help" link located in the upper right corner of each page of the submission site.
- For technical support, email ts.acsupport@thomson.com, Mondays 12am U.S. ET through Fridays 8:30pm U.S. ET, phone: +1.434.964.4100 (toll-free U.S. only: 888.503.1050).
- For policy and procedure questions, contact ARVO at imaging@arvo.org; +1.240.221.2900, Monday-Friday.