



**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 Policies and Procedures

The Imaging in the Eye Program Committee is seeking high-quality abstracts describing original, unpublished\* research results. Abstract submissions must contain a clear statement of hypothesis, an explanation of methods, and a report of data that unequivocally test the hypothesis and a brief discussion of their implications. Studies should use newer technologies when possible and include original results that will advance the field. Abstracts should be free of spelling and grammatical errors.

\*Abstracts must be work that has not been submitted for publication prior to the abstract submission deadline. After the abstract submission deadline of Wednesday, ~~February 22~~ **March 1** 2017, an author is at liberty to submit their abstract to a journal for publication consideration.

**The online abstract submission site is available Friday, January 6, 2017 through Wednesday, ~~February 22~~ **March 1**, 2017 5pm U.S. ET. Submissions after the February 22 deadline will not be allowed; no exceptions.**

Abstracts are limited to 2500 characters and spaces for title, abstract body and image caption(s). Therefore, it is important to craft your abstract submission for clarity and concision. Review the *Successful Abstract Submission Guidelines*, with tips on complete data and samples of top-scoring abstracts.

ARVO recommends that you refer to the *Abstract Submission Tutorial* that provides step-by-step instructions and screen shots for the abstract submission site. The tutorial includes important details and information to guide you through all steps of the submission process.

**All documents referenced in these Abstract Submission Policies and Procedures are listed under Reference Tools on the [Abstract Submission](#) web page.**

### Abstract Submission Eligibility

Members and Nonmembers with an ARVO account may submit an abstract. [Renew/join ARVO, or establish an account](#) prior to accessing the site. You will need your ARVO account email address and password to log in to the abstract submission site.

**WARNING:** First (submitting) Authors who submit an abstract using another member's Login will be disqualified from submission.

First Authors of accepted abstracts are required to pay the Imaging Conference registration fee prior to presentation at the meeting.

### Abstract Submission Policies

**Submission of an abstract indicates the First Author's understanding of, and agreement to, all 2017 abstract policies, procedures and guidelines.**

An individual may be the First (submitting) Author of only one abstract.

The presenting author must be the First (submitting) Author and the individual whose name appears first on the abstract. An abstract must be submitted with the intention that, if accepted, it will be presented by the First Author.

There is no limit to the number of times an individual may appear as a Co-author on abstracts.

**Note:** Multiple abstract submissions from the same institution on similar research will be subject to rejection.

See the *Abstract Rejection Criteria*, 4.3.

Abstracts must be submitted with the intention that the research described in the abstract will be the work that is presented. If the abstract is accepted for presentation, same work described in the abstract must be presented, with the same title and content.

As part of their presentation, First Authors must reveal the essential structures (DNA sequences, molecules, etc.), the elements of a novel compound and/or the sufficient identification of new gene compounds, if applicable.

**Abstracts will be scheduled for presentation at any time of the day during the 2017 Imaging in the Eye Conference on Saturday, May 6, 2017.**

- Mark your calendar now for required attendance on this day!
- Notification of individual abstract presentation scheduling will be sent to First Authors of accepted abstracts on Monday March 27, 2017.
- Changes to the abstract presentation schedule cannot be accommodated.

**Animals or Human Subjects Used in Research**

The required acknowledgement of the First Author, acting as the authorized agent for all authors, certifies the following:

If human subjects were involved in the investigation, I certify that any research reported was conducted in compliance with the "[Declaration of Helsinki](#)" found on the ARVO Website [www.arvo.org](http://www.arvo.org).  
*I confirm that: (1) the research followed the tenets of the [Declaration of Helsinki](#); (2) informed consent was obtained from the subjects after explanation of the nature and possible consequences of the study; and (3) where applicable, the research was approved by the institutional human experimentation committee or institutional review board (IRB).*

If experimental animals were used in the investigation, I certify that any research reported was conducted in compliance with the [ARVO Statement for the Use of Animals in Ophthalmic and Visual Research](#)" found on the ARVO Website [www.arvo.org](http://www.arvo.org)

**Abstract Rejection**

The Program Committee reserves the right to reject abstracts according to the *Abstract Rejection Criteria*. Failure to comply with all policies and guidelines will result in rejection of your abstract.

**NOTE:** Abstracts submitted without data or that state "results will be presented at a later time" will be rejected.

**Abstract Publication**

- Abstracts accepted for presentation will be published in the course book as submitted by the Feb. 22 deadline; no additions or revisions will be published.
- ARVO will not make any changes to abstracts; no exceptions.
- All abstracts not withdrawn by Friday, March 24, 2017, will be published.

**Submitting Your Abstract**

Abstracts may only be submitted online. Abstracts may not be submitted by mail or email.

The online Abstract Submission site is available Wednesday, Jan. 6, 2016, through Wednesday, ~~February 22~~ **March 1**, 5pm, U.S. ET, 2017. After the ~~February 22~~ **March 1** deadline, the start of any new abstracts will not be allowed; no exceptions.

**DO NOT WAIT UNTIL THE DEADLINE TO BEGIN AN ABSTRACT, TO MAKE DRAFT REVISIONS OR TO SUBMIT AN ABSTRACT FOR REVIEW. YOU MAY NOT BE ABLE TO RECEIVE ASSISTANCE WITH YOUR SUBMISSION, IF NEEDED, PRIOR TO THE DEADLINE.**

You can enter multiple abstract drafts into the abstract submission system, but only one abstract can be submitted for review ("Submission" status). You can return an abstract with "Submission" status back to "Draft" status, edit it and resubmit it to "Submission" status at any time prior to the submission deadline. **An abstract with "Submission" status that has been returned to "Draft" status for editing MUST BE RESUBMITTED prior to the ~~February 22~~ **March 1** deadline or it will not be reviewed for presentation.**

Only abstracts with a "Submission" status as of 5pm, U.S. ET on Wednesday, ~~February 22~~ **March 1**, 2017, will be sent forward for review. Authors of abstracts with only "Draft" status will receive a reminder email prior to the deadline. Abstracts with a "Draft" status as of 5pm, U.S. ET, on Wednesday, ~~February 22~~ **March 1**, 2017, will be disqualified.

All authors involved in an abstract, one (1) First Author and up to fifteen (15) Co-authors and a Study Group, must be included during the submission process. **Authors cannot be added or changed after the modification deadline of ~~Wednesday, February 22~~ **March 1**, 2017, 5pm U.S. ET.**

### Technical Requirements

- **Compatible browsers include Google Chrome (preferred), Internet Explorer (IE) 10.0 or 11.0, Mozilla Firefox and Safari 9.0.3.**
- **Set your browser to Always Allow pop-ups for the abstract submission site.**
- **If you are unable to login using your current browser, clear your cache and/or use a different web browser.**

### Character Count

There is a limit of **2500** characters and spaces for the title, abstract body text, and image captions of your submission. The submission program will automatically calculate the number of characters and indicate your current Total Characters after you save the data you have just entered. The Total Characters is displayed in the upper right corner of the page. If you are unable to submit the abstract due to an excessive character count, you must return to the Title/Body step and reduce your text to the 2500 limit or below.

## **Abstract Submission Steps**

### **Step 1: Submission Tab / View Submissions**

Select Create a new Submission.

If you want to access an abstract that you have previously started, select View Submissions at the top of the left sidebar and scroll down to the bottom of the page.

### **Step 2: Title/Body**

#### **Title**

Format your title in Sentence case. Do not use ALL CAPS, All Bold or All Underline. Do not use quotation marks. Do not use a period at the end.

#### **Abstract Body**

Your abstract text must be submitted in ARVO's required format to include four distinct parts (text boxes) with the following pre-populated headers. Authors should be careful to **ensure that text is entered appropriately in its corresponding text box.**

##### **Purpose**

##### **Methods**

##### **Results**

##### **Conclusions**

- DO NOT include the headers in the abstract text as they are pre-populated and will automatically appear in your abstract.
- Do not include author names in the abstract text. **Author names are not permitted in the abstract fields and will be deleted.** Each author's name must be entered in an individual author field in the Author submission step.
- All four text boxes must be completed for your abstract to be submitted.
- Review your abstract title and body for unsupported characters. Use the Special Characters feature in the tool bar to make corrections, if applicable.

#### **Layman Abstract (optional)**

Provide a 50-200 word description of your work that non-scientists can understand. Describe the big picture and the implications of your findings, not the study itself and the associated details. Submissions with a layman abstract may be promoted to the public and press by ARVO Staff.

#### **Images and Image Captions**

Abstracts may include up to two (2) images (tables, graphs, figures, etc.).

Images must be:

- High-resolution JPEG or GIF files with a minimum resolution of 600 dpi
- **Only JPEG or GIF files can be submitted for compatibility with ARVO's output**
- Maximum file size of 1 MB
- Maximum image size of 6 in / 15.24 cm (Height) x 3.25 in / 8.255 cm (Width)
- It is important to upload an image with enough detail to be acceptable for both online viewing and print
- Tables must be submitted as JPEG files; a table tool is not provided

- A caption can be added to an image. The characters and spaces of the caption will be included in the character count. The image itself will NOT be included in the character count.

### **Step 3: Details**

#### **Presentation Type**

During abstract submission, you must select your presentation type preference from one of the following options. An option for Paper (oral) only is not available.

- #1 Poster (first choice), #2 Paper (oral, second choice)
- #1 Paper (oral, first choice), #2 Poster (second choice)
- Poster Only

#### **Clinical Trials Registration**

The required acknowledgement of the First Author, acting as the authorized agent for all authors, certifies that any research presented in the abstract that reports on a clinical trial has been registered.

- The registration site, registration number, date trial was registered and date trial began must be included in the abstract's submission, in compliance with the [ARVO Statement on Registering Clinical Trials](#).
- If there are multiple clinical trial registrations for one abstract, you only need to list one.

To determine if the study results presented in your abstract are from a clinical trial, consider the following two questions and refer to the [ARVO Statement on Registering Clinical Trials](#) about the ARVO policy.

- 1.** Does this study involve a therapeutic intervention in human subjects? (The intervention may be of any kind, e.g., medical, surgical/laser, or psychological/sociological.)
- 2.** Is the study prospective? (A study planned to observe events that have not yet occurred.)

\* If the answer is "No" to **either** question, then the study does **not** meet the current definition of a clinical trial, and does **not** need to be registered.

\* If the Answer is "Yes" to **both** questions, then the study **does** meet the definition of a clinical trial, regardless of the number of subjects involved or if it involves comparison groups (i.e., different doses of a drug, or treatment and control groups) and **must** be registered.

#### **Support**

If you have grant support, you must identify the support (example: NH Grant EY01234) or indicate "None" in the Support Details text box.

### **Step 4: Author(s)**

#### **First Author**

- Your name will automatically be listed as the First Author on the abstract.
- Select '**Click to review and acknowledge Disclosure**' to provide your commercial relationship(s) disclosures for yourself and your spouse/partner, if applicable, relevant to the abstract. See Commercial Relationship(s) Disclosure Notes below.
- Select your affiliation and/or create a new institution. See Adding Affiliations/Institutions below.
- Select your Membership type: Regular or MIT (Student) membership type or Nonmember, Nonmember MIT must be selected for the First Author.

#### **Commercial Relationship(s) Disclosure Notes**

**All financial relationships with commercial interests relevant to the research reported in the abstract must be disclosed.**

- 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 this step of the abstract 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.

Glossary of Disclosure Terms:

o *Commercial Interest:* Any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be

commercial interests - unless the provider of clinical service is owned, or controlled by, an ACCME-defined commercial interest.

o **Financial Relationships:** Relationships in which the individual and/or the First Author's spouse/partner benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ARVO considers relationships of the First Author to include financial relationships of a spouse or partner.

o **Relevant Financial Relationships:** Financial relationships in any amount which occurred in the 12-month period preceding the submission of an abstract, and those which relate to the content of the abstract.

o **Conflict of Interest:** ARVO considers financial relationships to create conflicts of interest when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of the abstract.

Refer to the [ARVO Commercial Relationships Policy](#) for disclosure codes and their definitions.

**- Disclosing 'Employment' is not sufficient for commercial relationship disclosure; you must identify the company in the disclosure section's text box.**

**- Disclosure of Patent, Patent Application, Copyright, or Trade Secret requires identification of the patent/company name or patent ID# in the disclosure section's text box.**

- If it becomes necessary to change the disclosure radio button from 'Disclosures to Report' to 'No Disclosures', you must first remove any previously reported disclosures for that author.

#### **Adding Affiliations/Institutions**

- Click + *Show Affiliations* to provide institutions and departments for publication.

- Select an existing institution or select Create New Institution.

- You can associate a maximum of two institutions with each author of your abstract.

- If there are two or more departments at the same institution, enter each Department/Institution pair separately.

- If two or more authors are affiliated with the same institution/department, enter that Institution/Department only once and select it for each author.

If you select an existing institution

- You must then select the "Edit" option to review the \*institution, department, \*city, \*state/province and \*country that will be used for all meeting materials.

- \*An error message will occur prior to submission if \*required fields are not completed.

- Note: Data fields for the institution from your account did not auto-update if you previously updated your account's Contact Information when you entered the submission site.

If you do not want to use the institution from your account for any author listed in your submission

- Select it from the Affiliation drop-down and click 'X Remove' to delete it from your submission.

- This will not delete it from your account.

To create a new institution

- The following fields are required: Institution, City, State/Province, Country; Department is optional.

#### **Adding Co-authors and their Disclosures/Affiliations**

- Up to fifteen (15) Co-authors can be added to your abstract submission.

- Select 'Add Author'

- Search by Last Name and then by email to locate a co-author in the submission site database and select your co-author.

From the Author Search Results, select Add to add an author.

- Select 'More Info' next to the added author's name.

- Scroll down from the right to confirm/update all required contact information.

- **IMPORTANT:** If you receive an error message 'Institution: City Missing', select the More Info link for each author and scroll down to confirm that all required contact information has been provided.

If your co-author is not in the database, you can Create an Author account.

- Select *Click to review and acknowledge Disclosure* to provide the co-author's commercial relationship(s) disclosures relevant to the abstract.

- Select the co-author's affiliation and/or create a new institution.
- Continue these steps for each co-author.

#### **Study Group**

- If applicable, provide the Study Group associated with the abstract's research.
- **Do not enter additional co-author names; they will be deleted.**

## **Step 5: Affirmations**

- Read and click the box next to each statement to affirm your understanding of, and agreement with, ARVO's abstract submission policies.

## **Step 6: Review & Submit**

Incomplete steps, if any, will be listed in red and hyperlinked for you to return and provide the missing required information.

- Carefully check each step of your submission data listed on the page.
- Make sure all special characters and formatting are displaying properly.
- If you find errors, return to the appropriate step by clicking the Edit option next to that step's heading on the page or in the left sidebar.
  - You will also want to View the Proof of your abstract, located at the bottom of the page, for a user-friendly view of your abstract submission and the option to print it as a PDF.
  - Again, if you identify errors, close the Window to return to Review & Submit, and then select the appropriate step to make any corrections.

When all required information is complete, the "Submit" button will be displayed at the bottom of the page.

- A system-generated email will be sent to confirm that your abstract has been submitted, using the email in your submission site account.
- To make updates to an abstract in "Submission" status, return it to "Draft" status from the View Submissions left sidebar, make the changes, and "Submit" it again prior to the Wednesday, February 22, 5pm U.S. ET deadline.
- Only abstracts in "Submission" status at the Wednesday, February 22, 5pm U.S. ET deadline will be reviewed for acceptance.

## **Email Address for Abstract Submission Confirmation and Other Notifications**

**Your email address in your submission site account must be correct or notifications and other abstract-related correspondence cannot be delivered.**

To update your email address or first/last name, select the red down arrow next to your name at the top of any page to access your General and Contact Information. If you are currently editing a draft abstract, select '*Yes, Leave this as draft*' and return to it later through Submission / View Submissions / Edit Draft to complete it for submission.

**Warning:** If you update your name or email in your submission site account, you must also submit your update(s) to [arvo@arvo.org](mailto:arvo@arvo.org) to update your ARVO Account record as well. When you return to your abstract at a later date, your name and email from your ARVO Account record will always overwrite your submission site account name/email – any previous name/email updates you made to your submission site account will be lost.

**To further ensure delivery of your abstract-related communications,** add [imaging@arvo.org](mailto:imaging@arvo.org) and [ts.acsupport@thomson.com](mailto:ts.acsupport@thomson.com) to your address book or Safe Sender White List to facilitate delivery and avoid firewalls and spam filters. If you're unsure of how to add to your Safe Sender White List, contact your email administrator.

## **Abstract Submission Assistance**

- Policy and procedure questions should be directed to ARVO at [imaging@arvo.org](mailto:imaging@arvo.org)
- For Technical Support during abstract submission, send your request to [ts.acsupport@thomson.com](mailto:ts.acsupport@thomson.com).

**- DO NOT WAIT UNTIL THE DEADLINES TO BEGIN A DRAFT ABSTRACT, MAKE REVISIONS TO A DRAFT, OR TO SUBMIT AN ABSTRACT FOR REVIEW. YOU MAY NOT BE ABLE TO RECEIVE ASSISTANCE WITH YOUR SUBMISSION, IF NEEDED.**

### **Confirmation of Abstract Submission**

From View Submissions of the left sidebar, an abstract listed under the 'Submissions' section is complete and will be forwarded to the Program Committee for review. Select the View Abstract drop-down option to view/print a copy of your submitted abstract for your records. **You will also receive a system-generated confirmation email.**

On Friday, ~~Feb. 24~~ **March 3**, 2017, the First Authors of Submitted Abstracts will be notified by email from [imaging@arvo.org](mailto:imaging@arvo.org), confirming that their abstract was submitted successfully and will be reviewed by the Program Committee. **Note:** The First Author email address provided in the abstract submission (First Author/More Info) must be correct or notifications and other abstract-related correspondence cannot be delivered.

### **Abstract Review/Scheduling Notification to First Author**

All abstracts with a "Submission" status as of 5pm, U.S. ET, on Wednesday, ~~Feb. 22~~ **March 1**, 2017 will be reviewed by the Program Committee. The reviewing process is strictly confidential and all reviewers have agreed to the following: "I understand the confidential nature of the abstracts, and I will not discuss their contents with any individual, nor will I make copies of abstracts for my own or others' use. In addition, I will not review any abstracts where conflict of interest may be perceived, i.e., work on which I have authored or co-authored or work completed in laboratories where I work."

The Program Committee reserves the right to reject abstracts according to the *Abstract Rejection Criteria*. Failure to comply with the *Abstract Rejection Criteria* and the *Abstract Submission Policies and Procedures* will result in rejection of your abstract, at the sole discretion of the Program Committee.

**NOTE:** Abstracts submitted without data or that state "results will be presented at a later time" will be rejected.

You are strongly encouraged to review the *Successful Abstract Submission Guidelines*, with tips for including complete data and samples of top-scoring abstracts.

**- Abstract notifications of acceptance/rejection/scheduling will be emailed to the First Authors on Monday, March 27, 2017.**

All accepted abstracts are assigned for presentation to either a Poster Session or a Paper (oral) Session at the discretion of the Program Committee.

**Abstracts will be scheduled for presentation at any time of the day during the 2017 Imaging in the Eye Conference i.e., Saturday, May 6, 2017. Mark your calendar now for required attendance on this day! Changes to scheduled abstract presentation dates, times and sessions cannot be made; no exceptions.**

### **Poster Presentations**

Abstracts accepted and scheduled for poster presentation **must be displayed all day on the day of the Imaging in the Eye Conference.**

- Posters must be mounted on their assigned poster boards by 8am.
- First Authors must be present at their mounted poster during their scheduled poster session.
- Posters must remain on their poster boards until the end of the day at 5:30pm.
- Posters must be removed from their poster boards at the end of the day.

### **Abstract Withdrawal and Substitute Presenter Policy**

- There is no charge for withdrawal of an abstract.
- If the First Author cannot attend and present, he/she must submit:
  - Email notification of withdrawal or
  - Email request for approval of a substitute presenter

## **Withdrawals**

- Withdrawals must be received from the First Author by 5pm U.S. ET on the day prior to the scheduled presentation.
- Send abstract withdrawal notification to [imaging@arvo.org](mailto:imaging@arvo.org).
- Abstracts withdrawn after 5pm U.S. ET, Friday, March 24, 2017, will be published.

## **Request for Approval of Substitute Presenter**

- Substitute presenters must be a co-author on the abstract, must be qualified to discuss all aspects of the abstract during its presentation, and must register for the Imaging Conference if approved as a substitute presenter.
- Substitute presenter approval requests will only be considered in cases of illness, family emergency, change of employment or inability to obtain a visa.
- Substitute presenters must be approved in advance.
- Requests for approval of substitute presenters must be emailed to [imaging@arvo.org](mailto:imaging@arvo.org) by the First Author by 5pm, U.S. ET, on the day prior to the scheduled presentation.
- Requests must include the abstract's Control ID#, First author first and last name, Substitute Presenter first and last name and email address.
- An individual may be a substitute presenter for only one presentation.