

2017 Abstract Submission FAQs

Please refer to the [Abstracts](#) page of the Annual Meeting website for Abstract Reference Tools that provide complete submission and policy details.

- Refer to the *Successful Abstract Submission Guidelines* for content development recommendations and some examples of top-scoring abstracts from different Scientific Sections.
- Familiarize yourself with the abstract submission site with step-by-step instructions and screen shots in the *Abstract Submission Tutorial*.

When is the abstract deadline?

- The deadline for beginning a draft abstract is ~~Friday, Dec. 2~~, extended to Wednesday, Dec. 7, 2016, 11:59 pm U.S. Eastern Time.
- Draft abstracts must be finalized and submitted by ~~Sunday, Dec. 4, 2016~~, extended to Thursday, Dec. 8, 2016, 11:59 pm U.S. Eastern Time.
- Only abstracts with a "Submission" status by the Sunday deadline will be forwarded for review.

How do I access the abstract submission site?

- From the [Abstracts](#) web page, use the "Access the abstract submission site here" link at the bottom of the page.
- You must be an ARVO member paid through 2017 to access the submission site. [Renew or join ARVO](#) prior to accessing the site. You will need your membership account email address and password to log in to the abstract submission site.
- First (submitting) Authors who submit an abstract using another member's email and password will be disqualified from submission.

I paid my 2017 ARVO membership dues prior to submitting my abstract. Do I still need to pay the Annual Meeting registration fee to attend and present my abstract?

- Annual Meeting registration is not required to submit an abstract.
- If a submitted abstract is accepted for presentation, the First Author must register and pay the full registration fee for the Annual Meeting.

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- A complimentary full-meeting exhibitor badge is not a substitute for a First Author's paid registration requirement.

My name and/or email address need to be updated in my abstract submission 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 Annual Meeting.

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 Annual Meeting 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.

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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 using Internet Explorer to log in to the abstract submission site, it *must* be IE Version 10 or greater.
- If you are unable to log in using your current browser, use a different one.

Experiencing Technical Difficulties?

- If you are unable to access the submission site due to technical difficulties, please try one of the following before contacting ARVO:
 - Check to make sure pop-up blockers are disabled.
 - Clear browser cache/history and/or cookies.
 - Open the abstract submission site in a different recommended browser, ARVO recommends using Google Chrome.
 - Make sure you have the compatible version of the recommended browser you are using (see above).

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.

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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, do 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.

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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 of 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?

- An abstract that has been started as a draft by ~~Friday, Dec. 2~~, Wednesday, Dec. 7, 11:59pm U.S. Eastern Time may be completed, revised and submitted by the modification deadline of ~~Sunday, Dec. 4~~, Thursday, Dec. 8, 2016, 11:59pm U.S. Eastern Time.
- An abstract that has been submitted by ~~Friday, Dec. 2~~, Wednesday, Dec. 7, 11:59pm U.S. Eastern Time may be returned to draft, edited and resubmitted by the modification deadline of ~~Sunday, Dec. 4~~, Thursday, Dec. 8, 11:59pm U.S. Eastern Time.
- Use the same abstract submission link at the bottom of the [Abstracts](#) web page with your ARVO membership 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** from

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the bottom of the Review & Submit step prior to the ~~Sunday, Dec. 4~~, Thursday, Dec. 8, 11:59pm U.S. Eastern Time modification 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 membership account email address and "continue."
- You will receive an email from info@arvo.org with a new password.
- The new password is case-sensitive alphanumeric 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 (step 6), 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, the error box will not appear and a "Submit" button will appear 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 arvoabstracts@arvo.org to confirm that your submission has been received.
- On ~~Tuesday, Dec. 6~~, Monday, Dec. 12, all First Authors with a Submission status abstract will be notified by email to confirm that their abstract has been submitted and will be forwarded for review.
- At that time, read-only access to your submission proof will be available to confirm your abstract as it will be submitted for review.
- Add ts.acsupport@thomson.com and arvoabstracts@arvo.org to your email address book or safe sender white list to facilitate delivery and avoid firewalls

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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 ~~Sunday, Dec. 4~~ Thursday, Dec. 8 modification deadline?

- No changes, including adding, changing or removing authors, can be made to any abstract after the modification deadline of ~~Sunday, Dec. 4~~, Thursday, Dec. 8, 11:59 pm U.S. EST.
- If selected for presentation, your abstract will be published exactly as it was submitted.

Can an abstract submitted for the ARVO Annual Meeting 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 Annual Meeting also be submitted to another conference for presentation?

- ARVO's goal is to have new research presented at the Annual Meeting. 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 Annual Meeting.

When will I know if my abstract has been accepted?

- Abstract review notifications will be emailed to First Authors on Wednesday, Jan. 11, 2017.
 - Abstracts will not have been scheduled at that time and may be scheduled for presentation on any day of the 2017 ARVO Annual Meeting, i.e., Sunday, May 7 through Thursday, May 11. Mark your calendar immediately for possible required attendance on any one of these days.

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- Abstract Schedule Notifications with presentation details, including presentation type (paper or poster), scheduled presentation day/time(s) and assigned session will be emailed to First Authors of accepted abstracts on Wednesday, Feb. 22, 2017.
 - Changes to scheduled abstract presentation dates, times and sessions cannot be made; no exceptions.

What if I'm unable to attend the Annual Meeting and make my abstract presentation?

- If you are unable to attend and present your abstract on its scheduled presentation date, 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.
- Requests must be made by the First Author through the online link that will be included in abstract notifications and will be added to the Abstract Withdrawal Policy.
- Please review the [Abstract Withdrawal and Substitute Presenter Policy](#) for complete details of procedures you must follow if you are unable to make your abstract presentation as accepted and scheduled by the AMPC.

When will the accepted and scheduled abstracts be available electronically?

- Full text of all abstracts accepted for presentation and publication will be available through the ARVO Annual Meeting website on Monday, March 13, 2017, via the Annual Meeting's Online Planner.

How can I request a copy of an abstract that was presented?

- Abstracts from 2003 – 2016 can be found at <http://iovs.arvojournals.org>.
- For abstracts prior to 2003, contact ARVO at arvo@arvo.org.

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

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

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Does ARVO have the copyrights to my abstract because I presented at the ARVO Annual Meeting?

- 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.
- Please refer to the Annual Meeting's [Abstract Submission Policies and Procedures](#) for additional copyright information.
- **Note:** The 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. Eastern Time through Fridays 8:30pm U.S. Eastern Time; phone: +1.434.964.4100 (toll-free U.S. only: 888.503.1050)
- For policy and procedure questions, contact ARVO at arvoabstracts@arvo.org; +1.240.221.2900.