



GLOBAL CONNECTIONS IN VISION RESEARCH | MAY 7 – 11 | BALTIMORE

2017 ARVO Annual Meeting Abstract Policies and Procedures

The Annual Meeting Program Committee (AMPC) is seeking high-quality abstracts describing original, unpublished* research results. Abstract submissions must contain a clear statement of hypothesis, an explanation of methods, 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 ~~December 2, 2016~~ extended to Wednesday, Dec. 7, 2016, an author is at liberty to submit their abstract to a journal for publication consideration.

The AMPC includes elected representatives of each [Scientific Section](#) and [Cross-sectional Group](#) and is responsible for the content of the scientific portion of the ARVO Annual Meeting. The AMPC reviews abstract submissions and schedules accepted abstracts into paper (oral) or poster sessions.

The First (submitting) Author must receive approval from the Principal Investigator for submission of the work in the abstract for presentation at the 2017 ARVO Annual Meeting.

One (1) [Reviewing Code](#) that best describes the content of your abstract must be selected during abstract submission.

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 including complete data and samples of top-scoring abstracts.

ARVO also recommends that you refer to the **Abstract Submission Tutorial** linked from the [Abstracts](#) web page 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.

Abstract Submission Eligibility

All First (submitting) Authors must be ARVO members with membership dues paid through 2017 to access the abstract submission site. [2017 membership dues](#) must be paid prior to the start of abstract submission.

Note: Membership dues do NOT include the Annual Meeting registration fee. First Authors of accepted abstracts are required to pay the [Annual Meeting registration fee](#) prior to presentation at the meeting.

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

2017 ARVO Annual Meeting Abstract Policies and Procedures

Abstract Submission Policies

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

Abstracts must be work that has not been submitted for publication prior to the abstract submission deadline. After abstract submission deadline of ~~December 2, 2016~~ extended to Wednesday, Dec. 7, 2016, an author is at liberty to submit their abstract to a journal for publication consideration.

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, the 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.

An author whose abstract has been accepted is required to register and pay the Annual Meeting registration fee, attend the Annual Meeting and make the presentation of the abstract.

- A full-meeting complimentary exhibitor registration does not qualify as a paid registration for a presenting author.

Abstracts 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 now for required attendance on any one of these days to make your presentation!
- Notification of abstract presentation scheduling will be sent to First Authors of accepted abstracts on Wednesday February 22, 2017.
- Changes to the abstract presentation schedule as determined by the AMPC cannot be accommodated.

Copyright and License Information

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

a) that this abstract will be made available on the ARVO website and then published in the ARVO open access journal *Investigative Ophthalmology & Visual Science* under the [Creative Commons Attribution-Noncommercial-NoDerivatives License](#) and that the authors retain copyright, subject to the rights granted to ARVO described in paragraphs 6 and 7 of the [ARVO License to Publish](#); or b) that this abstract is a work of authorship prepared as part of the author's official duties as an officer or employee of the U.S. Government, and is, therefore, in the public domain. Should the abstract be determined as copyrightable, the authors retain copyright, subject to the rights granted to ARVO described in paragraphs 6 and 7 of the [ARVO License to Publish](#).



GLOBAL CONNECTIONS IN VISION RESEARCH | MAY 7 – 11 | BALTIMORE

2017 ARVO Annual Meeting Abstract Policies and Procedures

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.

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](#).

Abstract Rejection

The AMPC 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, at the sole discretion of the AMPC.

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 as submitted by the ~~Dec. 4~~ extended to Thursday, Dec. 8 modifications deadline; no additions or revisions can be made or published.

- ARVO will not make any changes to abstracts; no exceptions.

- Abstracts will be published in ARVO's 2017 Online Planner and Mobile Application as well as *Investigative Ophthalmology and Visual Science (IOVS)* online as the ARVO version of record.

- Full text of all abstracts accepted for presentation and publication will be available through the ARVO Annual Meeting website on Tuesday, March 1, 2016, via the Annual Meeting's Online Planner.

- All abstracts not withdrawn by Monday, March 13, 2017, will be published.

Preparing Your Abstract for Submission

It is important to craft your abstract body for clarity, concision and with sufficient data.

- Review the [Successful Abstract Submission Guidelines](#), with tips on including complete data and samples of top-scoring abstracts.

Review the Abstract Submission Steps below to ensure that you have all required data prior to the start of your submission.

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.



GLOBAL CONNECTIONS IN VISION RESEARCH | MAY 7 – 11 | BALTIMORE

2017 ARVO Annual Meeting Abstract Policies and Procedures

Submitting Your Abstract

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

The online [Abstract Submission site](#) linked from the bottom of the Abstracts web page is available Saturday, Oct. 15, 2016, 9:00 am, U.S. ET, through ~~Friday December 2, 2016~~ extended to Wednesday, Dec. 7, 2016, 11:59 pm, U.S. ET. **After the December 7 deadline, the start of any new abstracts will not be allowed; no exceptions.**

You may modify a draft abstract and submit it for review at any time through ~~Sunday, December 4, 2016~~, extended to Thursday, Dec. 8, 2016 11:59 pm, U.S. ET, using the same [Abstract Submission site](#) link and your ARVO membership account email and password. **Abstracts may not be modified or submitted after the December 8 deadline; no exceptions.**

DO NOT WAIT UNTIL THE DEADLINES TO BEGIN A DRAFT 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(S).

You can create multiple abstract drafts, but only one abstract draft can be submitted for AMPC 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 modification deadline of Sunday, December 4, 2016. **An abstract with "Submission" status that has been returned to "Draft" status for editing MUST BE RESUBMITTED prior to the December 4 deadline or it will not be reviewed by the AMPC for presentation.**

Only abstracts with a "Submission" status as of 11:59 pm, U.S. ET on ~~Sunday, December 4, 2016~~, extended to Thursday, Dec. 8, 2016, will be sent forward to the AMPC 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 11:59 pm, U.S. ET, on ~~Sunday, December 4, 2016~~, extended to Thursday, Dec. 8, 2016, will be disqualified.

All contributors involved in an abstract, one (1) First Author and up to fifteen (15) Co-authors and one (1) Study Group, must be included during the submission process. Co-authors listed in the Study Group field will be deleted. **Authors cannot be added or changed after the modification deadline of Sunday, December 4, 2016, extended to Thursday, Dec. 8, 2016, 11:59 pm U.S. ET.**

Technical Requirements – Compatible browsers are listed below.

- Chrome is the preferred browser for the abstract submission site.
- Set your browser to Always Allow Pop-ups for the abstract submission site.
- If you are using Internet Explorer to login to the abstract submission site, it MUST be IE Version 9.0 or greater.
- If you are unable to log in using your current browser, use a different web browser and/or clear the browser's

2017 ARVO Annual Meeting Abstract Policies and Procedures

cache.

Windows:

Internet Explorer 10.0
Internet Explorer 11.0
Microsoft Edge
Firefox
Chrome
Safari 9.0.3

Mac OS X:

Firefox
Chrome
Safari 9.0.3

Android 4.3 and above:

Chrome

iOS7:

Safari

Abstract Submission Steps

Step 1: Submission Tab / View Submissions

Select Create New Submission.

If you want to access an abstract that you have previously started, scroll down to the bottom of the View Submissions page and select Edit Draft.

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 add the headers to your 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 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. Layman Abstract text is not

2017 ARVO Annual Meeting Abstract Policies and Procedures

included in the abstract's Character Count. Submissions with a layman abstract may be promoted to the public and press by ARVO Staff.

Images and Image Captions

You may upload 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

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

Reviewing Code and Section/Group

- One (1) [Reviewing Code](#) that best describes the content of your abstract must be selected.
- The Section drop-down must also be selected.

Travel Grant, ARVO/Alcon Award and MIT Outstanding Poster Award Applications

Applications for [ARVO and ARVO Foundation Travel Grants](#), the [ARVO/Alcon Early Career Clinician-Scientist Research Award](#) and/or the [Members-in-Training Outstanding Poster Award](#) can only be completed and submitted as part of the abstract submission process.

- Do not change the radio button from Apply back to Decline after completing an application, unless you are withdrawing your application.
- If you are withdrawing your application, remove your responses from the application before changing the radio button from Apply to Decline.

Clinical Trial 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.



GLOBAL CONNECTIONS IN VISION RESEARCH | MAY 7 – 11 | BALTIMORE

2017 ARVO Annual Meeting Abstract Policies and Procedures

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 must be selected for the First Author.
- Select your Gender.

Disclosure

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,



GLOBAL CONNECTIONS IN VISION RESEARCH | MAY 7 – 11 | BALTIMORE

2017 ARVO Annual Meeting Abstract Policies and Procedures

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 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, email or first name to locate a co-author in the submission site database and select your

2017 ARVO Annual Meeting Abstract Policies and Procedures

co-author.

From the Author Search Results, select Add to add a co-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 to add up to ten (10) co-authors to the abstract.

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.

– To assist ARVO in determining which sessions may be eligible for CME credit, you are required to respond with Yes or No to the following statements. Responses will not be a factor in the acceptance or rejection of submissions. Questions regarding these CME-related statements should be directed to education@arvo.org.

– I agree to prepare and present content that promotes improvements or quality in research and/or healthcare and not a specific proprietary business interest or commercial interest.

– I agree to prepare and present content that is free from commercial influence, is based upon scientific methods generally accepted by the scientific and/or medical community, and is only for educational/scientific purposes.

Step 6: Review & Submit

Incomplete steps, if any, will be listed 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 for a user-friendly view of your abstract submission and the option to print it as a PDF.
- - If you identify errors in the Proof, 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 appear at the bottom of the page for you to submit your completed abstract.



GLOBAL CONNECTIONS IN VISION RESEARCH | MAY 7 – 11 | BALTIMORE

2017 ARVO Annual Meeting Abstract Policies and Procedures

- 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 Sunday, December 4, deadline.
- Only abstracts in "Submission" status on ~~Sunday, December 4, 2016~~, extended to Thursday, Dec. 8, 2016, 11:59 pm U.S. ET 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 return to 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 to update your membership record as well. When you return to your abstract at a later date, your name and email from your membership 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 ts.acsupport@thomson.com and arvoabstracts@arvo.org to your email address book or Safe Sender White List to 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

- For Technical Support during abstract submission, send your request to ts.acsupport@thomson.com or contact by phone at +1.434.964.4100 or Toll Free (U.S. Only) at 888.503.1050, Monday 12:00 am – Friday 5:30 pm, U.S. Eastern Time.
- Policy and procedure questions should be directed to ARVO at arvoabstracts@arvo.org or contact by phone at +1.240.221.2900, Monday – Friday, 8:30 am – 5:00 pm U.S. Eastern Time.
- **DO NOT WAIT UNTIL THE DEADLINES TO BEGIN A DRAFT ABSTRACT, TO 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 in the left sidebar, if your abstract is listed under the 'Submissions' section at the bottom of the page, it is complete and will be forwarded to the AMPC for review. If you have not yet submitted your



GLOBAL CONNECTIONS IN VISION RESEARCH | MAY 7 – 11 | BALTIMORE

2017 ARVO Annual Meeting Abstract Policies and Procedures

abstract, there will only be the 'Drafts' section at the bottom of the page. Select the View Abstract drop-down option for your submitted abstract to view/print a copy of your submitted abstract for your records. **You will also receive a system-generated confirmation email.**

If you return an abstract from Submission status to Draft status, you **must** resubmit it prior to the modification deadline of ~~Sunday, December 4, 2016~~, extended to Thursday, Dec. 8, 2016, U.S. ET. Abstracts that are not resubmitted will not be reviewed for acceptance.

On ~~Tuesday, Dec. 6~~ Monday, Dec. 12, 2016, First Authors of Submitted and Resubmitted Abstracts will be notified by email, reconfirming that their abstract was submitted successfully and will be reviewed by the AMPC.

Abstract Review / Acceptance / Scheduling Notifications

Abstracts with a "Submission" status as of 11:59 pm, U.S. ET, on ~~Sunday, Dec. 4~~ Thursday, Dec. 8, 2016 will be reviewed by the Annual Meeting Program Committee (AMPC).

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 AMPC 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 AMPC.

NOTE: Abstracts submitted with incomplete 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; linked from the top of the Abstracts web page.

- **Abstract Review Notifications** will be mailed to First Authors on Wednesday, January 11, 2017.

- **Abstract Scheduling Notifications** for accepted abstracts with presentation details, including presentation type (poster or paper), scheduled presentation day/time(s) and assigned session will be emailed to the First Authors on Wednesday, February 22, 2017.

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

Abstracts 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 now for possible required attendance on any one of these days! **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 their scheduled day of presentation.**

- Posters must be mounted on their assigned poster boards prior to the start of the first scheduled poster session on their scheduled presentation day.

2017 ARVO Annual Meeting Abstract Policies and Procedures

- First Authors must be present at their mounted poster during both their scheduled poster session time and the "All Posters" session time on their scheduled presentation day.
- Posters must remain on their poster boards until the end of that day.
- Posters must be removed from their poster boards at the end of that day.
- Posters not displayed all day and First Authors not present during the two presentation times will be considered "no-show" that will result in rejection of the First Author's abstract submission to the 2018 Annual Meeting.
- Refer to the Program Schedule for daily poster open/close and "All Posters" session times.

It is anticipated that 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.

ARVO Abstract Withdrawal and Substitute Presenter Policy

Failure to comply with the ARVO [Abstract Withdrawal and Substitute Presenter Policy](#) will result in rejection of the First Author's abstract submission for the 2018 Annual Meeting (see [Abstract Rejection Criteria 3.0](#)).

- There is no charge for withdrawal of an abstract.
- If the First Author cannot attend and present, he/she must submit:
 - The Abstract Withdrawal Request Form
 - OR
 - The Substitute Presenter Approval Request Form

Withdrawals

- Withdrawals must be submitted by the First Author no later than 2 pm U.S. Eastern Time on the day prior to the scheduled presentation.
- Withdrawal notifications must be submitted online.
- Email requests cannot be accepted.
- The online abstract withdrawal form will open on December 5.
- Abstracts withdrawn after 11:59 pm U.S. Eastern Time, Thursday, February 2, 2017, will be published.

Substitute Presenter Approval Requests

- 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 Annual Meeting if approved as a substitute presenter. (A complimentary full-meeting exhibitor badge is not an acceptable substitute.)
- 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 submitted by the First Author no later than 2 pm U.S. Eastern Time on the day prior to the scheduled presentation.
- An individual may be a substitute presenter for only one presentation.
- Requests must be submitted through the online Substitute Presenter Approval Request Form that will be included in abstract acceptance notifications and in the [Abstract Withdrawal and Substitute Presenter Policy](#) that will be posted on the Abstracts page of the ARVO Annual Meeting website.
- **Email requests cannot be accepted.**



GLOBAL CONNECTIONS IN VISION RESEARCH | MAY 7 – 11 | BALTIMORE

2017 ARVO Annual Meeting Abstract Policies and Procedures

2018 Annual Meeting Abstract Submission Ineligibility

First Authors and Substitute Presenters will be ineligible for 2018 Annual Meeting abstract submission:

- If they do not pay the registration fee to attend the 2017 Annual Meeting and present their abstract. (A complimentary full-meeting exhibitor badge is not an acceptable substitute.)
- If their abstract withdrawal is not submitted through the online withdrawal link by 2 pm, U.S. Eastern Time, on the day prior to their scheduled presentation.
- OR if a Substitute Presenter Approval Request is not submitted through the online substitute presenter link by 2pm, U.S. Eastern Time, on the day prior to their scheduled presentation. Substitute presenters must be pre-approved.
- If a Poster presenter is not at their poster during their scheduled abstract presentation day/time.
- If a Poster presenter is not at their poster during the “All Posters” session on the same day of their scheduled presentation.
- If an abstract poster is not displayed for the entire presentation day.
- If a Substitute Presenter is approved, both the First Author and the Substitute Presenter will be ineligible to submit an abstract for the 2018 Annual Meeting if the scheduled and All Posters presentations are not made by the approved Substitute Presenter, if a poster is not mounted for the entire day, or if the Substitute Presenter is not registered for the Annual Meeting.