



## Abstract Withdrawal and Substitute Presenter Policy

**Failure to comply with the Abstract Withdrawal and Substitute Presenter Policy will result in rejection of the First Author's abstract submission for the 2019 Annual Meeting.**

- There is no charge for withdrawal of an abstract.
- If the First Author cannot attend and present, s/he must submit:
  - Abstract Withdrawal Request Form or
  - Request for approval of a co-author listed on the abstract as a substitute presenter through the Substitute Presenter Approval Request Form.

### Withdrawals

- Withdrawals must be submitted online by 2pm U.S. Hawaii Aleutian Standard Time (HAST) by the online form the day before the scheduled presentation, **emails cannot be accepted.**
- The following information will be needed to complete your online abstract withdrawal request:
  - First and Last Name
  - Email address
  - Abstract control ID
  - Abstract title
  - Reason for withdrawal
- Prior to the Abstract Modification deadline of Sunday, Dec. 3, 11:59 pm U.S. HAST, abstracts not intended for AMPC review should remain in or returned to Draft status.
- Withdrawn abstracts **will not** be published in ARVO IOVS.
- The abstract withdrawal form will open on Monday, December 4.

### Request for Approval of Substitute Presenter

- Substitute presenters **must be approved in advance.**
- Request for approval of substitute presenter must be submitted by the First Author by 2 pm U.S. HAST the day before the scheduled presentation.
- 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 a co-author listed on the abstract, must be qualified to discuss all aspects of the abstract during its presentation and must pay the registration fee to attend the Annual Meeting. (A complimentary full-meeting exhibitor badge is not an acceptable substitute.)
- An individual may be a substitute presenter for only one presentation.
- Emails cannot be accepted.
- A co-author who is not pre-approved via the Substitute Presenter Approval Request Form or a colleague will not be allowed to present the abstract on behalf of the First Author.
- *The Substitute Presenter Approval Form will be available 2/14/18*

## 2019 Annual Meeting Abstract Submission Ineligibility

**A First Author will be ineligible for 2019 Annual Meeting abstract submission if:**

- If they do not pay the registration fee to attend the 2018 Annual Meeting and present their abstract. (A complimentary full-meeting exhibitor badge is not an acceptable substitute.)
- If their abstract withdrawal request is not submitted through the online withdrawal link by 2 pm, U.S. HAST 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 2 pm, U.S. HAST 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 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 2019 Annual Meeting if the scheduled presentation is 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.
- First Author or his/her Substitute Presenter with No-Show status.

**Note:** *Abstract of First Author or Substitute Presenter with No Show status will not be published in ARVO IOVS.*