



## 2019 Special Interest Group (SIG) Guidelines

- SIGs are not scientific sessions, they allow groups with common research interests to hold informal, discussion-based meetings at the Annual Meeting.
- Each SIG must focus on a specific question or issue (exploring controversial issues, understanding a technique, new technological advances, etc.).
- Of the total 90-minute meeting time, no more than 35 minutes may be used for prepared presentations. The remaining time must be used for open discussion.
  - o Since SIGs are intended to be discussion-based, there will be a strict limit of presenters: a maximum of 3 speakers or 5 panelists will be accepted.
- SIGs may not be product related and may not honor specific individuals.
- All SIG organizers and presenters must register and pay the fee to attend the Annual Meeting.
- SIGs do not qualify for CME credits.

### Submission Information

- SIG submission for 2019 will take place from Monday, October 15 – Friday, November 30, 2018.
- To submit a SIG proposal, you must [request access to the form](#).
  - o You must have an ARVO membership current through 2019 to access the submission site.
- Your request will be processed, and you will receive an email with instructions to access the submission site.

### Proposal Data

You will be required to provide the following information to submit a SIG proposal:

- Title (limit 200 characters)
- Description (limit 1200 characters) - the more detailed information, the better
- Anticipated attendance
- An organizing Scientific Section/Group
- Contributing Sections/Groups, if applicable
- The purpose of/educational need for your proposed SIG
- Confirmed\* participants: Organizer(s), Moderator(s), Speaker(s) or Panelists
  - o Commercial relationship(s) disclosures for each
  - o Affiliation for each
  - o Role for each (Organizer, Moderator, Speaker or Panelist)
  - o Presentation title for each (Speaker or Panelists only)
  - o Presentation description for each (Speaker or Panelists only)

*\* If your SIG is accepted, official changes to the program cannot be made. If you replace a participant, you can announce the change at the beginning of the session.*

## Review of SIG Proposals

- ARVO can only accommodate a limited number of SIG submissions, which makes this a competitive process.
- The Annual Meeting Program Committee will review and score all SIG proposals.
- Accepted SIGs:
  - o On similar topics may be combined at the discretion of ARVO.
  - o Will be scheduled in a manner that will most effectively complement the overall scientific program.

## Notification

- SIG organizers will be notified of acceptance/rejection on Wednesday, February 13<sup>th</sup>, 2019.
- Organizers must notify participants of scheduling information and the requirements of meeting registration.
- As the meeting approaches, organizers will be sent information re: the upload of any PowerPoint slides via email.

## [SIG Proposal Request Form](#)