



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 2020 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 2 pm Vancouver, BC Pacific Time (PT) 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:
 - Abstract control ID
 - First and Last Name
 - Email address
 - Abstract title
 - Reason for withdrawal
- [Click here](#) to access the online Abstract Withdrawal Request Form.
- Withdrawn abstracts **will not** be published in ARVO IOVS.

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 Vancouver, BC Pacific Time (PT) **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 pass/ badge registration does not qualify as a paid registration for a presenting author.)
- An individual may be a substitute presenter for only one presentation.
- Email requests will not 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 is available [here](#).

2020 Annual Meeting Abstract Submission Ineligibility

A First Author will be ineligible for 2020 Annual Meeting abstract submission if:

- If they do not pay the registration fee to attend the 2019 Annual Meeting and present their abstract. (A complimentary full-meeting exhibitor badge/registration is not an acceptable substitute.)
- If their abstract withdrawal request is not submitted through the online withdrawal link by 2 pm, Vancouver, BC, Pacific Time (PT), on the day before their scheduled presentation.
- OR if a Substitute Presenter Approval Request is not submitted through the online substitute presenter link by 2 pm, Vancouver, BC, Pacific Time (PT), on the day before their scheduled presentation. (Substitute presenters must be pre-approved.)
- If a Poster presenter is not at their poster during their scheduled session 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 2020 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.
- If the First Author or his/her Substitute Presenter is reported with No-Show status by the session moderator.

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