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 2022 Annual Meeting.

- There is no charge for the 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 through the online form by 2pm San Francisco, CA U.S. PT the day before the scheduled presentation; do not send an email, it will not 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- Withdrawn abstracts will not be published in the ARVO IOVS journal.
- If you wish to remove your full abstract, you must request withdraw Monday, Feb. 8.
- For abstracts withdrawn from Feb. 9 onward, your abstract will be marked as "WITHDRAWN" but please note that the full text of your abstract may still appear on the meeting website.
- **NOTE** - Once published on the meeting website, abstract text cannot be hidden for press or patent reasons, so please keep this in mind when submitting your abstract.

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 before or up to 2pm San Francisco, CA U.S. PT the day before the abstract scheduled presentation.
- 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.
- Substitute presenter approval requests will only be considered in cases of illness, family emergency, change of employment, or inability to obtain a visa.
- The Substitute Presenter Approval Form is available here.

2022 Annual Meeting Abstract Submission Ineligibility

A First Author will be ineligible for the 2022 Annual Meeting abstract submission:

- If they do not pay the registration fee to attend the 2021 Annual Meeting and present their abstract. (A complimentary full-meeting exhibitor badge/registration is not an acceptable substitute/exhibit staff.)
- If their abstract withdrawal request is not submitted through the online withdrawal form (link) by 2pm, San Francisco, CA U.S. PT, on the day before their scheduled presentation.
- OR if a Substitute Presenter Approval Request form is not submitted through the online substitute presenter form (link) by 2pm, San Francisco, CA U.S. PT, on the day before their scheduled presentation. (Substitute presenters must be pre-approved)
- The First Author and the Substitute Presenter will be disqualified to submit an abstract for the 2022 Annual Meeting if the scheduled presentation is not made by the approved Substitute Presenter, or if the Substitute Presenter is not registered for the Annual Meeting.