2021 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.
  - 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.
- Organizers may only submit 1 SIG request per year, either SIG Panel Session or SIG Speaker Session requests, but not both.
- SIGs do not qualify for CME credits.

Submission Information

- SIG submission for 2021 will take place from Monday, Oct. 19 – Friday, Jan. 8, 2021.
- There will be two types of SIG submissions: SIG Panel Session and SIG Speaker Session. The type of submission must be decided prior to filling out the request form (1 submission per organizer). The limit of presenters mentioned above will be enforced throughout the submission process, and again during the review process.
- To submit a SIG proposal, you must request access to the form.
  - You must have an ARVO membership current through 2021 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
- Relevant Sections/Groups, if applicable
- The purpose of/educational need for your proposed SIG
- Confirmed* participants: Organizer(s), Moderator(s), Speaker(s) or Panelists
  - Commercial relationship(s) disclosures for each
  - Affiliation for each
  - Role for each (Organizer, Moderator, Speaker or Panelist)
  - Presentation order for each (SIG Speaker Session only)
- Presentation duration for each (SIG Speaker Session only)
- Presentation title for each (SIG Speaker Session 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:
  - On similar topics may be combined at the discretion of ARVO.
  - 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 March 17, 2021.
- 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**

(SIG submission opens Monday, Oct. 19 – deadline Friday, Jan 8 2021)