



Abstract Submission FAQs

Please refer to the [2022 Annual Meeting Abstract Policies and Procedures](#) for complete submission and policy details.

Abstracts are limited to 2,500 characters and spaces for title, abstract body and image caption(s). Therefore, it is important to plan, review and edit your abstract submission for clarity and concision. Refer to the [Successful Abstract Submission Guidelines](#) for content development recommendations and some examples of top-scoring abstracts from different Scientific Sections.

When is the abstract deadline?

- The abstract submission deadline is **Friday, January 7, 2022, 11:59pm U.S. ET.**

How do I access the abstract submission site?

- From the Annual Meeting website under the '[Abstract page](#),' use the box on the right side, 'Access the abstract submission site here'.
- You must be an ARVO member paid through 2022 to access the submission site.
- [Renew](#) or [join](#) ARVO before accessing the site.
- You will need your membership account email address and password to log in to the abstract submission site.
- First (submitting) Authors who submit an abstract using another member's email and password will be disqualified from submission.

I paid my 2022 ARVO membership dues before submitting my abstract. Do I still need to pay the Annual Meeting registration fee to attend and present my abstract?

- **Yes.** If a submitted abstract is accepted for presentation, the First Author **must** also register and pay the full registration fee for the Annual Meeting.
- A complimentary full-meeting exhibitor registration badge (booth staff badge) is not a substitute for a First Author's paid registration requirement.

If I indicate during abstract submission that I plan to present in person from Denver, CO and later realize I cannot travel, will I still be able to present virtually?

- Yes, if your ability to travel changes after you submit your abstract, you will still have the option to present virtually. Final decisions will be required by March 31, 2022.

My name and/or email address need to be updated in my abstract submission account; what do I need to do?

- You can make any necessary changes to your name and email address on the submission site by using the down arrow by your name at the top of any submission page.
- If you update your name or email address in the abstract submission site, you **must** also update your ARVO membership account. Send your membership account updates to arvo@arvo.org.
- Your name and email address in the abstract submission site and your ARVO membership account **must match**. Whenever you enter the abstract submission site, your name and email address from your membership account record **overwrite your name and email in the abstract submission site.**

Why can I submit only one abstract as the First Author?

- The ARVO Board of Trustees determined that only one abstract presentation should be given by each First Author to offer as much opportunity as possible for Annual Meeting attendees to share their work with colleagues and participate as fully as possible in the scientific program.
- There is no limit on the number of abstracts that can be co-authored by an individual.

What are the browser requirements for the submission site?

- Compatible browsers include Internet Explorer (IE) 9+, Mozilla Firefox 32+, Mozilla Firefox, Google Chrome 37+, and Safari 9.0.3.
- If you are using Internet Explorer to log in to the abstract submission site, it **must** be IE Version 10 or greater.
- Set your browser to 'Always Allow Pop-ups' for the abstract submission site.
- If you are unable to log in using your current browser, use a different web browser.

Experiencing Technical Difficulties?

If you are unable to access the submission site due to technical difficulties, please try one of the following before contacting ARVO:

- Check to make sure pop-up blockers are disabled.
- Clear browser cache/history and cookies.
- Open the abstract submission site in a different recommended browser; ARVO recommends using Google Chrome.
- Make sure you have the updated version of the compatible browser you are using.

Can I upload my abstract?

- No; however, you can cut and paste the content from a Word document.
- Each section of the abstract body must be entered into a separate text field. In addition to the title field, the four abstract body text field headers are purpose, methods, results, and conclusions.
- Special characters: In most cases, Greek letters and other special characters will transfer from your word processing software. There is a special character feature available if you need a special character that you are unable to find in your word processor.

Note: Italics, underline, bold, superscript, subscript will **not** copy from Word document text. Use the editing toolbar for each text box to apply italics, superscript, subscript formatting to your text. Underline and bold are not available for abstract titles/body text.

Does my abstract have to be entered in a specific format?

- Enter the title in sentence case. Do not put the title in quotation marks; do not use all bold text, do not use all caps; do not add a period at the end of your title.
- The four abstract body headings have already been formatted for you: purpose, methods, results, and conclusions. A text data field has been provided for each heading. If you choose to cut and paste your abstract body from a Word document, be certain to include the appropriate content in each of the headings' text boxes.
- Do **not** duplicate the abstract headings within your text boxes.

How is the maximum character count calculated?

- There is a maximum of 2,500 total characters that includes all characters and spaces in the abstract's title, abstract body and image captions (maximum of 2 images). Images, if included, are **not** included in the character count.
- Your total character count is indicated in the header bar of the abstract title/body page and will recalculate your submission's total characters each time that page is saved.

What are the guidelines for including images?

- One or two images may be uploaded
- Images must be: High-resolution JPEG or GIF files with a minimum resolution of 600 dpi
- Only JPEG or GIF files are compatible with ARVO's output
- The maximum file size of 1 MB

- Maximum image width of 3.25 in / 8.255 cm
- Maximum image height of 6 in / 15.24 cm
- A caption may be included by selecting "add the caption" after your image has been uploaded.
- Tables, graphs, figures, etc. must be uploaded as a JPEG or GIF file

How do I enter multiple clinical trial registrations in my abstract submission?

If there are multiple clinical trial registrations for one abstract, only one needs to be reported below.

- Clinical trials require registration with a publicly accessible clinical trials registry that is a primary register of the WHO International Clinical Trials Registry Platform in or ClinicalTrials.gov.
- Registration must be completed before the first patient is enrolled in the clinical study.
- All submissions that describe results from a clinical trial must include the registry site and registration number of the trial, the date the trial was registered and the date the first patient was enrolled.

(ARVO follows the [ICMJE](#) definition of a clinical trial)

Can I revise my abstract?

- Yes, any abstract that has been started as a draft by Friday, January 7, 2022, 11:59pm ET may be revised.
- An abstract that has been submitted by Friday, January 7, 11:59pm ET may be returned to draft, edited and **resubmitted** by the modification deadline of Sunday, January 9, 11:59pm ET.
- Use the same abstract submission link at the bottom of the Abstracts webpage with your ARVO Membership account email and password to access your abstract submission site.
- Select 'view submissions' on the left sidebar of the submissions tab.
- From the bottom of the page, select 'edit draft' for an abstract in draft status.
- If your abstract is already in submissions status, you must select 'edit/return to the draft'. After finalizing changes to your abstract, you **must resubmit it** from the bottom of the review & submit a step before the **Sunday, January 9, 11:59pm ET** modification deadline.

I want to revise my abstract, but I can't remember my password.

- Use the same abstract submission link at the 'Box' in the abstracts webpage to access the abstract site login page; then click 'forgot password?'
- Enter your ARVO membership account email address and 'continue'.
- You will receive an email from info@arvo.org with a new password.
- The new password is case-sensitive and should be changed to something more memorable to you.

How do I submit my abstract when I have finished providing my abstract data?

- In the review and submit step (step 6), an error box will appear and provide you with a list of any information that is still needed before you can submit your abstract.
- Each error will be linked for your convenience to return to that incomplete step and provide complete information.
- Once all submission steps have been completed, the error box will not appear, and a 'submit' button will appear at the bottom of the review and submit page.

How can I be certain that my abstract has been submitted?

- When your abstract has been completed in its entirety and successfully submitted, you will see 'Success! Your submission was successfully submitted' in a green bar at the top of the View Submissions screen.
- You will also receive a system-generated email from ts.acsupport@clarivate.com to confirm that your submission has been received.
- On Wednesday, January 12, 2022, all First Authors with a submission status abstract will be notified by email to confirm their abstract has been submitted and will be forwarded for review.
- At that time, read-only access to your abstract proof will be available as confirmation of your abstract as it will be submitted for review.
- Add ts.acsupport@clarivate.com and arvoabstracts@arvo.org to your email address book or safe sender whitelist to facilitate delivery and avoid firewalls and spam filters. If you are unsure of how to add to your safe sender whitelist, contact your email administrator.

Can I make any changes/additions to my abstract after the Sunday, January 9 modification deadline?

- **No changes**, including adding, changing, or removing authors, or any other edits cannot be made to

- any **abstract after the modification deadline** of Sunday, January 9, 2022, 11:59pm ET.
- If selected for presentation, your abstract will be published exactly as it was submitted.
- PLEASE PROOF your abstract before submitting it, as you will not be allowed to edit, add co-authors, or do any modification/changes after the submission deadline.

Can an abstract submitted for the ARVO Annual Meeting also be submitted simultaneously to a journal for publication consideration?

- Abstracts must be work that has not been submitted for formal publication or to a preprint server before the original abstract submission deadline of January 7, 2022. After January 7, 2022, an author is at liberty to submit their abstract to a journal for publication consideration.

Can an abstract submitted for the ARVO Annual Meeting also be submitted simultaneously to another conference for presentation?

- ARVO's goal is to have new research presented at the ARVO Annual Meeting. After the abstract submission deadline, an author is at liberty to submit an abstract to another conference for presentation if the conference dates are **after** the ARVO Annual Meeting.

When will I know if my abstract has been accepted?

- Notifications of acceptance will be emailed to First Authors on Monday, February 7, 2022.
- Abstracts have not yet been scheduled at this date and may be scheduled for presentation on any day of the in-person portion of the 2022 ARVO Annual Meeting (i.e., Sunday, May 1 through Wednesday, May 4, 2022). Please block your calendar for the full meeting.
- Accepted abstract notifications with presentation details, including presentation type (paper or poster), presentation day/time(s), and the assigned session will be emailed to First Authors on Thursday, March 3, 2022. Changes to scheduled abstract presentation dates, times, and sessions cannot be made, **no exceptions**.

What if I'm unable to attend the Annual Meeting and make my abstract presentation?

- Refer to the [Abstract Withdrawal Policy](#) to withdraw your abstract.

When will the accepted and scheduled abstracts be available electronically?

- It is anticipated that the full text of all abstracts accepted for presentation and publication will be available through the ARVO Annual Meeting website in April 2022.

How can I request a copy of an abstract that was presented?

- Abstracts from 2003 – 2021 can be found on the [IOVS website](#).
- For abstracts before 2003, contact ARVO at arvo@arvo.org.

How or where can I go to get permission to reproduce an abstract?

- Please send your request to arvo@arvo.org.

Does ARVO have the copyrights to my abstract because I presented at the ARVO Annual Meeting?

- No, as of January 1, 2016, should the abstract be determined as copyrightable, all copyright ownership of the abstract shall be retained by the authors, subject to the rights granted to ARVO described in paragraphs 6 and 7 of the ARVO License to Publish. Please refer to the [ARVO License to Publish](#) for additional copyright information.
- Note: The authors hold the copyright owner for the Posters and Paper presentations as well as for the abstracts.

How can I get assistance with my abstract submission?

- Help is available from the "help" link located in the upper right corner of each page of the abstract submission site.
- For technical support, email ts.acsupport@clarivate.com, Monday – Friday, 12am – 8:30pm. +1.434.964.4100 (toll-free U.S. only: 888.503.1050).
 - For policy and procedure questions, contact ARVO at arvoabstracts@arvo.org or +1.240.221.2900.