Abstract Withdrawal and Substitute Presenter Policy

Withdrawals

There is no charge for the withdrawal of an abstract after the submission deadline. If the First Author cannot present, they must submit an Abstract Withdrawal Request.

- Prior to the abstract submission deadline, withdrawals can be processed by visiting the abstract submission site, returning your abstract to draft, and deleting the entered abstract.
- After the abstract submission deadline, withdrawals must be submitted through the online form by Friday, April 15, 2022; 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
- Withdrawn abstracts will not be published in the ARVO IOVS journal and will be removed from the ARVO 2022 virtual meeting site.

Request for Approval of Substitute Presenter

- Substitute presenters must be approved in advance.
- Request for approval of a substitute presenter must be submitted by the First Author at least 48 hours prior to 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.)
- Co-authors asked to serve as a substitute presenter will be required to complete the Substitute Presenter Disclosure Form to disclose ALL financial relationships with ineligible companies from the previous 24 months. The substitute presenter request cannot be processed until the new disclosure is received.
- Review ARVO’s Commercial Relationship Policy for more information.
- 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.

Please note that the first author will need to collect and provide ALL financial relationships with ineligible companies for the substitute presenter.