



## 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 entire 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- Withdrawn abstracts will not be published in the ARVO *IOVS* journal and will be removed from the ARVO 2022 virtual meeting site.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.