



## 2022 Special Interest Group (SIG) Guidelines

- All accepted SIGs will be held virtually during the 2-day virtual component of the Annual Meeting.
- SIGs are not scientific sessions, they allow groups with common research interests to hold informal, discussion-based meetings.
- 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.
  - o 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, even if they are only participating in the SIG.
- Organizers may only submit 1 SIG request per year, either SIG Panel Session or SIG Speaker Session requests, but not both.
- SIG participants are limited to two sessions. A person should not agree to be a speaker/panelist in more than two SIG submissions.
- SIGs do not qualify for CME credits.

## Submission Information

- SIG submission for 2022 will take place from Friday, November 19, 2021 – Friday, January 7, 2022.
- 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.
  - o You must have an ARVO membership current through 2022 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
  - o Commercial relationship(s) disclosures for each
  - o Affiliation for each
  - o Role for each (Organizer, Moderator, Speaker or Panelist)
  - o Presentation order for each (SIG Speaker Session only)

- Presentation duration for each (SIG Speaker Session only)
- Presentation title for each (SIG Speaker Session only)

## **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 3, 2022.
- Organizers must notify participants of scheduling information and the requirements of meeting registration.

### **SIG Proposal Request [Form](#)**

(Open Friday, November 19, 2021 through Friday, January 7, 2022)