Abstract Submission FAQs

Please refer to the Annual Meeting Abstract Policies and Procedures for complete submission and policy details.

Familiarize yourself with the abstract submission site with step-by-step instructions and screen shots in the Abstract Submission Tutorial.

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 deadline for beginning a draft abstract is Friday, Dec. 1, 2017, 11:59pm EDT/
- Draft abstracts must be finalized and submitted by Sunday, Dec. 3, 2017, 11:59pm EDT.
- Only abstracts with a "submission" status by the Sunday deadline will be forwarded for review.

How do I access the abstract submission site?

- From the Abstract webpage, use the "Access the abstract submission site here" link at the bottom of the page.
- You must be an ARVO member paid through 2018 to access the submission site. Renew or join ARVO prior to 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 2018 ARVO membership dues prior to 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 badge is not a substitute for a First Author's paid registration requirement.

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 directly to your submission site account using the red down arrow by your name at the top of any submission page.
- If you update your name or email address in your abstract submission site account, you must also update your membership account. Send your membership account updates to
Your name and email address in your abstract submission site account and your ARVO membership account must match. Whenever you enter the abstract submission site, your name and email address from your membership account record overwrites your name and email in your abstract submission site account.

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+, Google Chrome 37+ and Safari 6+.
- If you are using Internet Explorer to log in to the abstract submission site, it must be IE Version 9 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/or 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.

What are the Commercial Relationship Disclosure procedures for 2018?

- As First Author, it is your responsibility to provide all commercial relationship disclosures for yourself and your spouse/partner and for each of your co-authors during this step of the abstract submission process.
- All relevant disclosures regarding financial relationships with a commercial interest(s) must be reported (i.e. disclosures related to the research reported in the abstract), as well as non-remunerative positions that may create a conflict of interest.
- If you and your spouse/partner or if a co-author does not have any commercial relationship disclosures related to the abstract, you must indicate: N (No Commercial Relationship) for that author.

Can I upload my abstract?

- No. You can, however, cut and paste your abstract title and body text 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. A special characters feature is available if you need a special character that you are unable to find in your word processor.
- **Note:** Italic, 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, to 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 characters 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
  - 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 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, you only need to list one.

**Can I revise my abstract?**

- An abstract that has been started as a draft by Friday, Dec. 1, 11:59pm EDT may be completed, revised and submitted by the modification deadline of Sunday, Dec. 3, 2017, 11:59 pm EDT.
- An abstract that has been submitted by Friday, Dec. 1, 11:59pm EDT may be returned to draft, edited and resubmitted by the modification deadline of Sunday, Dec. 3, 11:59pm EDT.
- 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.
• 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 draft’. After finalizing changes to your abstract, you must resubmit it from the bottom of the review & submit step prior to the Sunday, Dec. 3, 11:59pm EDT modification deadline.

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

• Use the same abstract submission link at the bottom of the abstracts webpage to access the abstract 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 alphanumeric and can 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 Tuesday, Dec. 5, 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 white list to facilitate delivery and avoid firewalls and spam filters. If you are unsure of how to add to your safe sender white list, contact your email administrator.

Can I make any changes/additions to my abstract after the Sunday, Dec. 3 modification deadline?

• No changes, including adding, changing or removing authors, can be made to any abstract after the modification deadline of Sunday, Dec. 3, 11:59 pm EDT
• If selected for presentation, your abstract will be published exactly as it was submitted.

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 publication or preprint server prior to the abstract submission deadline. After the abstract submission deadline, 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 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?

- Abstract notifications of acceptance will be emailed to First Authors on Wednesday, Jan. 10, 2018.
- Abstracts have not yet been scheduled at this date and may be scheduled for presentation on any day of the 2018 ARVO Annual Meeting, i.e., Sunday, April 29 through Thursday, May 3. Mark your calendar immediately for possible required attendance on any one of these days.
  - Accepted abstract notifications with presentation details, including presentation type (paper or poster), scheduled presentation day/time(s) and assigned session will be emailed to First Authors on Wednesday, Feb. 14, 2018.
    - Changes to scheduled abstract presentation dates, times and sessions cannot be made; no exceptions.
    - If you are unable to attend and present your abstract on its scheduled presentation date, it will need to withdraw or request a Substitute Presenter (See Withdrawal and Substitute Presenter Policy.)

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

- Please review the Abstract Withdrawal Policy for complete details of procedures you must follow if you are unable to make your abstract presentation as accepted and scheduled by the AMPC.

If the First Author cannot attend the Annual Meeting to present, can I, as co-author, take his/her place?

- Requests are considered only in cases of a First Author’s illness, family emergency, change of employment, or inability to obtain a visa.
- Substitute presenter requests must be pre-approved in advance by ARVO.
- Substitute presenters must be a co-author on the abstract, must be qualified to discuss all aspects of the abstract during its presentation, and must register for the Annual Meeting.
- Requests must be made by the First Author through the online link that will be included in abstract notifications and will be added to the Abstract Withdrawal Policy.
- Requests must be submitted by 2pm HAST on the day prior to the presentation and approved in advance by ARVO.
- An individual may be a substitute presenter for only one presentation.

When will the accepted and scheduled abstracts be available electronically?

- Full text of all abstracts accepted for presentation and publication will be available through the ARVO Annual Meeting website on Monday, March 5, 2018, via the Annual Meeting’s Online Planner.

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

- Abstracts from 2003 – 2017 can be found at on the IOVS website.
- The 2018 abstracts will be available on the ARVO Annual Meeting’s Online Planner beginning
Monday, March 5, 2018.

- For abstracts prior to 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 Jan. 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 Annual Meeting’s Abstract Policies and Procedures for additional copyright information.
- Note: The authors hold the copyright ownership 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.