



Abstract Submission Tutorial

Step-by-Step Instructions with Screen Shots



www.arvo.org | www.iovs.org | journalofvision.org | tvstjournal.org

Deadlines

Friday, December 6, 2019, 11:59 pm, U.S. ET.

After the December 6 deadline, the start of any new abstracts will not be allowed; no exceptions.

Sunday, December 8, 2019, 11:59 pm, U.S. ET.

Abstracts may not be modified, submitted or resubmitted after the December 8 modification deadline; no exceptions.

DO NOT WAIT UNTIL THE DEADLINES TO BEGIN A DRAFT ABSTRACT, TO MAKE DRAFT REVISIONS OR TO SUBMIT AN ABSTRACT FOR REVIEW. YOU MAY NOT BE ABLE TO RECEIVE ASSISTANCE WITH YOUR SUBMISSION, IF NEEDED, PRIOR TO THE DEADLINE(S).



Browser requirements:

- Chrome is the preferred browser.
- If you are using Internet Explorer to log in to the abstract submission site, it MUST be IE Version 10.0 or greater.
- Set your browser to Always Allow Pop-ups for the abstract submission site.
- If you are unable to login using your current browser, use a different browser and/or clear the browser's cache.
- The online abstract submission site is supported by the following operating systems and browsers:

Windows:

Internet Explorer 10.0
Internet Explorer 11.0
Microsoft Edge
Firefox
Chrome
Safari 9.0.3

Mac OS X:

Firefox
Chrome
Safari 9.0.3

Android 4.3 and above:

Chrome

iOS7:

Safari



Abstract Submission Policies & Procedures

- Abstracts are limited to 2500 characters and spaces for title, abstract body and image caption(s). Therefore, it is important to craft your abstract submission for clarity and concision.
 - Review the [Successful Abstract Submission Guidelines](#), with tips on including complete data and samples of top-scoring abstracts.
- Read the [Abstract Policies and Procedures](#)
- Familiarize yourself with the [Abstract Rejection Criteria](#).
- A First Author must receive approval from the Principal Investigator for submission of the work in the abstract for presentation at the 2019 ARVO Annual Meeting.
- Submission of your abstract indicates your understanding of, and agreement to, all 2019 abstract policies, procedures and guidelines.



Member Login Steps

1. You must be an ARVO Member with dues paid through 2020. [Renew your membership or join ARVO prior to abstract submission.](#)
1. Select the link at the bottom of the [Annual Meeting Abstracts](#) web page to access the Abstract Submission Login page.
2. Log in using your ARVO Membership/Account Email Address and Password. **WARNING:** First (submitting) Authors who submit an abstract using another member's Login will be disqualified from submission.
3. If you use the Forgot password? feature, a new password that will be sent to your email will be case sensitive; please be sure to enter each character exactly as it appears in your email. If you continue to have problems logging into the system, please email arvo@arvo.org.

ARVO Submission Login

Please sign in using your email address and ARVO password. ×
Only your ARVO login email and password can be used to sign in again from this login page. Once in the Submission site, we recommend you do not change your submission site user ID and password unless prompted by the system.

If you are using Internet Explorer, it must be IE 9+ to login to the online abstract submission site.
Other compatible browsers include Mozilla Firefox 32+, Google Chrome 37+ and Safari 6+.

Email Address:

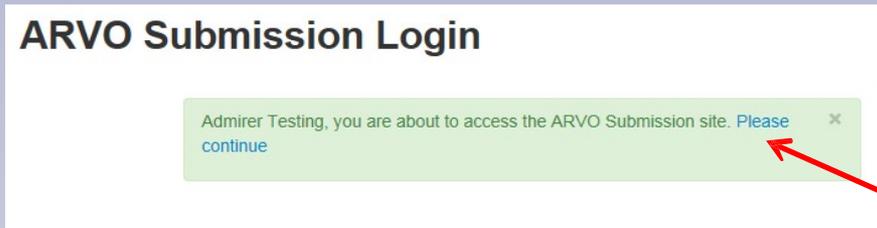
Password:

[Sign in now →](#) [Forgot password?](#) 



Member Login Steps, cont.

Select 'Please continue' from the next screen to enter the submission site.



ScholarOne Abstracts™ Lorraine Birks Messages (New) Help Log Out

ARVO 2016
RESEARCH A VISION OF HOPE MAY 4 - 9 | SEATTLE

SUBMISSION SITE
Abstract submission open
October 15 – December 4, 2015, 11:59 U.S. EST

Welcome Submission Review Decision Session Admin Planner

Welcome to the ARVO Annual Meeting Program Submission Site

Contact Information

Web <http://www.arvo.org/>

To view all email notifications and/or invitations that have been sent to you through this submission site

- Select the MESSAGES tab in the upper right of this page.
- (New) will be displayed on the tab if there are any unread communications.

To Get Started

- Select the red down arrow by your name in the upper right.
- Confirm/update your account's General and Contact Information.
- **URGENT: Both General and Contact Information must be reviewed and updated/completed with all *required information. SKIPPING THIS STEP MAY CAUSE ERRORS IN THE AUTHOR STEP OF SUBMISSION.**

Invited Speakers

- After completing To Get Started above, select the SUBMISSION tab in the upper left to complete your draft presentation submission.

Abstract Submissions

- After completing To Get Started above, select the SUBMISSION tab and Create New Submission to begin your abstract submission.

Disclosures

- All submissions must include commercial relationship disclosures related to the topic.

To ensure email delivery of your ARVO-related communications

- Add ts.acsupport@thomson.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're unsure of how to add to your Safe Sender White List, contact your email administrator.



journalofvision.org | tvstjournal.org

Submission Account Steps

- Confirm/update your submission account's General and Contact Information.
 - Select the red arrow by your name in the upper right page header.
- If you update your name or email, you must also submit the same update(s) to arvo@arvo.org to update your ARVO membership account record as well.

ScholarOne Abstracts™

Lorraine Birks Messages (New) Help Log Out

ARVO 2016
RESEARCH: A VISION OF HOPE MAY 1 - 5 | SEATTLE

SUBMISSION
Abstract submission
October 15 - December 4, 2015

General Information
Contact Information

Welcome Submission Review Decision Session Admin Planner

Welcome to the ARVO Annual Meeting
Program Submission Site

Contact Information

Web <http://www.arvo.org/>

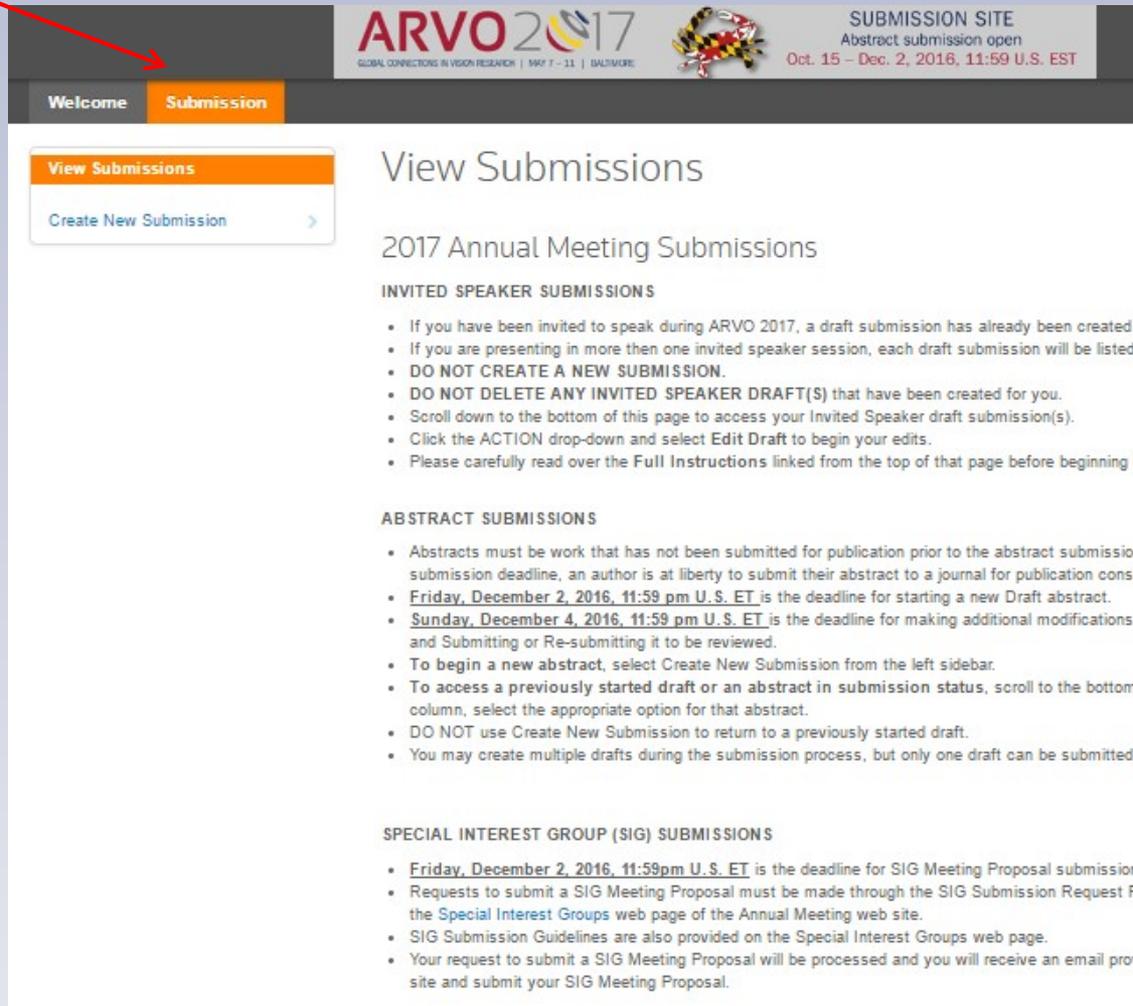
To view all email notifications and/or invitations that have been sent to you through this submission site

- Select the MESSAGES tab in the upper right of this page.
- (New) will be displayed on the tab if there are any unread communications.



Submission Account Steps, cont.

Select the Submission Tab to begin Abstract Submission.



ARVO 2017
GLOBAL CONNECTIONS IN VISION RESEARCH | MAY 7 - 11 | BALTIMORE

SUBMISSION SITE
Abstract submission open
Oct. 15 - Dec. 2, 2016, 11:59 U.S. EST

Welcome **Submission**

View Submissions

Create New Submission >

View Submissions

2017 Annual Meeting Submissions

INVITED SPEAKER SUBMISSIONS

- If you have been invited to speak during ARVO 2017, a draft submission has already been created
- If you are presenting in more than one invited speaker session, each draft submission will be listed
- **DO NOT CREATE A NEW SUBMISSION.**
- **DO NOT DELETE ANY INVITED SPEAKER DRAFT(S)** that have been created for you.
- Scroll down to the bottom of this page to access your Invited Speaker draft submission(s).
- Click the ACTION drop-down and select **Edit Draft** to begin your edits.
- Please carefully read over the **Full Instructions** linked from the top of that page before beginning to

ABSTRACT SUBMISSIONS

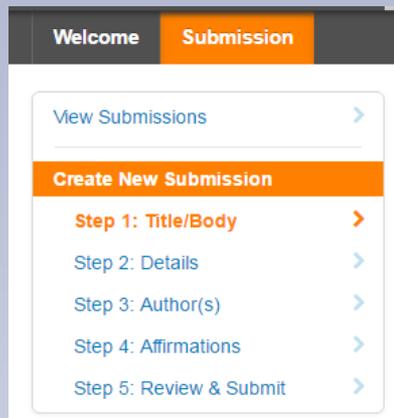
- Abstracts must be work that has not been submitted for publication prior to the abstract submission deadline, an author is at liberty to submit their abstract to a journal for publication consideration
- **Friday, December 2, 2016, 11:59 pm U.S. ET** is the deadline for starting a new Draft abstract.
- **Sunday, December 4, 2016, 11:59 pm U.S. ET** is the deadline for making additional modifications and Submitting or Re-submitting it to be reviewed.
- To begin a new abstract, select **Create New Submission** from the left sidebar.
- To access a previously started draft or an abstract in submission status, scroll to the bottom column, select the appropriate option for that abstract.
- **DO NOT** use **Create New Submission** to return to a previously started draft.
- You may create multiple drafts during the submission process, but only one draft can be submitted

SPECIAL INTEREST GROUP (SIG) SUBMISSIONS

- **Friday, December 2, 2016, 11:59pm U.S. ET** is the deadline for SIG Meeting Proposal submission
- Requests to submit a SIG Meeting Proposal must be made through the SIG Submission Request Form on the **Special Interest Groups** web page of the Annual Meeting web site.
- SIG Submission Guidelines are also provided on the Special Interest Groups web page.
- Your request to submit a SIG Meeting Proposal will be processed and you will receive an email providing instructions on how to submit your SIG Meeting Proposal.



Abstract Submission – Starting a Submission



- Select the **Submission** tab at the top of the page.
- Select **Create New Submission** from the left sidebar to begin a new abstract. You will be taken to the Title/Body Step.
- Select **View Submissions** from the left sidebar to access a previously started draft or abstract in submission status. Scroll to the bottom of the page and select the appropriate option for that abstract from its **Action** column.
- DO NOT use Create New Submission to return to a previously started draft.
- You may create multiple drafts during the submission process, but **only one draft can be submitted for review**.

Abstract Submission - Instructions

- Full Instructions at the top of each Step page links to [Abstract Policies and Procedures](#).
- The Information icon  next to each topic header provides submission tips and reminders throughout the site.

Step 1: Title/Body ID: 2638270

Deadline: Dec 2, 2016 11:59 PM U.S. EST	Contact Name: Mouse Test	Total Characters: 0 out of 2,500 	Full Instructions 
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ARVO invites the submission of high-quality abstracts describing original, unpublished research results. Abstract submissions must contain a clear statement of hypothesis, an explanation of methods, a report of data that unequivocally test the hypothesis, and a brief discussion of their implications.

Abstracts must be work that has not been submitted for publication 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.

It is important to craft your abstract submission for clarity, concision and with sufficient data. Successful Abstract Submission Guidelines.pdf offers tips on including complete data and samples of top-scoring abstracts.

Submission of your abstract indicates your understanding of, and agreement to, all 2016 abstract policies and procedures. Review these documents prior to the start of your abstract submission.

- [Abstract Submission Policies and Procedures.pdf](#)
- [##Abstract_Submission_Tutorial##](#)
- [Abstract Submission FAQs.pdf](#)

- The Tutorial is a step-by-step instructional tool with screen shots of the submission site.
- Full Instructions are available from the upper right corner of this page.
- Submission tips and reminders can be viewed throughout the site by clicking on the Information icon  next to a topic header.

Character Count

- There is a limit of **2500 characters and spaces** for the title, abstract body text and image captions of your submission. Images and the optional Layman Abstract are not included in the character count.
- The submission program will automatically calculate the number of characters and spaces.
- The Total Characters and spaces is displayed header bar of each page.
- After input, update the Total Characters count by using its circle icon or the Save button at the bottom of the page.
- If you are unable to submit the abstract due to an excessive character count, you must return to the Title/Body step and reduce your text to the 2500 character/space limit or less.

Do not use your browser's back button during the submission process. Use the left nav Step listing to return to a previous step.

* = Required Fields

* Title 

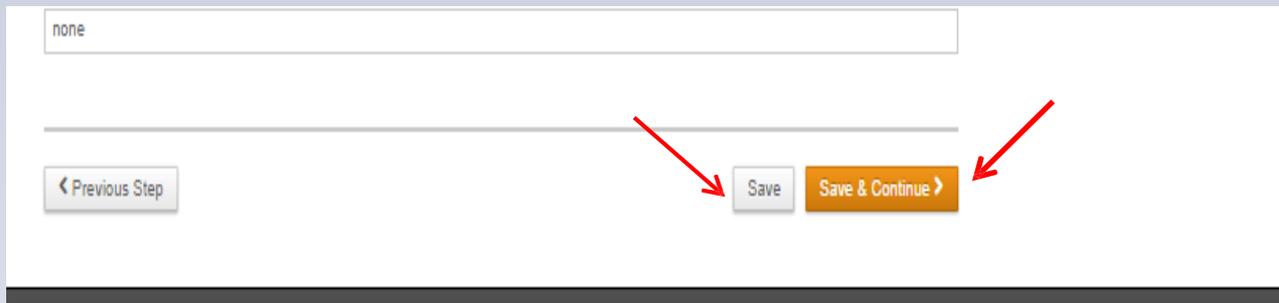
CHARACTER



Abstract Submission

Saving Data & Completing Steps

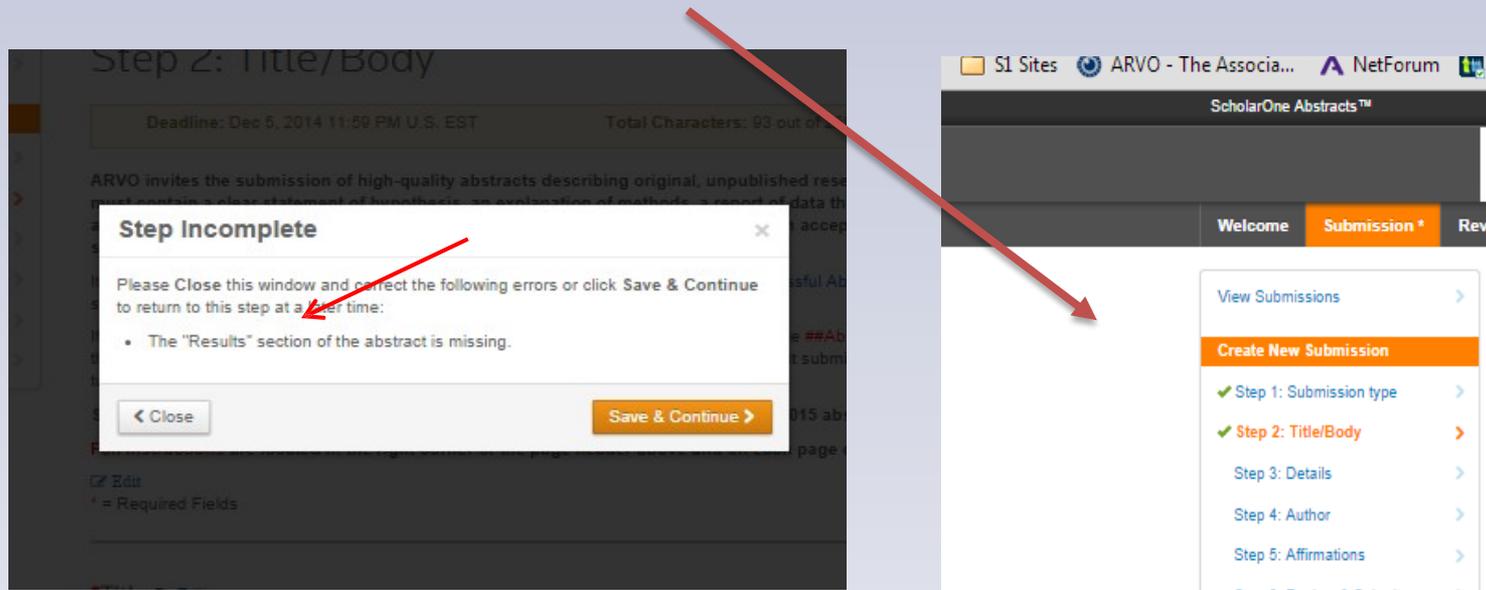
- Select Save at the bottom of the page to save data entered and remain on the same Step.
- Select Save & Continue to proceed to the next Step in the submission process.



The screenshot shows a web form interface. At the top, there is a dropdown menu with the text "none" inside. Below this is a horizontal line. Underneath the line, there are three buttons: a grey button labeled "Previous Step" on the left, a grey button labeled "Save" in the middle, and an orange button labeled "Save & Continue" on the right. Two red arrows point to the "Save" and "Save & Continue" buttons respectively.

Abstract Submission – Saving Data & Completing Steps, cont.

- If the Step has not been completed, you will receive a Step Incomplete pop-up warning listing data still needed to complete the Step.
 - Select Close to return and complete the Step.
 - Select Save & Continue to proceed to the next Step.
 - You can return later to complete any Step by selecting that Step from the left sidebar.
- When you successfully complete and save a Step, a checkmark will appear in the left sidebar for that step.



Abstract Submission: Step 2: Title/Body

The maximum abstract length (character count) is 2500 characters and spaces in the abstract title, abstract body and image captions.

- Review the [Successful Abstract Submission Guidelines](#), with tips on including complete data and samples of top-scoring abstracts.

Type or copy-and-paste the title and body of your abstract into the text boxes provided:
Title, Purpose, Methods, Results, Conclusions.

Enter the title in sentence case. Do not add a period at the end of your title. Do not put the title in all caps, quotation marks or all bold.

Enter your abstract body using the four distinct text boxes that have pre-populated headers:
Purpose, Methods, Results, Conclusions.

- Do not repeat these headers within the text boxes.
- Be careful to ensure that your text is correctly entered to appropriately correspond with each distinct text box.



Abstract Submission: Step 2: Title/Body, cont.

- Special Characters: In most cases, Greek letters and other special characters will transfer from your word processing software.
- A Special Characters tool is available if you need a special character that you are unable to find in your word processor.
- Italics, subscript, superscript will not copy from Word document text. Use the tool bar provided with each text box to apply these features to your text.
- Do not include diagrams, tables, boxes or borders. A diagram or table can be included with your submission as an image.



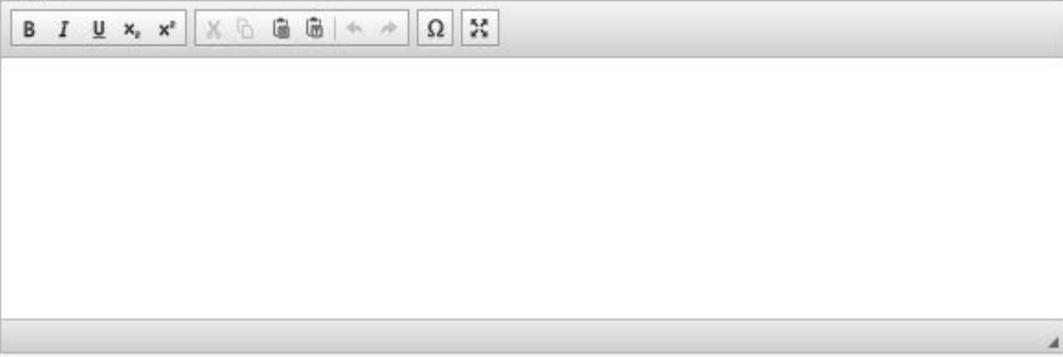
Abstract Submission: Step 2: Title/Body, cont.

Layman Abstract - Optional

- Provide an optional 50-200 word description of your work that non-scientists can understand. Describe the big picture and the implications of your findings, not the study itself and the associated details.
- Submissions with a layman abstract may be promoted to the public and press by ARVO Staff.

Layman Abstract (optional): Provide a 50-200 word description of your work that non-scientists can understand. Describe the big picture and the implications of your findings, not the study itself and the associated details.

[Edit](#)



Abstract Submission : Step 2: Title/Body, cont.

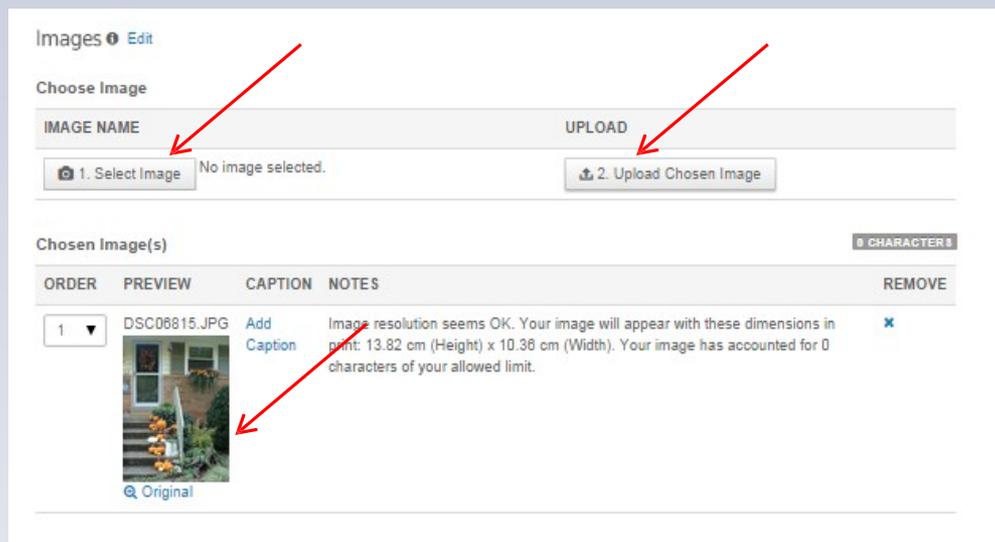
Images

Abstract submission may include a maximum of two (2) images.

- First - Browse to select your image.
- Second – Upload the chosen image.
- Your image will preview on the page.

Image Specs:

- JPEG or GIF format only
- 600 dpi minimum resolution
- 1MB max file size
- 3.25" max image width
- 6" max image height



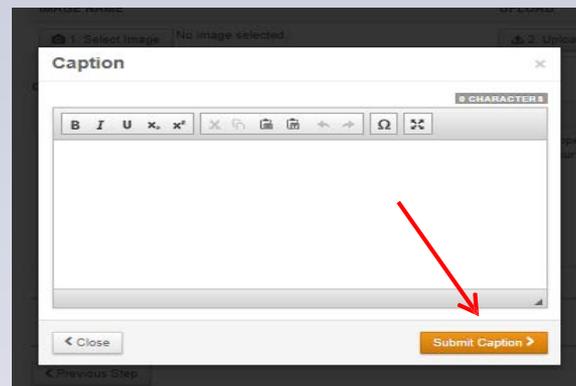
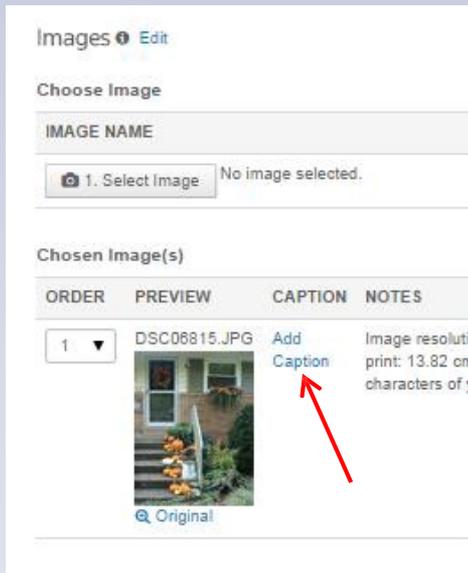
The screenshot shows the 'Images' management interface. At the top, there is a 'Choose Image' section with an 'IMAGE NAME' field and an 'UPLOAD' button. Below this, there are two buttons: '1. Select Image' and '2. Upload Chosen Image'. The 'Chosen Image(s)' section is a table with columns for 'ORDER', 'PREVIEW', 'CAPTION', 'NOTES', and 'REMOVE'. The table contains one row for the image 'DSC08815.JPG'. The 'PREVIEW' column shows a small image of a house. The 'NOTES' column contains the text: 'Image resolution seems OK. Your image will appear with these dimensions in print: 13.82 cm (Height) x 10.36 cm (Width). Your image has accounted for 0 characters of your allowed limit.'

ORDER	PREVIEW	CAPTION	NOTES	REMOVE
1		Add Caption	Image resolution seems OK. Your image will appear with these dimensions in print: 13.82 cm (Height) x 10.36 cm (Width). Your image has accounted for 0 characters of your allowed limit.	✕

Abstract Submission: Step 2: Title/Body, cont.

Images, cont.

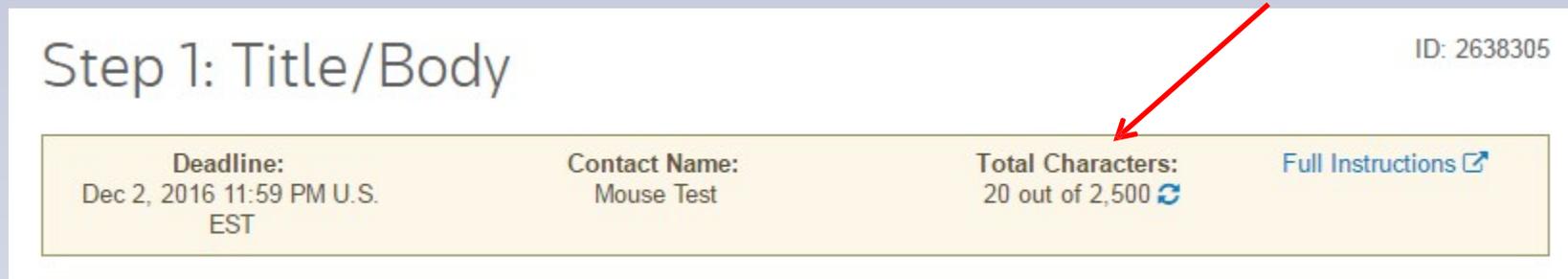
- You may add a caption (optional) to your image. Characters and spaces in an image's caption are included in the abstract's Total Characters count.
- Total Characters count at the top of page will include image(s) caption(s) after you submit the caption.



Abstract Submission: Step 2: Title/Body, cont.

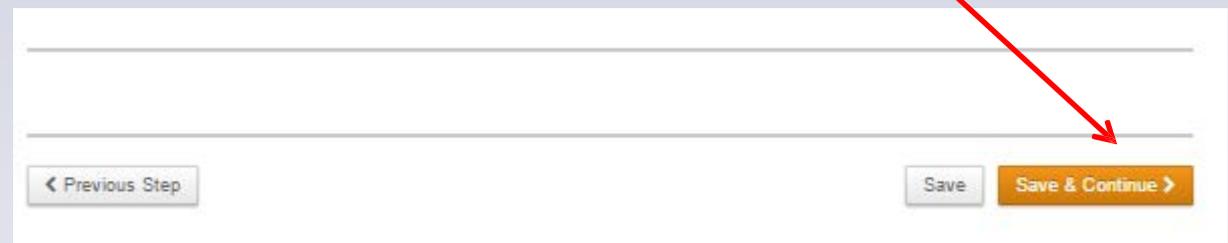
Total Characters

- There is a limit of 2500 characters and spaces for the title, abstract body text and image captions of your submission.
- The current Total Characters displays at top of each page.
- Total Characters will not update until you select Save or Save & Continue at the bottom of the page.



Step 1: Title/Body ID: 2638305

Deadline: Dec 2, 2016 11:59 PM U.S. EST	Contact Name: Mouse Test	Total Characters: 20 out of 2,500 	Full Instructions 
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Abstract Submission: Step 3: Details

Presentation Type

Select your **Presentation Type** preference from the drop down menu.

Paper #1, Poster #2 – This abstract may be scheduled as a Paper (oral) but will likely be scheduled as a Poster.

Poster #1, Paper #2 – This abstract will likely be scheduled as a Poster but may be scheduled as a Paper (oral).

Poster Only – This abstract will only be scheduled as a Poster. (Paper Only is not an available option.)

Step 2: Details

Deadline:
Dec 2, 2016 11:59 PM U.S.
EST

URGENT: Travel Grant and Award Appl

- Be sure to record your responses by clicking o
- Before saving and continuing from this Detail correctly recorded.
- Do not change the radio button from Appl application.
- If you are withdrawing your application, r Decline.

ALL Abstract Submissions

- One (1) Reviewing Code that best describes
- You must also populate the Section drop-

Refer to the [2017 Reviewing Codes.pdf](#) list.

* = Required Fields

*Presentation Type

Type

- None selected
- None selected
- #1 Poster, #2 Paper
- #1 Paper, #2 Poster
- Poster Only

Abstract Submission: Step 3: Details, cont.

Reviewing Code

- Select one [Reviewing Code](#) from the drop-down menu that **best** represents the content of your abstract.
- Select the corresponding **Section or Cross-sectional Group** for that **Reviewing Code**.

Note: See [2020 Reviewing Codes](#) link on Annual Meeting / Abstracts web page to view the list prior to the start of your abstract submission.

*Presentation Type Edit

Type
#1 Paper, #2 Poster

*Reviewing Code Edit

Reviewing Code
None selected

- None selected
- 1010 accommodation and presbyopia, in vivo and in vitro - VI
- 1020 adaptive optics: imaging and visual performance - VI
- 1030 aging vision - VI
- 1040 allergic conjunctivitis - IM
- 1050 amblyopia - EY
- 1060 amblyopia: animal models and basic mechanisms - EY
- 1070 amblyopia: screening and epidemiology - EY
- 1080 AMD anti VEGF - RE
- 1090 AMD imaging - RE**
- 1100 AMD novel therapies (i.e. except anti-VEGF) - RE
- 1110 AMD: biochemical and molecular disease mechanisms - BI
- 1120 AMD: cell biology - RC
- 1130 AMD: clinical research - RE
- 1140 AMD: epidemiology - CL
- 1150 AMD: genetic studies - GEN
- 1160 AMD: immunobiology - IM
- 1170 AMD: new drugs, delivery systems, and mechanisms of action - PH
- 1180 AMD: pathology - RC
- 1190 AMD: preclinical studies - RC

*Presentation Type

Type
#1 Paper, #2 Poster

*Reviewing Code

Reviewing Code
1200 accommodation and pre:

*Section

- Nothing selected
- Nothing selected**
- Visual Psychophysics/Physiological Optics



Abstract Submission: Step 3: Details, cont.

Travel Grants & Awards (Optional)

- ❑ ARVO and ARVO Foundation Travel Grants
 - ❑ ARVO / Alcon Early Career Clinician-Scientist Research Award
 - ❑ MIT Outstanding Poster Award
- Select **Details & Conditions** to determine if you are eligible to apply for a travel grant and/or an award.

*Awards ⓘ Edit

DECISION	AWARD NAME
<input type="radio"/> Apply	ARVO and ARVO Foundation Travel Grants
<input checked="" type="radio"/> Decline	Details & Conditions ←
<input type="radio"/> Apply	ARVO / Alcon Early Career Clinician-Scientist Research Award
<input checked="" type="radio"/> Decline	Details & Conditions ←
<input type="radio"/> Apply	ARVO Members-in-Training Outstanding Poster Award
<input checked="" type="radio"/> Decline	Details & Conditions ←

Award Details & Conditions

Award
ARVO and ARVO Foundation Travel Grants

Details
For descriptions of Travel Grants, [click here](#).

Travel grants provide partial travel support to investigators who have an accepted abstract for the 2015 ARVO Annual Meeting and whose research findings in the abstract are considered to be of high interest to the vision and ophthalmology research community. The ARVO Annual Meeting provides a unique opportunity for trainees and early career investigators to discuss their research with leaders in their fields and receive encouragement to continue their work.

These Travel Grants are funded by ARVO, the National Eye Institute, organizations and corporations, as well as through contributions to the ARVO Foundation for Eye Research.

Travel grants are awarded to those who:

- are in full-time training or completed after June 2011
- meet the criteria of travel grants
- who have not previously received any of the following:
 - any ARVO Annual Meeting Travel Grant whether supported by ARVO, The ARVO Foundation for Eye Research, or a 3rd party, such as NEI, Retina Research Foundation, or Nicolas Bazan
 - an International Chapter Affiliate supported travel grant to the ARVO Annual Meeting
 - an ARVO/Alcon Early Career Clinician Scientist Award
 - a Developing Country Eye Researcher Fellowship (DCERF) Travel Award

Note: If you do not fit into these categories you are NOT eligible for a travel grant. You must close this window, check 'Decline' for the Travel Grants, and click Save & Continue to complete your abstract submission.

Abstract Submission: Step 3: Details, cont.

Travel Grants & Awards (Optional), cont.

- Select the **Apply** button for the Travel Grants or the Award(s) that you want to apply to.
- Answer all questions on the application.
- All questions designated with a red * are required.
- To complete your application(s), you must Agree to the affirmation statements at the end of each application.

*Awards [Edit](#)

DECISION	AWARD NAME
<input type="radio"/> Apply <input checked="" type="radio"/> Decline	ARVO and ARVO Foundation Travel Grants Details & Conditions
<input type="radio"/> Apply <input checked="" type="radio"/> Decline	ARVO / Alcon Early Career Clinician-Scientist Research Award Details & Conditions
<input type="radio"/> Apply <input checked="" type="radio"/> Decline	ARVO 2015 Members-in-Training Outstanding Poster Award Details & Conditions

DECISION	AWARD NAME
<input checked="" type="radio"/> Apply <input type="radio"/> Decline	ARVO and ARVO Foundation Travel Grants Details & Conditions
* To apply for this award, please check the following:	
* Travel Grant: Gender	
Please select one:	
<input type="text" value="None selected"/>	
* Travel Grant: Ethnicity	
Please select one:	
<input type="text" value="None selected"/>	
Travel Grant: Other Ethnicity	
Please provide other ethnicity information in the field below	
<input type="text"/>	
* Travel Grant: Citizenship	
Please select ALL that apply:	
<input type="checkbox"/> United States and its Territories: Citizen	
<input type="checkbox"/> United States and its Territories: Permanent Resident	
<input type="checkbox"/> United States and its Territories: Student Visa	
<input type="checkbox"/> Europe: Any European Country	
<input type="checkbox"/> Europe: Eastern European Country	
<input type="checkbox"/> Europe: Italy	

Abstract Submission: Step 3: Details, cont.

Travel Grants & Awards (Optional), cont.

- **Do not change the radio button from Apply back to Decline** after completing an application, **unless** you are withdrawing your application.
- **If you are withdrawing your application**, first remove all of your responses from the application **then** change the radio button from Apply to Decline.

*Awards ⓘ Edit

DECISION	AWARD NAME
<input type="radio"/> Apply	ARVO and ARVO Foundation Travel Grants
<input checked="" type="radio"/> Decline	Details & Conditions
<input type="radio"/> Apply	ARVO / Alcon Early Career Clinician-Scientist Research Award
<input checked="" type="radio"/> Decline	Details & Conditions
<input type="radio"/> Apply	ARVO 2015 Members-in-Training Outstanding Poster Award
<input checked="" type="radio"/> Decline	Details & Conditions

DECISION	AWARD NAME
<input checked="" type="radio"/> Apply	ARVO and ARVO Foundation Travel Grants
<input type="radio"/> Decline	Details & Conditions
* To apply for this award, please check the following:	
* Travel Grant: Gender	
Please select one:	
<input type="text" value="None selected"/>	
* Travel Grant: Ethnicity	
Please select one:	
<input type="text" value="None selected"/>	
Travel Grant: Other Ethnicity	
Please provide other ethnicity information in the field below	
<input type="text"/>	
* Travel Grant: Citizenship	
Please select ALL that apply:	
<input type="checkbox"/> United States and its Territories: Citizen	
<input type="checkbox"/> United States and its Territories: Permanent Resident	
<input type="checkbox"/> United States and its Territories: Student Visa	
<input type="checkbox"/> Europe: Any European Country	
<input type="checkbox"/> Europe: Eastern European Country	
<input type="checkbox"/> Europe: Italy	

ARVO[®]
The Association for Research
in Vision and Ophthalmology

on.org | tvstjournal.org

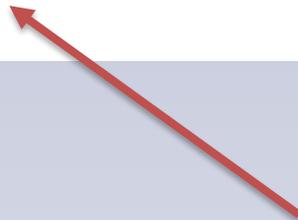
Abstract Submission: Step 3: Details, cont.

Describe the type of research in your abstract:

Type of Research

How would you describe the type of research in your abstract submission? Note: There is no ARVO definition for these terms.

Translational



Abstract Submission: Step 3: Details, cont.

Clinical Trial Registration

To determine if the study results presented in your submission are from a clinical trial, consider the following three questions:

1. Is the study prospective?
2. Does the study involve 2 or more groups of human subjects?
3. Does the study involve a therapeutic intervention in human subjects? Any kind of intervention is included, for example, but not limited to: medical, surgical, psychological and sociological.

* **If the answer is "No"** to any of these questions, the study does not meet the current definition of a clinical trial and does not need to be registered. Select "No" below.

* **If the Answer is "Yes"** to all three questions, the study meets the definition of a clinical trial and must be registered. Select "Yes" below and provide the study's registration information.



Abstract Submission: Step 3: Details, cont.

Clinical Trial Registration, cont.

1. If your abstract reports on a clinical trial, select Yes for your registry URL.
2. If Yes - Other is selected, you must enter your registry URL in the Other Registry Site text box.
3. If your clinical trial is registered with more than one site, you only need to provide registration details for one of the sites.
4. If your work does not report on a clinical trial, you must select NO.

* CLINICAL TRIAL REGISTRATION

* Please answer the information below regarding Clinical Trial Registration.
* If there are multiple Clinical Trial Registrations for one submission, select only one.

* Clinical trials with two or more groups of subjects require registration with a publicly accessible clinical trials registry that is approved by the World Health Organization (WHO).
* All submissions that describe results from a clinical trial with two or more groups of subjects must include the registry site and registration number of the trial, the date the trial was registered, and the date the trial began.

To determine if the study results presented in your submission are from a clinical trial, consider the following two questions and refer to the [ARVO Statement on Registering Clinical Trials](#) about the ARVO policy.

1. Does this study involve a therapeutic intervention in human subjects? (The intervention may be of any kind, e.g., medical, surgical/laser, or psychological/sociological.)
2. Is the study prospective? (A study planned to observe events that have not yet occurred.)

* If the answer is "No" to either question, then the study does not meet the current definition of a clinical trial, and does not need to be registered. Select "No" below.

* If the Answer is "Yes" to both questions, then the study does meet the definition of a clinical trial, regardless of the number of subjects involved or if it involves comparison groups (i.e., different doses of a drug, or treatment and control groups) and must be registered. Select "Yes" below and provide the study's Registry data.

* Does the research presented in your submission meet the above definition of a clinical trial?

None selected ▼

None selected

- Yes - <http://www.anzctr.org.au>
- Yes - <http://www.clinicaltrials.gov>
- Yes - <http://isrctn.org>
- Yes - <http://www.chictr.org>
- Yes - <https://eudract.ema.europa.eu>
- Yes - <http://rctportal.niph.go.jp>
- Yes - <http://www.sictr.lk>
- Yes - <http://www.trialregister.nl/trialreg/index.asp>
- Yes - <http://www.ensaiosclinicos.gov.br>
- Yes - <http://ncrc.cdc.go.kr/cris/index.jsp>
- Yes - <http://ctri.nic.in/Clinicaltrials/login.php>
- Yes - Other
- No

* Does the research presented in your submission meet the above definition of a clinical trial?

Yes - Other ▼

Other Registry Site

If 'Other' Registry Site Selected, Enter Registry Site:



Abstract Submission: Step 3: Details, cont.

Clinical Trial Registration, cont.

Enter the following registration data:

- Registration number
- Date the trial was registered
- Date the trial began

If Yes, provide the corresponding Registration Number, date trial began, and date trial was registered.

Registration Number 

Date Trial was Registered (MM/DD/YYYY) 

Date Trial Began (MM/DD/YYYY) 

Abstract Submission: Step 3: Details, cont.

Support

- If you have grant support, select **YES**.
- Identify the support in the Support Details text box. (Example: NIH Grant EY01234)
- If you do not have grant support, select **NO**.
- You must enter **None** in the Support Details text box.

*** SUPPORT**

If you have grant support, select Yes from the dropdown, then identify the support in the field below.

If you have no grants or support to list, you must select "No" from the dropdown.

None selected ▾

None selected

No

Yes

*** SUPPORT DETAILS**

If you selected Yes above, you must identify the support in the Support field below (example: NH Grant EY01234).

* If you selected No above, you must enter (or copy/paste) None in the Support field below. For output consistency, please enter or copy/paste the word None exactly as formatted here; do not use n/a, no, none...

Save Previous Step Save Save & Continue

Abstract Submission: Step 3: Details, cont.

Session Moderator

*** Session Moderator**

Are you interested in serving as a session moderator?

None selected ▼

Preferred Area of Expertise

If you selected Yes above, please indicate your preferred area of expertise to moderate:

None selected ▼

Abstract Submission: Step 4: Authors

Authors

AUTHOR ORDER	FIRST AUTHOR	AUTHORS	REMOVE AUTHOR
	<input checked="" type="checkbox"/>	<p>Mouse Test - More Info Disclosure * Click to review and acknowledge Disclosure</p> <p><input type="button" value="+ Show Affiliations"/></p> <p>*Affiliation #1 ⓘ <input type="text" value="ARVO"/></p> <p>Edit Remove</p> <p>Affiliation #2 ⓘ <input type="text" value="None selected"/></p> <p>* Membership Type <input type="text" value="Member-in-Training (MIT)"/></p> <p>* Gender <input type="text" value="Female"/></p>	

Abstract Submission: Step 4: Authors, cont.

- Your name will pre-populate as the First Author on the abstract.
- Click **More Info** to check your **Author Information**, scrolling down to confirm your correct email for receiving abstract notifications.
- Corrections to Name and Email must be made in your submission account record, accessed through your name at the top of each submission site page.

AUTHOR ORDER	FIRST AUTHOR	AUTHORS
✓		<p>Mouse Test - More Info</p> <p>Disclosure * Click to review and acknowledge Disclosure</p> <p>+ Show Affiliations</p> <p>*Affiliation #1 ⓘ ARVO Edit Remove</p> <p>Affiliation #2 ⓘ None selected</p> <p>* Membership Type Member-in-Training (MIT)</p> <p>* Gender Female</p>

Author Information

Address 2

* City: Rockville

* Country: United States

* State/Province: Maryland

Zip/Postal Code: 20852

Phone: 2402212932

Fax:

* E-mail: lbirks@arvo.org

[Close](#) [Save & Continue](#)

Abstract Submission: Step 4: Authors, cont.

Commercial Relationship Disclosures

All financial relationships with commercial interests relevant to the research reported in the abstract must be disclosed.

- As First Author, it is your responsibility to provide all commercial relationship disclosures for yourself and your spouse/partner and 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 a co-author do not have any commercial relationship disclosures related to the abstract, you must indicate: **N (No Commercial Relationship)** for that author.



Abstract Submission: Step 4: Authors, cont.

Commercial Relationship Disclosures, cont.

Glossary of Disclosure Terms

- **Commercial Interest:** Any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are not considered commercial interests.
- **Financial Relationships:** Relationships in which the individual and/or the First Author's spouse/partner benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ARVO considers relationships of the First Author to include financial relationships of a spouse or partner.
- **Relevant Financial Relationships:** Financial relationships in any amount which occurred in the 12-month period preceding the submission of an abstract, and those which relate to the content of the abstract.
- **Conflict of Interest:** ARVO considers financial relationships to create conflicts of interest when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of the abstract.

Abstract Submission: Step 4: Authors, cont.

Commercial Relationship Disclosures, cont.

- Refer to the [ARVO Commercial Relationships Policy](#) for disclosure codes and definitions.
- Select **Click to review and acknowledge Disclosure**

AUTHOR ORDER	FIRST AUTHOR	AUTHORS
✓		<p>Mouse Test - More Info Disclosure * Click to review and acknowledge Disclosure </p> <p><input type="button" value="+ Show Affiliations"/></p> <p>*Affiliation #1 </p> <p><input type="text" value="ARVO"/></p> <p>Edit Remove</p> <p>Affiliation #2 </p> <p><input type="text" value="None selected"/></p> <p>* Membership Type <input type="text" value="Member-in-Training (MIT)"/></p> <p>* Gender <input type="text" value="Female"/></p>



Abstract Submission: Step 4: Authors, cont.

Commercial Relationship Disclosures, cont. Scroll down to enter your disclosure information.

Author Disclosures

Lorraine Birks

[Edit](#)

* = Required Fields

* Commercial Relationship(s) Disclosure

For this account, disclose the name(s) of the firm(s) with which commercial relationship(s) exist, as well as the applicable Disclosure Codes that relate to the support. [Click here](#) for the ARVO Commercial Relationship(s) Policy and Disclosure Codes definitions.

- If you do have relationships to disclose, type in the name of the affiliation, company or institution and select the appropriate dropdown.
- Provide one Company Name and one Commercial Relationship Code per line.
- **For Disclosure Code P, you must provide patent/company name or patent ID Number.**
- **For Disclosure Code E, you must provide the company name.**
- If you do not have any relationships to disclose, click the No Commercial Relationship radio button.

I have one or more of the following Commercial Relationship(s) to disclose:

F (Financial Support) - Through employing institution support from a for-profit company, or competing company, in the form of research funding, grants or research materials or services at no cost, for subject of presentation.

I (Personal Financial Interest) - Investor in a company or competing company, other than a mutual or retirement fund, which provides a product, service, process or equipment that is the subject of presentation.

E (Employment) - Employee of a company or competing company with a business interest that is the subject of presentation.

C (Consultant) - Currently, or within the last 24 months prior to date of submission, a consultant for a company or competing company with a business interest that is the subject matter of presentation.

P (Patent) - Inventor/developer designated on a patent, patent application, copyright, or trade secret, whether or not presently licensed or otherwise commercialized, which is the subject matter of presentation or could be in competition with the technology described.

R (Recipient) - Received gifts in kind, honoraria or travel reimbursement valued in any amount in the last twelve months from a company or competing company which provides a product, service, process or equipment that is the subject of presentation.

S (Non-remunerative) - A position(s) of influence such as speaker, etc. ARVO considers relationships of the person involved in the CME activity to include financial support, or a dependent child.

No Commercial Relationship(s) - There is no commercial relationship to disclose.

* Company Name

Company Name

Commercial Relationship(s) Code

None selected

Abstract Submission: Step 4: Authors, cont.

Commercial Relationship Disclosures, cont.

To report disclosure(s)

- Select ‘I have one or more of the following Commercial Relationship(s) to disclose’.
- List each commercial relationship company and its corresponding Relationship Code on a single line.
- If you list a company name multiple times to identify multiple disclosure codes, copy and paste the name from the first entry to ensure an identical company listing that will eliminate duplicate company listings in publications.
- **If selecting “P” (inventor/developer) you must add patent/company name or patent ID number.**
- **If you are employed by a company, you must select “E” and enter the name of the company.**

• For Disclosure Code E, you must provide the company name.
• If you do not have any relationships to disclose, click the No Commercial Relationship radio button

I have one or more of the following Commercial Relationship(s) to disclose:

F (Financial Support) - Through employing institution support from a for-profit company, or contracts or research materials or services at no cost, for subject of presentation.

I (Personal Financial Interest) - Investor in a company or competing company, other than a member of the family, for a product, service, process or equipment that is the subject of presentation.

E (Employment) - Employee of a company or competing company with a business interest that is the subject of presentation.

C (Consultant) - Currently, or within the last 24 months prior to date of submission, a consultant business interest that is the subject matter of presentation.

P (Patent) - Inventor/developer designated on a patent, patent application, copyright, or trade secret that is otherwise commercialized, which is the subject matter of presentation or could be in competition with the subject of presentation.

R (Recipient) - Received gifts in kind, honoraria or travel reimbursement valued in any amount from a competing company which provides a product, service, process or equipment that is the subject of presentation.

S (Non-remunerative) - A position(s) of influence such as a speaker, advisor, or member of a committee for the person involved in the CME activity to include financial interests.

N (No Commercial Relationship) - There is no commercial relationship to disclose.

* Company Name

Company Name

Commercial Relationship(s) Code

None selected
Code F (Financial Support)
Code I (Personal Financial Interest)
Code E (Employment)
Code C (Consultant)
Code P (Patent)
Code R (Recipient)
Code S (Non-remunerative)

Abstract Submission: Step 4: Authors, cont.

Commercial Relationship Disclosures, cont.

Adding Spouse/Partner Disclosures for First Authors

If a First Author's spouse/partner has any relevant relationship(s) to disclose:

- Provide all disclosures for the First Author first, followed by any spouse/partner disclosures, if applicable.
- Type in 'Spouse' OR 'Partner', hyphen, and the name of the affiliation, company or institution for each disclosure.

Sample formats:

Spouse – Genentech

Partner – Genentech

- Select the appropriate Disclosure Code from the dropdown.
- Select Save & Continue at the bottom of the page.



NI (No Commercial Relationship) - There is no
* Company Name



None selected
Code F (Financial Support)
Code I (Personal Financial Interest)
Code E (Employment)
Code C (Consultant)
Code P (Patient)
Code R (Recipient)
Code S (Non-remunerative)
None selected

Abstract Submission: Step 4: Authors, cont.

Commercial Relationship Disclosures, cont.

- If you and your spouse/partner have no disclosures to report
 - Select N (No Commercial Relationships)
- Select Save & Continue at the bottom of the page.

*** Commercial Relationship(s) Disclosure**

For this account, disclose the name(s) of the firm(s) with which commercial relationship(s) exist, as well as the applicable Disclosure Codes that relate to the support. [Click here](#) for the ARVO Commercial Relationship(s) Policy and Disclosure Codes definitions.

- If you do have relationships to disclose, type in the name of the affiliation, company or institution and select the appropriate dropdown.
- Provide one Company Name and one Commercial Relationship Code per line.
- **For Disclosure Code P, you must provide patent/company name or patent ID Number.**
- **For Disclosure Code E, you must provide the company name.**
- If you do not have any relationships to disclose, click the No Commercial Relationship radio button.

I have one or more of the following Commercial Relationship(s) to disclose:

F (Financial Support) - Through employing institution support from a for-profit company, or competing company, in the form of research funding, grants or research materials or services at no cost, for subject of presentation.

I (Personal Financial Interest) - Investor in a company or competing company, other than a mutual or retirement fund, which provides a product, service, process or equipment that is the subject of presentation.

E (Employment) - Employee of a company or competing company with a business interest that is the subject of presentation.

C (Consultant) - Currently, or within the last 24 months prior to date of submission, a consultant for a company or competing company with a business interest that is the subject matter of presentation.

P (Patent) - Inventor/developer designated on a patent, patent application, copyright, or trade secret, whether or not presently licensed or otherwise commercialized, which is the subject matter of presentation or could be in competition with the technology described.

R (Recipient) - Received gifts in kind, honoraria or travel reimbursement valued in any amount in the last twelve months from a company or competing company which provides a product, service, process or equipment that is the subject of presentation.

S (Non-remunerative) - A position(s) of influence such as officer, board member, trustee, spokesperson, etc. ARVO considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner, or a dependent child.

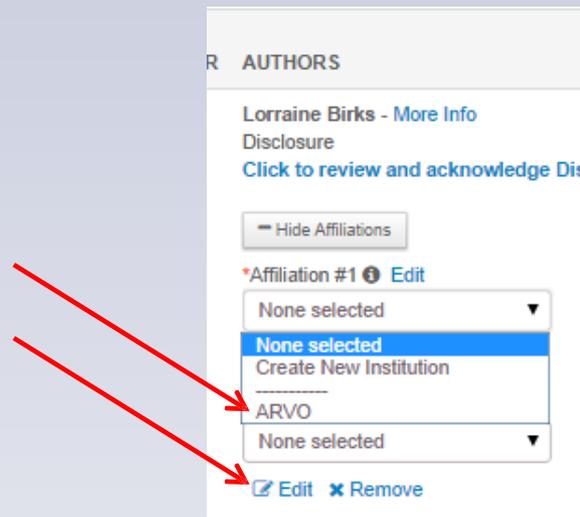
N (No Commercial Relationship) - There is no commercial relationship relevant to the subject matter of presentation

Abstract Submission: Step 4: Authors, cont.

Affiliations for Publication, cont.

If you select an existing institution:

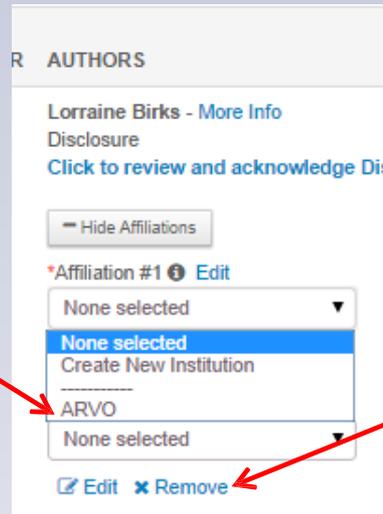
- You must then select the "Edit" option to review the *institution, department, *city, *state/province and *country that will be used for all meeting materials.
- *An error message will occur prior to submission if *required fields are not completed.
- Note: Data fields for your institution from your account's General and Contact information may not have auto-updated here if you previously updated your account.



Abstract Submission: Step 4: Authors, cont.

Affiliations for Publication, cont.

- If you do not want to use the institution from your account for any author listed in your submission:
 - Select it from the Affiliation drop-down and click 'X Remove' to delete it from your submission.
 - This will not delete it from your account.



The screenshot shows the 'AUTHORS' section for 'Lorraine Birks'. It includes a 'Hide Affiliations' button and a dropdown menu for '*Affiliation #1'. The dropdown menu is open, showing options: 'None selected', 'None selected', 'Create New Institution', 'ARVO', and 'None selected'. Below the dropdown are 'Edit' and 'Remove' buttons. Two red arrows point to the 'ARVO' option in the dropdown and the 'Remove' button.



Abstract Submission: Step 4: Authors, cont.

First Author Membership Type

- Membership Type must be selected for First Author.
- Select Member-in-Training or Regular.

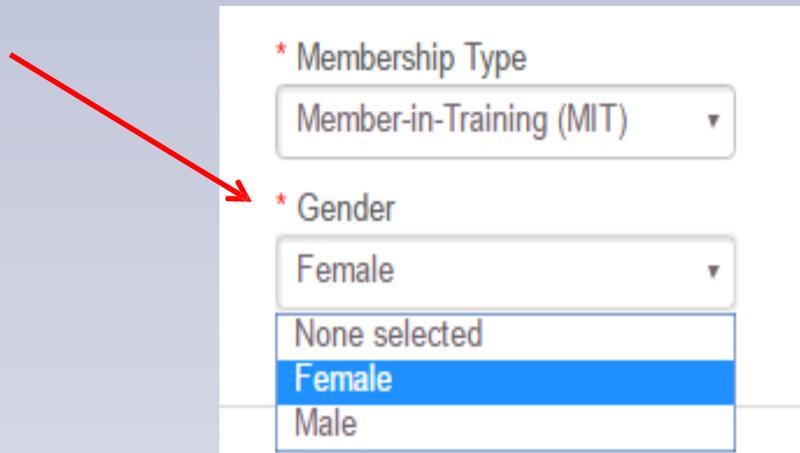
FIRST AUTHOR	AUTHORS
✓	Lorraine Birks - More Info Disclosure Click to review and acknowledge Disclosure
	<input type="button" value="Hide Affiliations"/>
	*Affiliation #1 Edit
	<input type="text" value="ARVO"/>
	Edit Remove
	Affiliation #2 Edit
	<input type="text" value="None selected"/>
	Edit Remove
	Membership Type Edit
	<input type="text" value="None selected"/>
	<input type="text" value="None selected"/>
	<input type="text" value="Member-in-Training (MIT)"/>
	<input type="text" value="Regular"/>



Abstract Submission: Step 4: Authors, cont.

First Author Gender

- Gender must be selected for First Author.



* Membership Type
Member-in-Training (MIT) ▼

* Gender
Female ▼

None selected
Female
Male

Abstract Submission: Step 4: Authors, cont.

Add an Author

- Select **Add Author** to search the submission site accounts and add up to fifteen (15) co-authors to your abstract.

AUTHOR ORDER	FIRST AUTHOR	AUTHORS
✓		<p>Mouse Test - More Info Disclosure * Click to review and acknowledge Disclosure </p> <p>+ Show Affiliations</p> <p>*Affiliation #1 </p> <p>ARVO </p> <p>Edit Remove</p> <p>Affiliation #2 </p> <p>None selected </p> <p>* Membership Type</p> <p>Member-in-Training (MIT) </p> <p>* Gender</p> <p>Female </p>
Update Author Order		+ Add Author



Abstract Submission: Step 4: Authors, cont.

Add an Author, cont.

- **First** search by Last/Family Name.
- If not found by Last/Family Name, search by Author's E-mail.

Update Author Order Add Author

Search for Author to Add

First/Given Name Last/Family Name Author's E-mail

Search

Search by
Last Name
OR
Email

Abstract Submission: Step 4: Authors, cont.

Add an Author, cont.

- Select **Add** to add an author from the Author Search Results.
- Select **'More Info'** next to their name to confirm/update contact information.
 - **Scroll down** from the right to provide all required information.
 - **IMPORTANT:** If you receive an error message that says "**Institution: City Missing**", click the More Info link next to each author's name and scroll down to make sure that all author details are included for submission.

Search for Author to Add (a minimum of 1 field below is required)

First/Given Name Last/Family Name Author's E-mail

Author Search Results (2 Authors Found)

ADD	NAME	DEPARTMENT	INSTITUTION	E-MAIL
Add	Abdala, Alexandra More Info		Instituto de Oftalmologia Conde de Valenciana	alex_abdala@ho
+ Add	Abdala, Carlos More Info	Ophthalmology & Visual Science	Unidad Laser Clinica Oftalmologica	cabdala@unidad

Tia Metzger - [More Info](#)

Disclosure
* Click to review and acknowledge Disclosure [↗](#)

*Affiliation #1 [i](#) [Edit](#)
None selected

Affiliation #2 [i](#) [Edit](#)
None selected

Author Information

* = Required for all Authors
* = Required for Presenter
* = Required for Contact Author

* First/Given Name

Middle

* Last/Family Name

Suffix

Address 1

Address 2

Abstract Submission: Step 4: Authors, cont.

Add an Author, cont.

- Select **Create An Author** if the author cannot be found by Last Name or by Email.
- First name, last name, city, country, state/province for US, Canada, Australia, and email are required fields designated with a red *.
- Select **Submit Created Author**

Search for Author to Add (a minimum of 1 field below is required)

First/Given Name Last/Family Name Author's E-mail

Author Search Results (2 Authors Found)

ADD	NAME	DEPARTMENT	INSTITUTION	E-MAIL
+ Add	Abdala, Alexandra More Info		Instituto de Oftalmologia Conde de Valenciana	alex_abdala@hotmail.com
+ Add	Abdala, Carlos More Info	Ophthalmology & Visual Science	Unidad Laser Clinica Oftalmologica	cabdala@unidadlaserdelatlantico.com

Create An Author

* = Required for all Authors
* = Required for Presenter
* = Required for Contact Author

Prefix

* First/Given Name Middle * Last/Family Name

Suffix

Address 1 Address 2

* City State/Province Zip/Postal Code

* Country

Phone Fax * E-mail

Abstract Submission: Step 4: Authors, cont.

Add an Author, cont. For each added Co-author:

- **Provide Disclosures** for commercial relationships related to the abstract.
- **Add their affiliation(s)**
- Give your co-authors their correct **order number** as they should be listed in the abstract.
- Select **Update Author Order**.
- **Make sure that ALL AUTHORS are INCLUDED in your abstract and are IN THE PROPER ORDER.**

You will not be able to add authors or make any changes after the modification deadline of Sunday, December 2, 2018, 11:59pm U.S. EST. **No exceptions.**

The screenshot shows the author management interface for Alexandra Abdala. At the top left, there is a dropdown menu showing the number '2'. To the right of the author's name is a 'Remove' button. Below the name, there is a 'Disclosure' section with a checkbox and the text 'Click to review and acknowledge Disclosure'. A red arrow points to this checkbox. Below the disclosure section is a 'Hide Affiliations' button. The 'Affiliation #1' section includes an 'Edit' button, a dropdown menu currently showing 'None selected', and 'Edit' and 'Remove' buttons. A red arrow points to the 'Edit' button. The 'Affiliation #2' section is identical to the first. At the bottom of the interface are two buttons: 'Update Author Order' and 'Add Author'.

Abstract Submission: Step 4: Authors, cont.

Study Group

- Provide a Study Group name, if applicable.
- Additional authors may **not** be added to the Study Group text box – **they will be deleted.**
- When finished, select Save & Continue.

Update Author Order Add Author

Study Group

Please enter your study group in the box below. Do not use "the", "for the", or "on behalf of."

Previous Step Save Save & Continue >

Abstract Submission: Step 5: Affirmations

You will be required to acknowledge these affirmations by selecting each box during abstract submission.

- First Author must receive approval from the Principal Investigator for submission of the work in the abstract for presentation at the 2020 ARVO Annual Meeting.
- First Author is obligated to register and pay the fees to attend the 2020 Annual Meeting if the abstract is accepted for presentation.
- First Author must be the presenting author at the Annual Meeting and present the same work submitted in the abstract.
- The abstract represents data and conclusions not previously published nor previously presented at ARVO by the same investigator, nor is it redundant with abstracts submitted to ARVO in the same year by the same group of investigators.
- First Author must reveal the essential structure (DNA sequence), the elements of a novel compound, or sufficient identification of new gene compounds (drugs, genes, etc.) in the presentation, if applicable.



Abstract Submission: Step 5: Affirmations, cont.

- First Author acknowledges that the abstract will be made available on the ARVO website and then published in the ARVO open access [journal *Investigative Ophthalmology & Visual Science*](#) under the [Creative Commons Attribution-NonCommercial-NoDerivatives License](#) and that the authors retain copyright, subject to the rights granted to ARVO described in paragraphs 6 and 7 of the ARVO License to Publish
- **OR**
that the abstract is a work of authorship prepared as part of the author's official duties as an officer or employee of the U.S. Government, and is, therefore, in the public domain. Should the abstract be determined as copyrightable, the authors retain copyright, subject to the rights granted to ARVO described in paragraphs 6 and 7 of the ARVO License to Publish.
- If experimental animals were used in investigation, any research reported was conducted in compliance with the [ARVO Statement for the Use of Animals in Ophthalmic and Visual Research](#).



Abstract Submission: Step 5: Affirmations, cont.

- If human subjects were involved in the investigation, any research reported was conducted in compliance with the "Declaration of Helsinki".
 - *(1st) the research followed the tenets of the Declaration of Helsinki;*
 - *(2nd) informed consent was obtained from the subjects after explanation of the nature and possible consequences of the study;*
and
 - *(3rd) where applicable, the research was approved by the institutional human experimentation committee or institutional review board (IRB).*
- First Author understands ARVO's requirement to register a clinical trial prior to reporting on the trial in compliance with ARVO's Clinical Trials Policy



Abstract Submission: Step 5: Affirmations, cont.

Continuing Medical Education (CME) Attestations

- To assist ARVO in determining which sessions may be eligible for CME credit, you are required to respond with Yes or No to the following statements.
- Yes or No responses **will not** be a factor in the acceptance or rejection of submissions.
- Questions regarding these CME-related statements should be directed to education@arvo.org.
 - I agree to prepare and present content that promotes improvements or quality in research and/or healthcare and not a specific proprietary business interest or commercial interest.
 - I agree to prepare and present content that is free from commercial influence, is based upon scientific methods generally accepted by the scientific and/or medical community, and is only for educational/scientific purposes.



Abstract Submission: Step 6: Review & Submit

Review all Submission Input

Carefully check each Step of your submission data listed on the page.

- Make sure all special characters and formatting are displaying properly.
- If you find errors, return to the appropriate Step by clicking the Edit option next to that Step's heading on the page or in the left sidebar.

View Submissions >

Create New Submission >

✓ Step 1: Submission type >

✓ Step 2: Title/Body >

✓ Step 3: Details >

✓ Step 4: Author >

✓ Step 5: Affirmations >

Step 6: Review & Submit >

Step 6: Review & Submit ID: 2091497

Deadline: Dec 5, 2014 11:59 PM U.S. EST Total Characters: 230 out of 2500 Full Instructions

Review Submission Input

- Carefully check each step of your submission data listed on the page.
- Make sure all special characters and formatting are displaying properly.
- If you find errors, return to the appropriate step by clicking the Edit option next to that step's heading on the page or in the left sidebar.

View Proof

- View the proof of your abstract for a user-friendly layout of your abstract submission and the option to print it as a PDF.
- If you identify errors, close the window to return to Review & Submit, and then select the appropriate step to return and make any corrections.

Submitting Your Abstract

- When all required information is complete, the "Submit" button will appear at the bottom of the page.
- Only abstracts in "Submission" status on Sunday, December 7, 2014, 11:59 pm U.S. ET will be reviewed for acceptance.
- A system-generated email will be sent to confirm that your abstract has been submitted, using the email in your submission site account.
- To make updates to an abstract in "Submission" status, return it to "Draft" status from the View Submissions left sidebar, make the changes, and "Submit" it again prior to the Sunday, December 7, deadline.

Edit

* = Required Fields

* Review Submission Input

✓ Step 1: Submission type

Abstract Submission

✓ Step 2: Title/Body Edit

SECTION	VALUE
Title	TEST title - Image Issue, Multiple Authors
Purpose	Images and Image Captions - Step 8 Abstracts may include up to two images (tables, graphs, figures, etc.).
Methods	test methods
Results	test results
Conclusions	test conclusions

Abstract Submission: Step 6: Review & Submit, cont.

Incomplete Steps

- Incomplete Steps, if any, will be listed under Review Submission Input and hyperlinked for you to return and provide the missing required information, save at the bottom of that Step (you will now see a **check mark** beside the Step that you just completed), and return to the Review & Submit Step.

View Submissions >

Create New Submission

- ✓ Step 1: Submission type >
- ✓ Step 2: Title/Body >
- Step 3: Details >
- ✓ Step 4: Author >
- Step 5: Affirmations >
- Step 6: Review & Submit >

Deadline: Dec 5, 2014 11:59 PM U.S. EST Total Characters: 230 out of 2500

Review Submission Input

- Carefully check each step of your submission data listed on the page.
- Make sure all special characters and formatting are displaying properly.
- If you find errors, return to the appropriate step by clicking the Edit option next to that step's heading

View Proof

- View the proof of your abstract for a user-friendly layout of your abstract submission and the option to edit.
- If you identify errors, close the window to return to Review & Submit, and then select the appropriate corrections.

Submitting Your Abstract

- When all required information is complete, the "Submit" button will appear at the bottom of the page.
- Only abstracts in "Submission" status on Sunday, December 7, 2014, 11:59 pm U.S. ET will be reviewed.
- A system-generated email will be sent to confirm that your abstract has been submitted, using the email address you provided.
- To make updates to an abstract in "Submission" status, return it to "Draft" status from the View Submission page, and "Submit" it again prior to the Sunday, December 7, deadline.

[Edit](#)

* = Required Fields

* Review Submission Input

▲ The following steps are incomplete

- Step 3: Details
 - At least 1 keyword needs to be selected. You selected 0.
 - Need a Presentation Type.
- Step 5: Affirmations
 - You have not answered the detail "New in 2015: Continuing Medical Education (CME)".
 - You have not answered the detail "New in 2015: Continuing Medical Education (CME)".

View Submissions >

Create New Submission

- ✓ Step 1: Submission type >
- ✓ Step 2: Title/Body >
- ✓ Step 3: Details >
- ✓ Step 4: Author >
- ✓ Step 5: Affirmations >
- Step 6: Review & Submit >

Deadline: Dec 5, 2014 11:59 PM U.S. EST

Review Submission Input

- Carefully check each step of your submission data listed on the page.
- Make sure all special characters and formatting are displaying properly.
- If you find errors, return to the appropriate step by clicking the Edit option next to that step's heading

View Proof

- View the proof of your abstract for a user-friendly layout of your abstract submission and the option to edit.
- If you identify errors, close the window to return to Review & Submit, and then select the appropriate corrections.

Submitting Your Abstract

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[Edit](#)

* = Required Fields

* Review Submission Input

- ✓ Step 1: Submission type

Abstract Submission

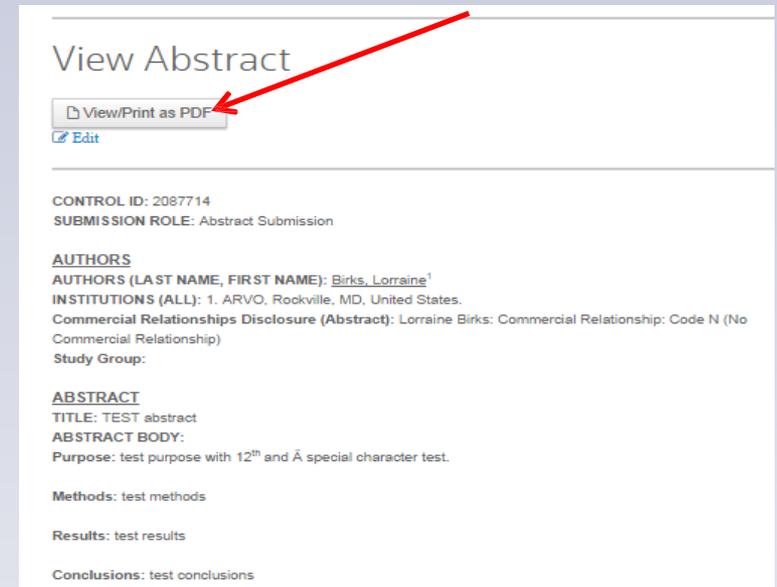
- ✓ Step 2: Title/Body [Edit](#)

SECTION	VALUE
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Abstract Submission: Step 6: Review & Submit, cont.

View and Print Abstract Proof

- You will also want to View the Proof of your abstract for a user-friendly view of your abstract submission and the option to print it as a PDF.
 - Use the View Proof link at the bottom of the page.
 - Again, if you identify errors, Close the Window to return to Review & Submit, and then select the appropriate Step to return and make any corrections.



Abstract Submission: Step 6: Review & Submit, cont.

Abstract Submission

- When all Steps are complete, the Submit button will display at the bottom of the Review & Submit page to allow you to submit the abstract.
- Abstracts must be submitted by the modification deadline of Sunday, December 8, 2019, 11:59 pm U.S. ET.

Create New Submission

- ✓ Step 1: Submission type >
- ✓ Step 2: Title/Body >
- ✓ Step 3: Details >
- ✓ Step 4: Author >
- ✓ Step 5: Affirmations >
- Step 6: Review & Submit >**

I affirm that this abstract represents data and conclusions that have neither been previously published, nor were presented previously at ARVO by the same investigator, nor were redundant with abstracts submitted in the same year by the same group of investigators.

I affirm that if my abstract is accepted for presentation, the work presented in this abstract is the same work that will be presented at the Annual Meeting.

New in 2015: Continuing Medical Education (CME) Yes
* To assist ARVO in determining which sessions may be eligible for CME credit, submitters are required to respond to the following statements.
* Responses will not be included in the review process and will not be a factor in the acceptance or rejection See More...

I agree to prepare and present content that is free from commercial influence, is based upon scientific methods generally accepted by the scientific and/or medical community, and is only for educational/scientific purposes.

View Proof
The proof is the final version of your submission, based on the society's guidelines.
[View Proof](#)

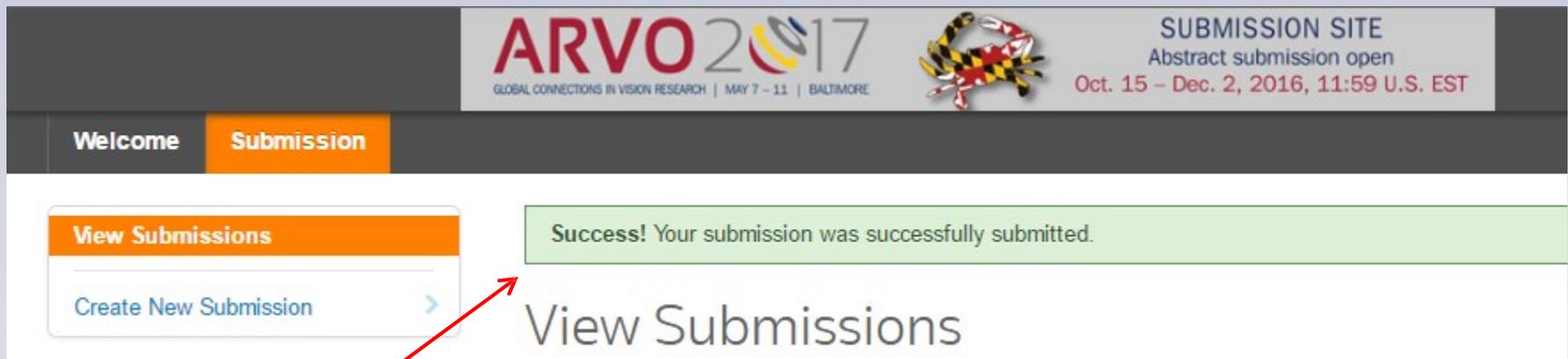
[← Previous Step](#) [Submit](#)



Abstract Submission: Step 6: Review & Submit, cont.

Abstract Submission, cont.

- Upon successfully submitting your abstract, you will be returned to View Submissions with a green Success! message displayed at the top of the page.
- A system-generated email will be sent to confirm that your abstract has been submitted, using the email in your submission site account.



The screenshot displays the ARVO 2017 submission site interface. At the top, there is a banner for ARVO 2017 with the text "GLOBAL CONNECTIONS IN VISION RESEARCH | MAY 7 - 11 | BALTIMORE" and a logo of a crab. To the right, it says "SUBMISSION SITE Abstract submission open Oct. 15 - Dec. 2, 2016, 11:59 U.S. EST". Below the banner, there are two tabs: "Welcome" and "Submission". The "Submission" tab is active. On the left, there is a sidebar with a "View Submissions" button and a "Create New Submission" button with a right-pointing arrow. A red arrow points from the "View Submissions" button in the sidebar to the "View Submissions" text in the main content area. In the main content area, there is a green success message box that reads "Success! Your submission was successfully submitted." Below the message box, the text "View Submissions" is displayed.



Abstract Submission - View Drafts & Submission

- Select View Submissions from the left sidebar to access your abstract Drafts and/or Submission.

View Submissions

Create New Submission >

View Submissions

Submission Instructions

Opening October 15:
ABSTRACT SUBMISSIONS
SIG SUBMISSIONS

INVITED SPEAKER SUBMISSIONS
DUE: Monday, October 6, 2014, 11:59 pm U.S. EST is the due date for submissions to be finalized from Draft to Submission status

- If you have been invited to speak during ARVO 2015, a draft submission has already been started for you.
- If you are presenting in more than one invited speaker session, each draft submission will be available below.
- DO NOT CREATE A NEW INVITED SPEAKER SUBMISSION.**
- DO NOT DELETE ANY INVITED SPEAKER DRAFT(S)** that have been started for you.
- Scroll down to the bottom of this page to access your Invited Speaker Submission draft.
- Click the drop-down and select **Edit Draft** to begin your edits.
- Please carefully read over the **Full Instructions** before beginning to edit your presentation draft. Full Instructions are located in the top right corner of each submission step's page.

TECHNICAL SUPPORT
Monday 12:00am U.S. Eastern Time through Friday 8:30pm U.S. ET.
Email: ts.acsupport@thomson.com
Phone: +1.434.964.4100 (toll-free U.S. only: 888.503.1050)

POLICY AND PROCEDURES SUPPORT
Monday through Friday, 8:30am-5:00pm U.S. ET.
Email: arvoabstracts@arvo.org
Phone: +1.240.221.2000

[Edit](#)

Drafts

ACTION	TITLE	ID	MODIFIED	DEADLINE	TYPE
Select ...	TEST title - Image Issue, Multiple Authors	2091497	Oct 7, 2014 3:18 PM U.S. EST	Dec 5, 2014 11:59 PM U.S. EST	Abstract Submission

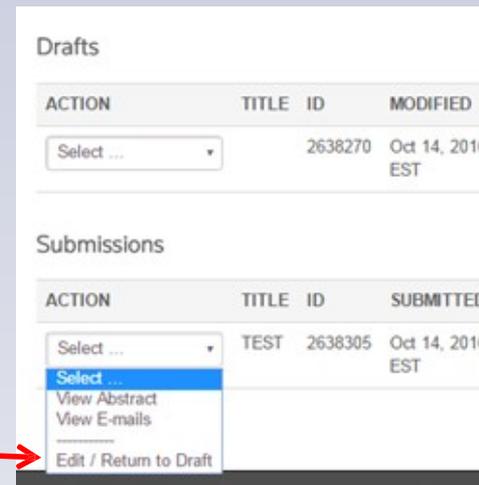
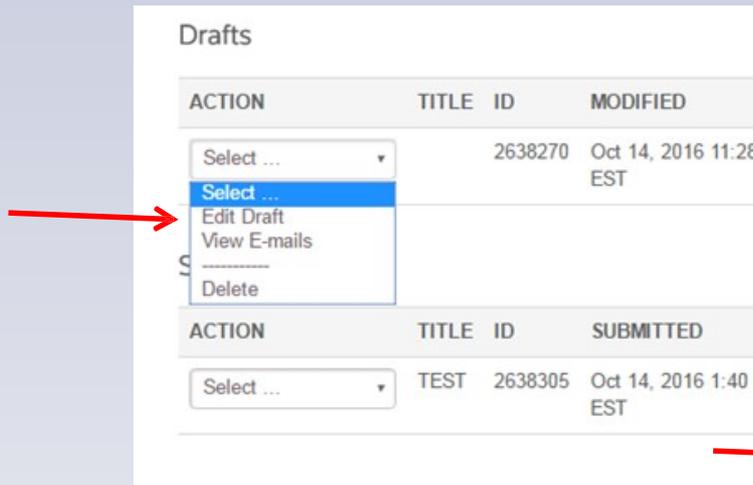
Submissions

ACTION	TITLE	ID	SUBMITTED	DEADLINE	TYPE
Select ...	TEST abstract	2087714	Oct 7, 2014 3:29 PM U.S. EST	Dec 5, 2014 11:59 PM U.S. EST	Abstract Submission



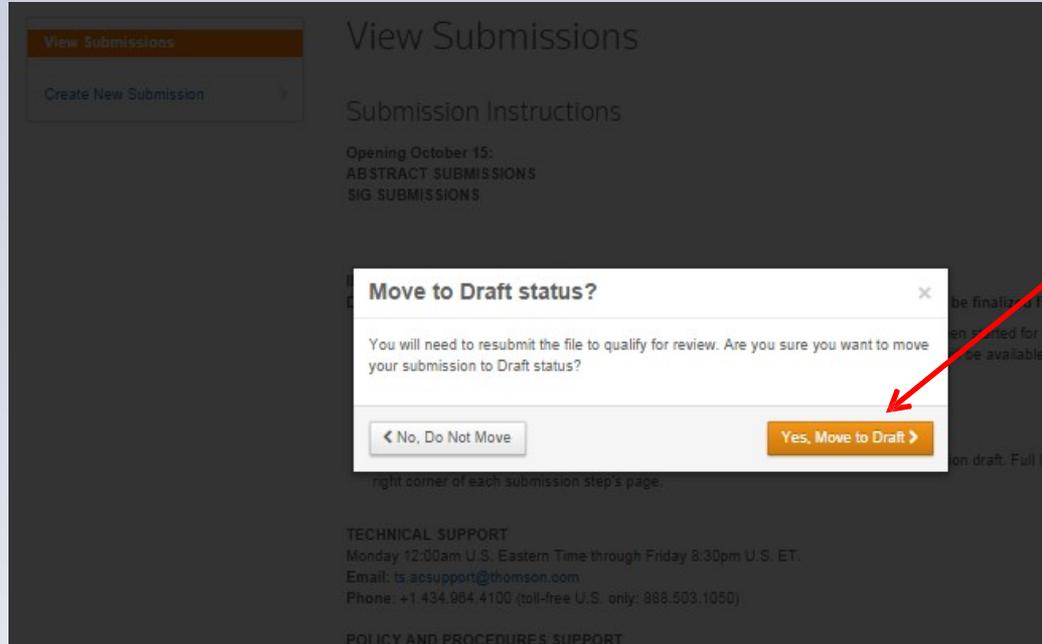
Abstract Submission – Revisions

- To revise your submission or draft, use the same Abstract Submission Link at the bottom of the [Abstracts](#) web page to return to the Submission Site.
- From the Submissions tab - select View Submissions; scroll to the bottom of the page; select **Edit** for that abstract.



Abstract Submission – Revisions, cont.

- If returning a Submission to Draft status for revisions, Select Yes to proceed.
- You will receive a system-generated email to confirm that your abstract has been returned to Draft status.
- Abstracts returned to Draft status must be re-submitted by the modification deadline of Sunday, December 8, 2019, 11:59 pm, U.S. ET, to be considered for review.
- No changes or submissions will be allowed after the modification deadline.



Abstract Submission – Revisions, cont.

- Your abstract now appears in the Drafts section of the View Submissions page.
- To make revisions, select Edit Draft.
- When your edits are completed, you must **Resubmit** the abstract again by the modification deadline of Sunday, December 8, 2019, 11:59 pm U.S. ET.
- You will receive another system-generated email confirming the re-submission of your abstract.
- Only abstracts with a Submission status at the modification deadline will be sent forward for review.

Drafts

ACTION	TITLE	ID	MODIFIED	DEADLINE	TYPE
Select ...	TEST abstract	2087714	Oct 7, 2014 4:19 PM U.S. EST	Dec 5, 2014 11:59 PM U.S. EST	Abstract Submission
Select ... Select ... Edit Draft View E-mails Delete	TEST title - Image Issue, Multiple Authors	2091497	Oct 7, 2014 3:18 PM U.S. EST	Dec 5, 2014 11:59 PM U.S. EST	Abstract Submission



Abstract Submission Confirmations & Email Updates

Abstract submission confirmations will be emailed to First Authors on **Wednesday, December 11, 2019.**

- This confirmation and all other abstract-related correspondence will be sent to the First Author's email address provided **in their submission site account.**
- To endure delivery of your abstract-related communications, add ts.acsupport@clarivate 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're unsure of how to add to your Safe Sender White List, contact your email administrator.

If you updated your name or email in your Submission Site account, you must also submit those updates to arvo@arvo.org to update your membership account record as well.

- If you return to the Submission Site later, your name and email from your membership account will overwrite any name/email updates you made.

