Abstract Submission Tutorial

Step-by-Step Instructions with Screen Shots

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:	Mac OS X:
Internet Explorer 10.0	Firefox
Internet Explorer 11.0	Chrome
Microsoft Edge	Safari 9.0.3
Firefox	
Chrome	**Android 4.3 and above:**
Safari 9.0.3	Chrome
	iOS7:
	Safari

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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 <u>Successful Abstract Submission Guidelines</u>, with tips on including complete data and samples of top-scoring abstracts.

- Read the <u>Abstract Policies and Procedures</u>

- Familiarize yourself with the <u>Abstract Rejection Criteria</u>.

- 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.

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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: yourEmail@address.org

Password:

Sign in now → Forgot password?

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Member Login Steps, cont.

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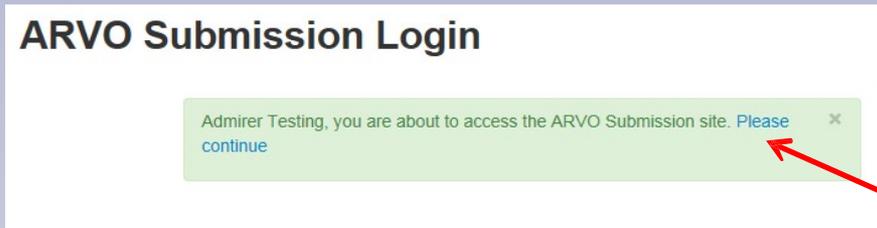
Submission Account Steps

- **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.**

Submission Account Steps, cont.

Select the Submission Tab to begin Abstract Submission.

Abstract Submission – Starting a Submission
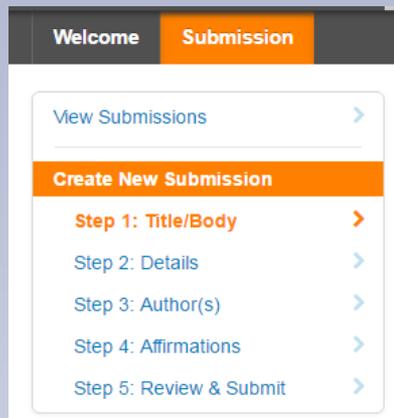
- Select the **Submission** tab at the top of the page.

- 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:	Contact Name:	Total Characters:	Full Instructions
Dec 2, 2016 11:59 PM U.S. EST	Mouse Test	0 out of 2,500 ↻	↗

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.
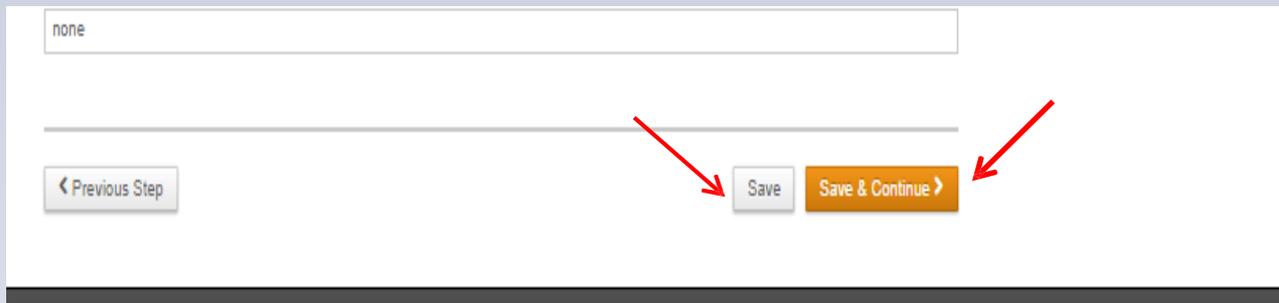* = Required Fields

* Title ⓘ

0 CHARACTERS

I x_2 x^2 $✗$ $⧉$ $🗐$ $↶$ $↷$ $Ω$ $⤢$

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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.

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.
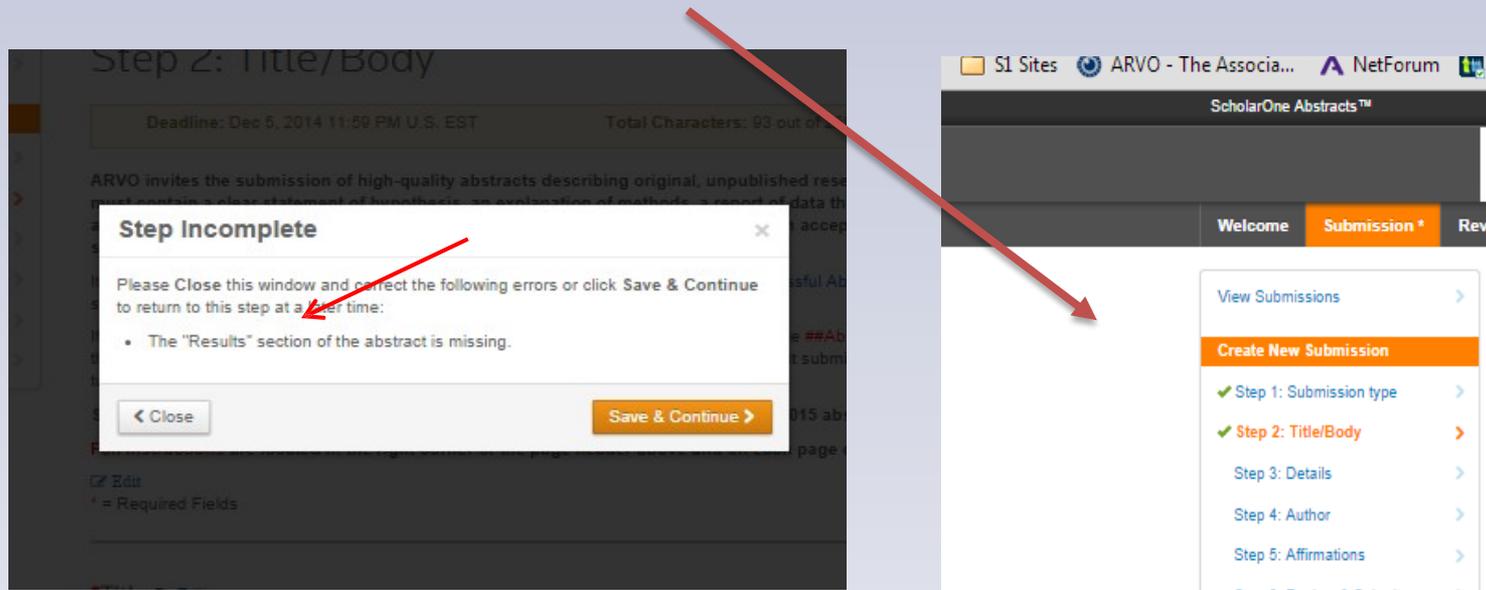
Abstract Submission: Step 2: Title/Body

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.

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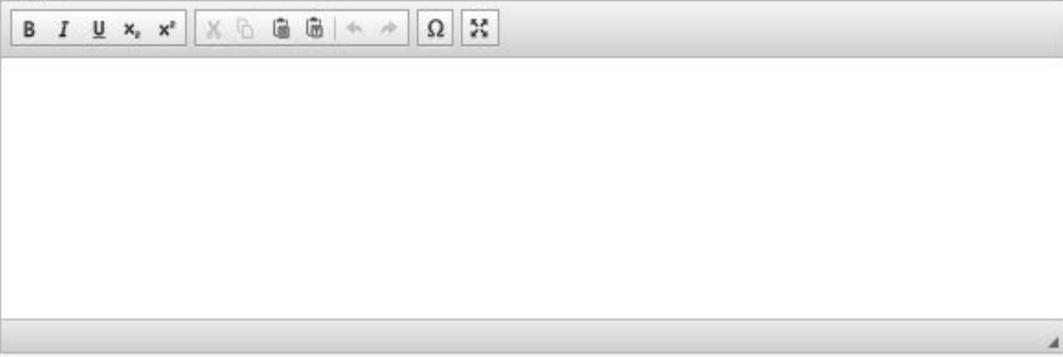
Abstract Submission : Step 2: Title/Body, cont.

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

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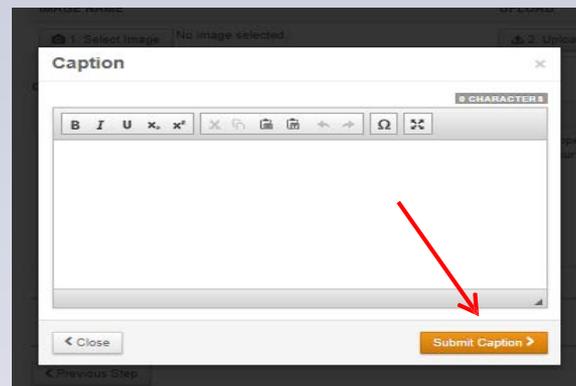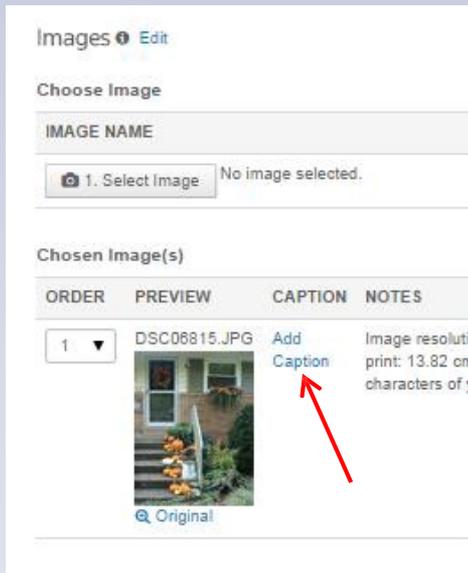
Abstract Submission: Step 2: Title/Body, cont.

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.

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
- 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 describe
- You must also populate the Section drop-

Refer to the 2017 Reviewing Codes.pdf list.

* = Required Fields

*Presentation Type ❶

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.

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.

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.

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.
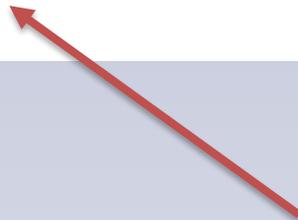
Abstract Submission: Step 3: Details, cont.

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 ▾

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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.slctr.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 |

istration Number, date trial began, and date

* 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:

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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

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.

Abstract Submission: Step 3: Details, cont.

Session Moderator

Abstract Submission: Step 4: Authors

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.

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.

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Abstract Submission: Step 4: Authors, cont.

Commercial Relationship Disclosures, cont.
Glossary of Disclosure Terms

o   ***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.

o   **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.

o   ***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.

o   ***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**

Abstract Submission: Step 4: Authors, cont.

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

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 <u>enter the name of the company.</u>**

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.

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.

Abstract Submission: Step 4: Authors, cont.

Affiliations for Publication

- From the Affiliation drop-down for each author, select an existing institution or select Create New Institution.

- Repeat for adding a maximum of two Affiliations for each author.

- If there are 2 or more Departments at the same Institution represented, enter each Department/Institution pair separately.

- If 2 or more authors are affiliated with the same Institution / Department, enter that Institution / Department only once and select it for each author.

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.
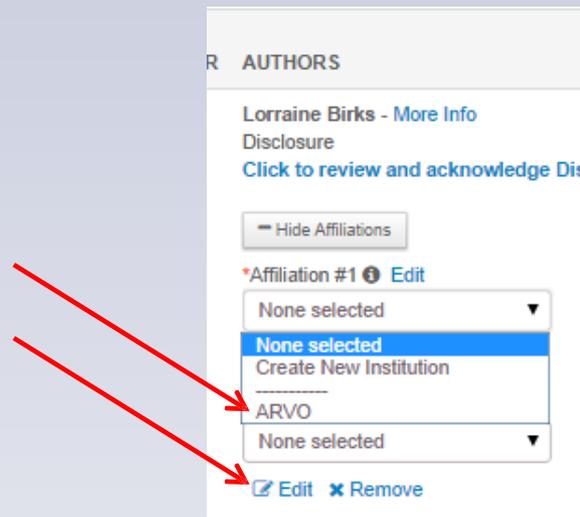
Abstract Submission: Step 4: Authors, cont.

Affiliations for Publication, cont.

- **If you do not want to use the institution from your account <u>for any author listed in your submission</u>:**

    - 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.
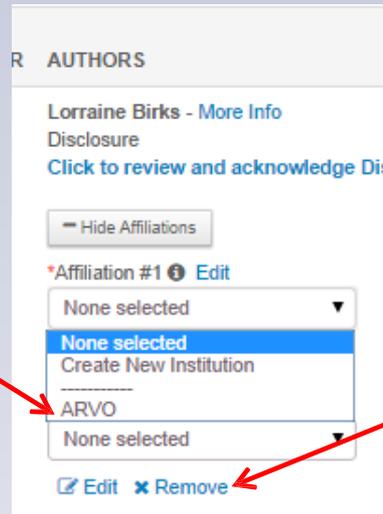
Abstract Submission: Step 4: Authors, cont.

First Author Membership Type

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

Abstract Submission: Step 4: Authors, cont.

First Author Gender

- Gender must be selected for First Author.
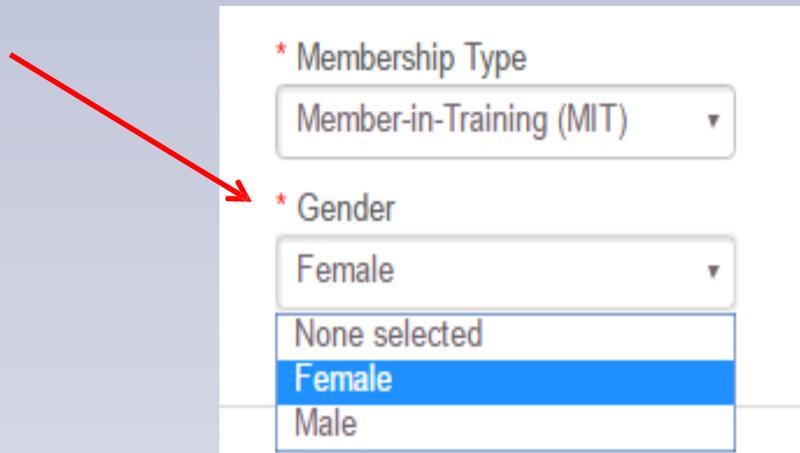
Abstract Submission: Step 4: Authors, cont.

Add an Author

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

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.

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.

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**

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**.

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.

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.

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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.

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.

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.
    - o Use the View Proof link at the bottom of the page.
    - o 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.
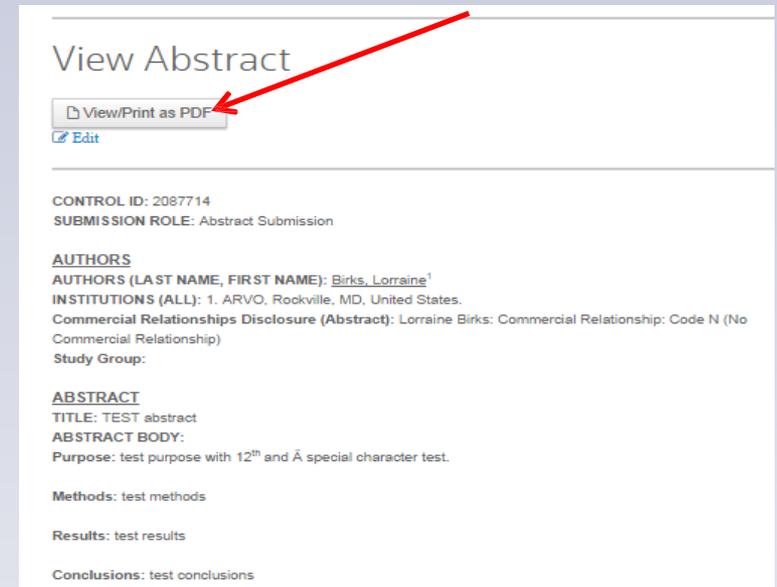
Abstract Submission: Step 6: Review & Submit, cont.

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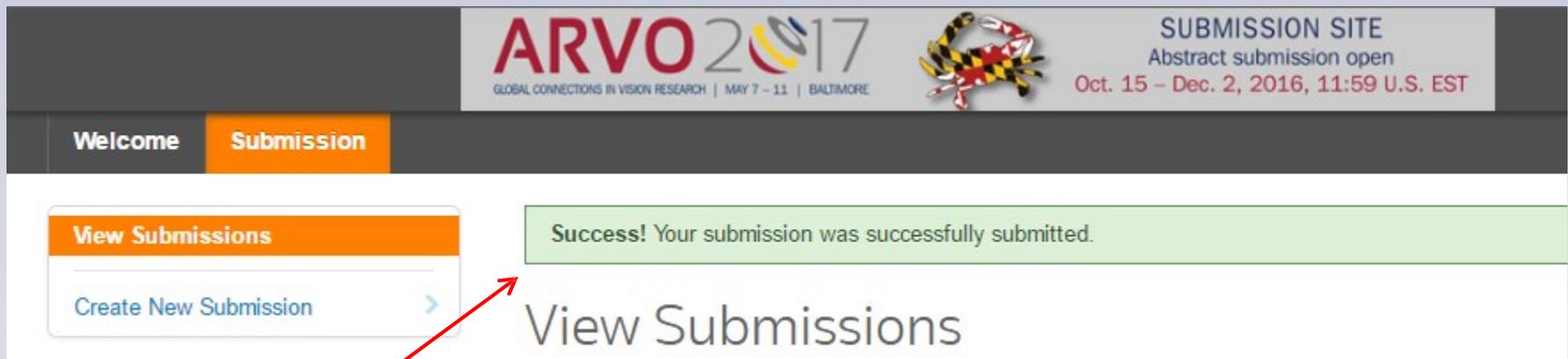
Abstract Submission: Step 6: Review & Submit, cont.

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.

Abstract Submission - View Drafts & Submission

- Select View Submissions from the left sidebar to access your abstract Drafts and/or 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.
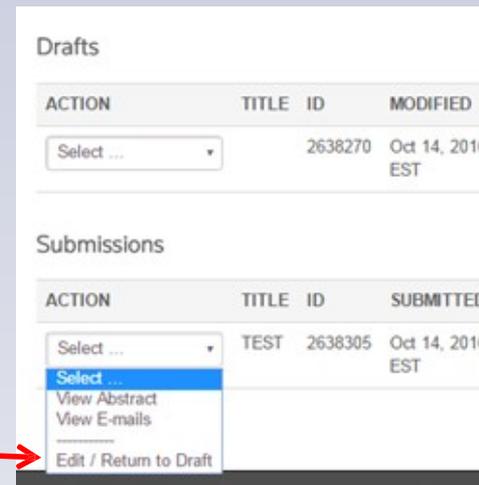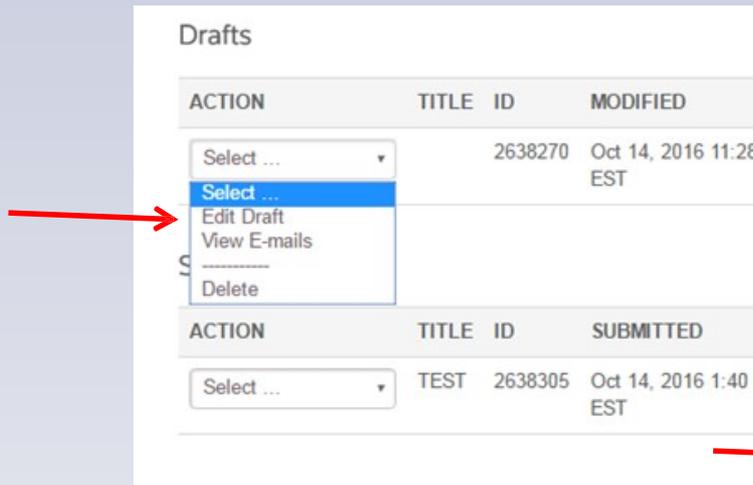
Abstract Submission – Revisions, cont.

- 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.
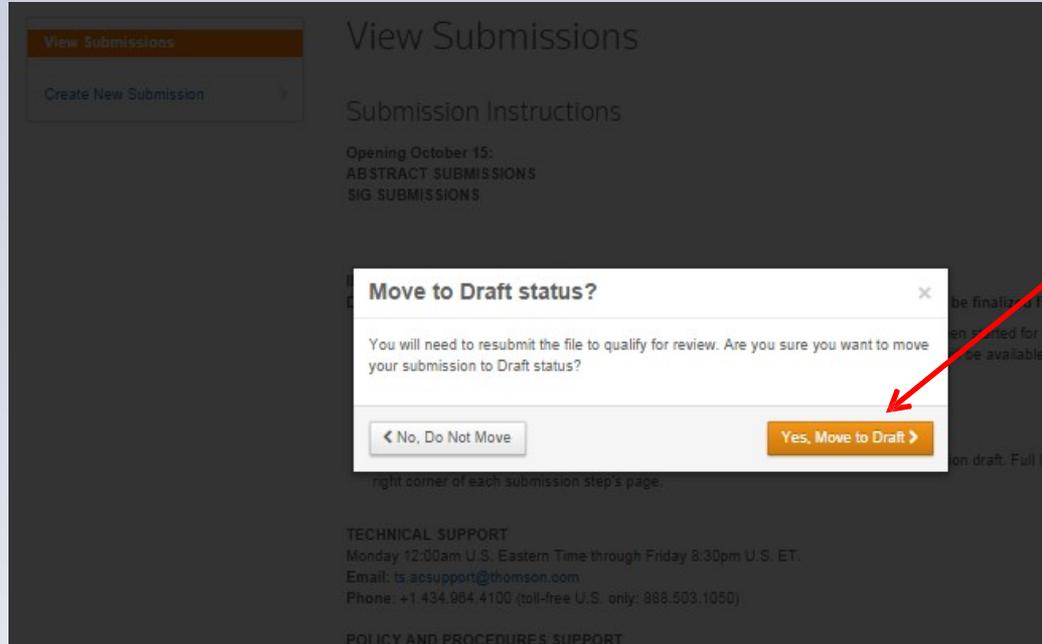
Abstract Submission – Revisions, cont.

- 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.

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.

ARVO
The Association for Research in Vision and Ophthalmology