

# ARVO 2020

MAY 3–7 | BALTIMORE, MD

## Abstract Withdrawal and Substitute Presenter Policy

**Failure to comply with the Abstract Withdrawal and Substitute Presenter Policy will result in rejection of the First Author's abstract submission for the 2021 Annual Meeting.**

- There is no charge for the withdrawal of an abstract.
- If the First Author cannot attend and present, s/he must submit:
  - Abstract Withdrawal Request Form or
  - Request for approval of a co-author listed on the abstract as a **substitute presenter** through the Substitute Presenter Approval Request Form.

### Withdrawals

- Withdrawals must be submitted through the online form by 2 pm Baltimore, MD (ET) the **day before** the scheduled presentation; do not send an **email, it will not be accepted.**
- The following information will be needed to complete your online abstract withdrawal request:
  - Abstract control ID
  - First and Last Name
  - Email address
  - Abstract title
  - Reason for withdrawal
- [Click here](#) to access the online [Abstract Withdrawal Request Form](#).
- Withdrawn abstracts **will not** be published in ARVO IOVS journal, but it will be available through the ARVO Annual Meeting website on Wednesday, March 11, 2020, via the Annual Meeting's Online Planner (Mobile App). It will be marked "WITHDRAWN" before the title.
- **NOTE** - Withdrawn abstracts will not be published in the ARVO IOVS Journal.
- If you wish **to remove** your full abstract, you must request withdraw **by Sunday, February 9.**
- For abstracts withdrawn from February 10 onward, your abstract will be marked as "WITHDRAWN" but please note that the full text of your abstract will still appear in the Online Planner and mobile app.
- Once published in the Online Planner, abstract text cannot be hidden for press or patent reasons, so please keep this in mind when submitting your abstract.

### Request for Approval of Substitute Presenter

- Substitute presenters **must be approved in advance.**
- Request for approval of substitute presenter must be submitted by the First Author before or up to 2:00 pm Baltimore, MD U.S. (ET) **the day before** the abstract scheduled presentation.
- Substitute presenters must be a **co-author** listed on the abstract, must be qualified to discuss all aspects of the abstract during its presentation and **must pay** the registration fee to attend the Annual

Meeting. (A complimentary full-meeting exhibitor pass/ badge registration does not qualify as a paid registration for a presenting author.)

- An individual may be a substitute presenter for only one presentation.
- Email requests will not be accepted.
- A co-author who is not pre-approved via the [Substitute Presenter Approval Request Form](#) or a colleague will not be allowed to present the abstract on behalf of the First Author.
- Substitute presenter approval requests will only be considered in cases of illness, family emergency, change of employment, or inability to obtain a visa.
- The Substitute Presenter Approval Form is available [here](#).

## 2021 Annual Meeting Abstract Submission Ineligibility

### A First Author will be ineligible for the 2021 Annual Meeting abstract submission:

- If they do not pay the registration fee to attend the 2020 Annual Meeting and present their abstract. (A complimentary full-meeting **exhibitor badge/registration** is not an acceptable substitute.)
  - If their abstract withdrawal request is not submitted through the online withdrawal form (link) by 2 pm, Baltimore, MD (ET), on the day before their scheduled presentation.
  - OR if a Substitute Presenter Approval Request is not submitted through the online substitute presenter form (link) by 2 pm, Baltimore, MD (ET), on the day before their scheduled presentation. (Substitute presenters must be pre-approved.)
  - If a Poster presenter is not at their poster during their scheduled session time.
  - If an abstract poster is not displayed for the entire presentation day as it was scheduled.
  - If a Substitute Presenter is approved, both the First Author and the Substitute Presenter will be disqualified to submit an abstract for the 2021 Annual Meeting if the scheduled presentation is not made by the approved Substitute Presenter, if a poster is not mounted for the entire day as scheduled, or if the Substitute Presenter is not registered for the Annual Meeting, and
  - If the First Author or his/her Substitute Presenter is reported with No-Show status by the session moderator.
- **Note:** Abstract of First Author or Substitute Presenter with No Show or Withdrawal status **will not** be published in ARVO IOVS journal, **but it will be available** through the ARVO Annual Meeting website on Wednesday, March 11, 2020, via the Annual Meeting's Online Planner (Mobile App). It will be marked "WITHDRAWN" before the title.