

ARVO 2023

April 23 – 27 | New Orleans, La.

Abstract Withdrawal and Substitute Presenter Policy

Failure to comply with the Abstract Withdrawal and Substitute Presenter Policy will result in the rejection of the First Author's abstract submission for the 2024 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 Online 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 New Orleans (CST) the **day before** the scheduled presentation; do not send an **email, it will not be accepted**.
- The last day to withdraw your abstract before being published is, **Wednesday, March 1, 2023**.
- If you wish **to remove** your full abstract, you must request withdraw **by or before Wednesday, March 1, 2023**. For abstracts withdrawn from March 2 onward, your abstract will be marked as "WITHDRAWN" but please note that the full text of your abstract will still appear in the Online Planner and mobile app.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.
- Withdrawn abstracts will not be published in the ARVO IOVS journal, but they will be available through the ARVO Annual Meeting's Mobile App and Online Planner. It will be marked "WITHDRAWN" before the title.
- 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](#) after January 8, 2023 to access the online Abstract Withdrawal Request Form.

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 pm New Orleans, LA (CST) **the day before** the abstract scheduled presentation.

- Substitute presenters must be **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 Request Form is available [here](#).

2024 Annual Meeting Abstract Submission Ineligibility

A First Author will be ineligible for 2024 Annual Meeting abstract submission:

- If they do not pay the registration fee to attend the 2023 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](#) by 2 pm, New Orleans, LA (CST), on the day before their scheduled presentation.
- OR if a Substitute Presenter Approval Request is not submitted through the online [substitute presenter form](#) by 2 pm, New Orleans, LA (CST), 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 ineligible to submit an abstract for the 2024 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.
- If the First Author or his/her Substitute Presenter is reported with No-Show status by the session moderator.