Annual Meeting Abstract Submission Policies and Procedures

The Annual Meeting Program Committee (AMPC) seeks high-quality abstracts describing original, unpublished* research results.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. Studies should use newer technologies and include original results to advance the field. Abstracts should be free of spelling and grammatical errors.

The Annual Meeting Program Committee (AMPC) includes elected representatives of each Scientific Section and Cross-Sectional Group. It is responsible for the content of the scientific portion of the ARVO Annual Meeting. The AMPC reviews abstract submissions and schedules accepted abstracts into the paper (oral) or poster sessions.

Abstract Submission Eligibility

All First (submitting) Authors must be ARVO members with membership dues paid through 12/2024 to access the abstract submission site.

WARNING: First (submitting) Authors who submit an abstract using another member's login will be disqualified from submission.

Abstract Submission Policies

Submission of an abstract indicates the First Author's understanding of, and agreement to, all 2024 abstract policies, procedures, and guidelines.

*Abstracts must be work that has **not** been submitted for formal publication or to a preprint server before the abstract submission deadline. After the abstract submission deadline of Friday, **December 8, 2023**, an author is at liberty to submit their abstract to a journal for formal publication or to a preprint server.

The First (submitting) Author must receive approval from the Principal Investigator (PI) to submit the work in the abstract for presentation at the 2024 ARVO Annual Meeting.

An individual may be the First (submitting) Author of only one abstract. There is no limit to the number of times an individual may appear as a Co-author of abstracts.

The presenting author must be the First (submitting) Author and the individual whose name appears first on the abstract. An abstract must be submitted with the intention that, if accepted, it will be presented by the First Author.

Abstracts must be submitted with the intention that the research described in the abstract will be the work that is presented. If the abstract is accepted for presentation, the same work described in the abstract must be presented with the same title and content.

Meta-analyses, literature reviews, or systematic reviews will be considered if the abstract reports result from secondary analysis using generally accepted statistical methods to test a hypothesis and include new conclusions that add value to the field. As part of their presentation, First Authors must reveal the essential structures (DNA sequences, molecules, etc.), the elements of a novel compound, and/or the sufficient identification of new gene compounds, if applicable.

Copyright and License Information

The required acknowledgment of the First Author, acting as the authorized agent for all authors, acknowledges: a) that this 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 b) that this 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 deemed copyrightable, the authors retain copyright, subject to the rights granted to ARVO described in paragraphs 6 and 7 of the ARVO License to Publish.

Animals or Human Subjects Used in Research

The required acknowledgment of the First Author, acting as the authorized agent for all authors, certifies the following:

If human subjects were involved in the investigation, I certify that any research reported was conducted in compliance with the "Declaration of Helsinki" found on the ARVO website.
I confirm that: (1) the research followed the tenets of the Declaration of Helsinki; (2) informed consent was obtained from the subjects after an explanation of the nature and possible consequences of the study; and (3) where applicable, the research was approved by the institutional human experimentation committee or institutional review board (IRB).

Suppose experimental animals were used in the investigation. In that case, I certify that any research reported was conducted in compliance with the "Statement for the Use of Animals in Ophthalmic and Vision Research" found on the ARVO website.

Preparing Your Abstract for Submission

Crafting your abstract body for clarity, concision, and sufficient data is important.

- Review the Successful Abstract Submission Guidelines, with tips on including complete data and samples of top-scoring abstracts.
- Review the Abstract Submission Steps below to ensure that you have all the required data before the start of your submission.

Character Count

There is a limit of 2500 characters and spaces for your submission's title, abstract body text, and image captions. After saving the data you have just entered, the submission program will automatically calculate the number of characters and indicate your current Total Characters. The Total Characters are displayed in the upper right corner of the page. If you cannot submit the abstract due to an excessive character count, you must return to the Title/Body step and reduce your text to the 2500 limit or below.

Submitting Your Abstract

Abstracts may only be submitted online. The online Abstract Submission site linked from the bottom of the Abstracts web page is available **Monday, October 16, 2023**, 9:00 am, U.S. ET, through **Friday, December 8, 2023**, 11:59 pm, U.S. ET.

You may modify a draft abstract and submit it for review at any time through Sunday, December 10, 2023, 11:59 pm, U.S. ET, using the same link and your ARVO membership account email and password. **Abstracts may not be submitted or modified after the December 10th deadline: no exceptions.**

Only abstracts with a "Submission" status as of 11:59 pm, U.S. ET on Sunday, December 10, 2023, will be forwarded to the AMPC for review.

Technical Requirements

- Compatible browsers are listed below.
- Chrome is the preferred browser for the abstract submission site.
- Set your browser to Always Allow Pop-ups for the abstract submission site.
- If you use Internet Explorer to log in to the abstract submission site, it MUST be IE Version 10+.
- If you cannot log in using your current browser, use a different browser and clear the browser's cache.

Abstract Submission Steps

Step 1: Submission Tab / View Submissions

Select Create New Submission. If you want to access an abstract that you have previously started, scroll down to the bottom of the View Submissions page and select Edit Draft.

Step 2: Title/Body

Title

Format your title in Sentence case. Do not use ALL CAPS, All Bold or All Underline. Do not use quotation marks. Do not use a period at the end. ARVO encourages using generic drug and device names instead of brand names if available.

Abstract Body

Your abstract text must be submitted in ARVO's required format to include four distinct parts (text boxes) with the following pre-populated headers. Authors should carefully **ensure that text is entered appropriately in its corresponding text box.**

Purpose
Methods
Results
Conclusions

- DO NOT add the headers to your abstract text as they are pre-populated and will automatically appear in your abstract.
- Do not include author names in the abstract text. **Author names are not permitted in the abstract fields and will be deleted**. Each author's name must be entered in an individual author field in the Author step.
- All four text boxes must be completed for your abstract to be submitted.
- Review your abstract title and body for unsupported characters. Use the Special Characters feature in the toolbar to make corrections, if applicable.
- ARVO encourages the use of generic drug and device names instead of brand names if available.

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. Layman Abstract text is not included in the abstract's Character Count. Submissions with a layman abstract may be promoted to the public and press by ARVO Staff.

Images and Image Captions

You may upload up to two (2) images (tables, graphs, figures, etc.).

Images must be:

- High-resolution JPEG or GIF files with a minimum resolution of 600 dpi
- **Only JPEG or GIF files can be submitted for compatibility with ARVO's output.**
- The maximum file size of 1 MB
- Maximum image size of 6 in / 15.24 cm (Height) x 3.25 in / 8.255 cm (Width)
- It is essential to upload an image with enough detail to be acceptable for both online viewing and print.
- Tables must be submitted as JPEG files; a table tool is not provided
- A caption can be added to an image. The characters and spaces of the caption will be included in the character count. The image itself will NOT be included in the character count.

Step 3: Details

Presentation Type - You must select your presentation type preference from one of the following options. An option for Paper (oral) only is not available.

- #1 Poster (first choice), #2 Paper (oral, second choice)
- #1 Paper (oral, first choice), #2 Poster (second choice)
- Poster Only
- On-demand*

*The on-demand presentation option is new and specifically for **presenters-only who know they cannot attend the meeting in-person at the time of abstract submission**. This on-demand presentation does qualify the author to have their abstract published in *IOVS*. Checking this option means:

- After the submission deadline, you cannot change your presentation type back to in-person. If later you determine you can attend in person, your presentation remains on-demand.
- An on-demand presentation fee ($85 for MITs, $125 for regular members) will be required to participate in this option.
- On-demand presenters will have access to other on-demand presentations but not to all the Annual Meeting content. There is no virtual meeting registration for 2024. Other select meeting content will be posted online, and members will have access to this content after the meeting.

Reviewing Code and Section/Group

- One (1) Reviewing Code that best describes the content of your abstract must be selected.
- The Section drop-down must also be selected.
- The Scientific Section and Cross-sectional Group descriptions will help you determine the best reviewing code option for your abstract submission.

Travel Grant, ARVO/Alcon Award, and MIT Outstanding Poster Award Applications

Applications for ARVO and ARVO Foundation Travel Grants, the Alcon Early Career Clinician-Scientist Research Awards, and/or the Members-in-Training (MIT) Outstanding Poster Award can only be completed and submitted as part of the abstract submission process.

- 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, remove your responses from the application before changing the radio button from Apply to Decline.

Type of Research

ARVO is interested in learning what type of research is conducted by our membership. Answering this question is optional. There are no formal definitions used by ARVO, so you are advised to pick how you would best describe your research: Basic, Clinical, or Translational.

Clinical Trial Registration

The required acknowledgment of the First Author, acting as the authorized agent for all authors, certifies that any research presented in the abstract that reports on a clinical trial has been registered.

- The registration site, registration number, date trial was registered, and date trial began must be included in the abstract's submission, in compliance with the ARVO Statement on Registering Clinical Trials.
- If multiple clinical trial registrations exist for one abstract, you only need to list one.

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 therapeutic intervention in human subjects? Any 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 clinical trial definition** and does not need to be registered. Select "No" below.
* **If the answer is "Yes"** to all three questions, the study meets the clinical trial definition and must be registered. Select "Yes" below and provide the study's registration information.

Support If you have grant support, you must identify the support (example: NH Grant EY01234) or indicate “None” in the Support Details text box.

Session Moderator

The AMPC invites members to be moderators for both oral and poster sessions. If you are interested in being a moderator, please indicate which session type you prefer and your area of expertise.

Step 4: Author(s)

First Author

- Your name will automatically be listed as the First Author on the abstract.
- Select **'**Click to review and acknowledge Disclosure' to provide your commercial relationship(s) disclosures for yourself and your spouse/partner, if applicable, relevant to the abstract. **See Commercial Relationship(s) Disclosure Notes below.**
- Select your affiliation and/or create a new institution. **See Adding Affiliations/Institutions below.**
- Select your Membership type: Regular or MIT (Student) membership type must be selected for the First Author.
- Select your Gender.

Disclosure Requirements

- First authors are required to disclose ALL financial relationships with ineligible companies that existed within the past 24 months as well as non-remunerative positions that may create a conflict of interest. Compliance staff will review the disclosures to determine relevancy to the content of the presentation.
- First authors must also collect and provide financial relationship disclosures of each co-author. Co-author disclosures should only include financial relationships with ineligible companies that existed within the past 24 months **AND are relevant to the abstract**.
- Employees of ACCME-defined ineligible companies (authors and co-authors) **need to include code E (Employment)** as part of their disclosures in addition to entering this relationship as an affiliation.
- If no financial relationships exist, indicate **N (No Commercial Relationship)** for that author/co-author.

Glossary of Disclosure Terms

- ***Ineligible company:*** The ACCME defines an ineligible company as any entity whose primary business is producing, marketing, selling, or re-selling, or distributing healthcare products used by or on patients.
- ***Financial Relationships:*** Relationships in which the individual 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 another 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.
- ***Relevant Financial Relationships:*** Relevant financial relationships are financial relationships in any amount with an ineligible company which occurred in the 24-month period preceding the time that the individual was asked to assume a role influencing or controlling the content of the accredited CE activity, and the content of the publication or educational activity is related to the products of an ineligible company with which the individual has a financial relationship.
- Refer to the ARVO Commercial Relationships Policy for disclosure codes and their definitions.

Adding Affiliations/Institutions

- Click '+ Show Affiliations' to provide institutions and departments for publication.
- Select an existing institution or select Create New Institution.
- You can associate two institutions with each Author of your abstract.
- If there are two or more departments at the same institution, enter each Department/Institution pair separately.
- If two or more authors are affiliated with the same institution/department, enter that Institution/Department only once and select it for each Author.
- *Please note that if you or your co-authors are employed by an ACCME-defined ineligible company, this relationship must be entered within the appropriate disclosure form in addition to adding it here as an affiliation.*

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 before submission if *required fields are not completed.

Note: Data fields for the institution from your account did not auto-update if you previously updated your account's Contact Information when you entered the submission site.

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.

To create a new institution

- The following fields are required: Institution, City, State/Province, Country; Department is optional.

Adding Co-authors and their Disclosures/Affiliations

- Select 'Add Author'
- Search by last name, email, or first name to locate a co-author in the submission site database and select your co-author.

From the Author Search Results, select Add to add a co-author.

- Select 'More Info' next to the added author's name.
- Scroll down from the right to confirm/update all required contact information.

If your co-author is not in the database, you can create an author account.

- Select **'**Click to review and acknowledge Disclosure' to provide the co-author's commercial relationship(s) disclosures relevant to the abstract.
- Select the co-author's affiliation and/or create a new institution.
- Continue these steps to add up to fifteen (15) co-authors to the abstract.

Study Group

- If applicable, provide a Study Group associated with the abstract's research.
- **Do not enter additional co-author names; they will be deleted.**

Step 5: Affirmations

- Read and click the box next to each statement to affirm your understanding of, and agreement with, ARVO's abstract submission policies and your intent to comply with the validation of clinical content statements.

Step 6: Review & Submit

Incomplete steps, if any, will be listed and hyperlinked for you to return and provide the missing required information.

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

- Make sure all special characters and formatting are displayed properly.
- Verify all data, images, text, and co-authors are entered. **NO edits can be made after the deadline, no exceptions.**
- 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.
- 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.
- If you identify errors in the Proof, Close the Window to return to Review & Submit, and then select the appropriate step to make any corrections.
- When all required information is complete, the "Submit" button will appear at the bottom of the page for you to submit your completed abstract.
- 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 before the Sunday, December 10, deadline.

Email Address for Abstract Submission Confirmation and Other Notifications

Your email address in your submission site account must be correct, or notifications and other abstract-related correspondence cannot be delivered. To update your email address or first/last name contact arvoabstracts@arvo.org and arvo@arvo.org to request the change. Your membership record will always overwrite your submission site account so be sure that the request to update information is submitted to both email addresses.

To further ensure delivery of your abstract-related communications, add ts.acsupport@Clarivate.com and arvoabstracts@arvo.org to your email address book or Safe Sender Whitelist to avoid firewalls and spam filters. If you're unsure of how to add to your Safe Sender Whitelist, contact your email administrator.

Abstract Submission Assistance

For Technical Support during abstract submission, send your request to ts.acsupport@Clarivate.com or contact by phone at +1.434.964.4100 or Toll-Free (U.S. Only) at 888.503.1050, Monday 12:00 am – Friday 5:30 pm, U.S. Eastern Time.

Policy and procedure questions should be directed to ARVO at arvoabstracts@arvo.org or contacted by phone at +1.240.221.2900, Monday – Friday, 8:30 am – 5:00 pm U.S. Eastern Time.

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

Confirmation of Abstract Submission

From View Submissions in the left sidebar, if your abstract is listed under the 'Submissions' section at the bottom of the page, it is complete and will be forwarded to the AMPC for review. If you have not yet submitted your abstract, there will only be the 'Drafts' section at the bottom of the page. Select the View Abstract drop-down option for your submitted abstract to view/print a copy of your submitted abstract for your records. You will also receive a system-generated confirmation email.

If you return an abstract from Submission status to Draft status, you **must** resubmit it before the modification deadline of Sunday, December 10, 11:59 pm U.S. ET. Abstracts that are not resubmitted will not be reviewed for acceptance.

On **Wednesday, December 13, 2023**, the First Authors of Submitted and Resubmitted Abstracts will be notified by email, reconfirming that their abstract was submitted successfully and will be reviewed by the AMPC.

Abstract Review / Acceptance / Scheduling Notifications

The reviewing process is strictly confidential, and all reviewers have agreed to the following: "I understand the confidential nature of the abstracts, and I will not discuss their contents with any individual, nor will I make copies of abstracts for my own or others' use. Also, I will not review any abstracts where a conflict of interest may be perceived, i.e., work on which I have authored or co-authored or work completed in laboratories where I work."

The AMPC reserves the right to reject abstracts according to the Abstract Rejection Criteria. Failure to comply with the Abstract Rejection Criteria and the Abstract Submission Policies and Procedures will result in the rejection of your abstract, at the sole discretion of the AMPC.

- **Abstract Review Notifications** will be e-mailed to First Authors on **Thursday, January 4, 2024**.
- **Abstract Scheduling Notifications** for accepted in-person abstracts with presentation details, including presentation type (poster or paper), scheduled presentation day/time(s) and the assigned session will be emailed to the First Authors on **Thursday, February 1, 2024.**

An author whose abstract has been accepted **is required to register and pay the Annual Meeting registration fee**, attend the Annual Meeting, and present the abstract. A full-meeting complimentary exhibitor registration pass/badge does not qualify as a paid registration for a presenting author.

Abstracts may be scheduled for presentation on any day of the 2024 ARVO Annual Meeting, i.e., *Sunday, May 5th through Thursday, May 9th*. Mark your calendar, the first author of an accepted abstract is required to attend on any one of these days! **Changes to scheduled abstract presentation dates, times, and sessions cannot be made, no exceptions.**

ARVO 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 2025 Annual Meeting (see Abstract Rejection Criteria 8.0).

If you wish to remove your full abstract, you must request withdraw by or before Thursday, February 1, 2024. For abstracts withdrawn from February 1st 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.

Abstract Publication

- Abstracts accepted for presentation will be published as submitted by the December 10th edit deadline. No additions or revisions can be made or published.
- **ARVO will not change submitted abstracts, with no exceptions.**
- Abstracts will be published in ARVO's 2024 Online Planner and Mobile Application as well as *Investigative Ophthalmology and Visual Science (IOVS)** online as the ARVO version of the record.
- It is anticipated that the full text of all abstracts accepted for presentation and publication will be available through the ARVO Annual Meeting website in early March via the Annual Meeting's Online Planner.
  *Withdrawn and No-Show abstracts **will not** be published.

2025 Annual Meeting Abstract Submission Ineligibility

First Authors and Substitute Presenters will be ineligible for the 2025 Annual Meeting abstract submission:

- If they do not pay the registration fee to attend the 2024 Annual Meeting and present their abstract. (A complimentary full-meeting exhibitor pass/badge is not an acceptable substitute for first author registration.)
- If their abstract withdrawal request is not submitted through the online withdrawal link by 2 pm, Seattle, WA (PDT), on the day before their scheduled presentation.
- OR if a Substitute Presenter Approval Request is not submitted through the online substitute presenter link by 2 pm, Seattle, WA (PDT), 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 Poster Session day/time.
- If an abstract poster is not displayed for the entire presentation day.
- If a Substitute Presenter is approved, both the First Author and the Substitute Presenter will be ineligible to submit an abstract for the 2025 Annual Meeting **if** the scheduled presentations are not made by the approved Substitute Presenter, if a poster is not mounted for the entire day, or if the Substitute Presenter is not registered for the Annual Meeting.
- If the First Author or his/her Substitute Presenter has a No-Show status reported by the session moderator.