



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.

If the First Author cannot attend and present, they must submit the following:

[Abstract Withdrawal Request Form](#)

OR

[Substitute Presenter Request Form](#)

Withdrawals

- There is no charge for the withdrawal of an abstract.
- Withdrawals must be submitted through the online form by 2 pm PDT the day before the scheduled presentation. Please do not send an email; it will not be accepted.
- If you wish to remove your full abstract prior to publication, you must request a withdrawal **prior to 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 For abstracts withdrawn from February 1st onward, your abstract will be marked as "WITHDRAWN," but please note that the full text of your abstract will still appear in the Online Planner and mobile app.
 - 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- Withdrawn abstracts will not be published in the ARVO IOVS Journal.

[Abstract Withdrawal Request Form](#) (available January 4, 2024)

Request for Substitute Presenter

- Substitute presenters must be approved in advance.
- Substitute presenter requests must be submitted through the online form by 2 pm PDT the day before the abstract scheduled presentation. Please do not send an email; it will not be accepted.
- Substitute presenters must be co-author listed on the abstract, be qualified to discuss all aspects of the abstract during its presentation, and 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.
- The substitute presenter must fill out the required [disclosure form](#).
- An individual not pre-approved will not be allowed to present the abstract on behalf of the First Author.
- Substitute presenter requests will only be considered in cases of illness, family emergency, change of employment, or inability to obtain a visa.

[Substitute Presenter Request Form](#)

2025 Annual Meeting Abstract Submission Ineligibility

A First Author 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 badge/registration is not an acceptable substitute.)
- If their abstract withdrawal request is not submitted through the [withdrawal form](#) by 2 pm PDT, the day before their scheduled presentation.
- OR if a Substitute Presenter Request is not submitted and approved through the [substitute presenter request form](#) by 2 pm PDT, the day before their scheduled presentation.
- If a Poster presenter does not display their poster for the entire presentation day or is not at their poster during their scheduled session time.
- 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 approved Substitute Presenter does not make the scheduled presentation, 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.