



## 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 2026 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 MDT 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 before publication, you must request a withdrawal **before Wednesday, February 12, 2025**. For abstracts withdrawn from February 13th onward, your abstract will be marked as "WITHDRAWN," but **please note that the full text of your abstract will still appear in the Online Planner and mobile app.**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- Withdrawn abstracts will not be published in the ARVO Investigate Ophthalmology & Vision Science (IOVS).

[Abstract Withdrawal Request Form](#) (available January 10, 2025)

### Request for Substitute Presenter

- Substitute presenters must be approved in advance.
- Substitute presenter requests must be submitted through the online form by 2 pm MDT the day before the abstract scheduled presentation. Please do not send an email; it will not be accepted.
- Substitute presenters must be a co-author listed on the abstract, 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 registration pass/ badge does not qualify as a paid registration for a presenting author.)
- The substitute presenter cannot be the first author of a presentation scheduled at the same time as the presenting author (this includes posters that may be located nearby).
- An individual may be a substitute presenter for only one presentation. Please verify this with the co-author before submitting the request.

- 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](#) (available February 10, 2025)

## 2025 Annual Meeting Abstract Submission Ineligibility

A First Author will be ineligible for the 2026 Annual Meeting abstract submission:

- If they do not pay the registration fee to attend the 2025 Annual Meeting and present their abstract. (A complimentary full-meeting exhibitor registration badge is not an acceptable substitute.)
- If their abstract withdrawal request is not submitted through the [withdrawal form](#) by 2 pm MDT 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 MDT, 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 2026 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.