Imaging in the Eye Conference
Abstract Submission Tutorial
Step-by-Step Instructions with Screen Shots
Deadlines

Friday, February 21, 2020, 5:00 pm, U.S. ET.
After the Friday, February 21, 2020 deadline, no abstract submissions will be allowed; no exceptions.

DO NOT WAIT UNTIL THE DEADLINES TO BEGIN A DRAFT ABSTRACT, TO MAKE DRAFT REVISIONS OR TO SUBMIT AN ABSTRACT FOR REVIEW. YOU MAY NOT BE ABLE TO RECEIVE ASSISTANCE WITH YOUR SUBMISSION, IF NEEDED, PRIOR TO THE DEADLINE(S).
Browser requirements:

- Chrome is the preferred browser.
- If you are using Internet Explorer to log in to the abstract submission site, it MUST be IE Version 10.0 or greater.
- Set your browser to **Always Allow Pop-ups** for the abstract submission site.
- If you are unable to login using your current browser, use a different browser and/or clear the browser’s cache.
- The online abstract submission site is supported by the following operating systems and browsers:

  **Windows:**
  - Internet Explorer 10.0
  - Internet Explorer 11.0
  - Microsoft Edge
  - Firefox
  - Chrome
  - Safari 9.0.3

  **Mac OS X:**
  - Firefox
  - Chrome
  - Safari 9.0.3

  **Android 4.3 and above:**
  - Chrome

  **iOS 7:**
  - Safari

[www.arvo.org](http://www.arvo.org)
Abstract Submission Policies and Procedures

- Abstract are limited to 2500 characters and spaces for titles, abstract body and image caption (s). Therefore, it is important to craft your abstract submission for clarity and concision.
  - Review the Successful Abstract Submission Guidelines, with tips on including complete data and a sample of top-scoring abstract.

- Read the Abstract Policies and Procedures

- Familiarize yourself with the Abstract Rejection Criteria.

- A first author must receive approval from the Principal Investigator for submission of the work in the abstract for presentation at the 2020 ARVO Imaging in the Eye Conference.

- Submission of your abstract indicates your understanding of, and agreement to, all 2020 abstract policies, procedures and guidelines.
Member Login Steps

1. You will need your ARVO account email and password to log in to the abstract submission site. If you are not an ARVO Member, you must create an ARVO account before accessing the abstract submission site.

2. Select the link at the Imaging Conference Website “Abstract” page to access the Abstract Submission Login page.

3. Log in using your ARVO Membership/Account Email Address and Password. **WARNING:** First (submitting) Authors who submit an abstract using another member's Login will be disqualified from submission.

4. If you use the Forgot password? feature, a new password that will be sent to your email will be case sensitive; please be sure to enter each character exactly as it appears in your email. If you continue to have problems logging into the system, please email imaging@arvo.org.
Member Login Steps, cont.

Select ‘Please continue’ from the next screen to enter the submission site.
Submission Account Steps

- Confirm/update your submission account's General and Contact Information.
  - Select the red arrow by your name in the upper right page header.

- If you update your name or email, you must also submit the same update(s) to imaging@arvo.org to update your ARVO membership account record as well.
Submission Account Steps, cont.

Select the Submission Tab to begin Abstract Submission.

View Submissions

2017 Annual Meeting Submissions

INVITED SPEAKER SUBMISSIONS
- If you have been invited to speak during ARVO 2017, a draft submission has already been created.
- If you are presenting in more than one invited speaker session, each draft submission will be listed.
- DO NOT CREATE A NEW SUBMISSION.
- DO NOT DELETE ANY INVITED SPEAKER DRAFT(s) that have been created for you.
- Scroll down to the bottom of this page to access your Invited Speaker draft submission(s).
- Click the ACTION drop-down and select Edit Draft to begin your edits.
- Please carefully read over the Full Instructions linked from the top of that page before beginning.

ABSTRACT SUBMISSIONS
- Abstracts must be work that has not been submitted for publication prior to the abstract submission deadline. An author is at liberty to submit their abstract to a journal for publication costs.
- Friday, December 2, 2016, 11:59 pm U. S. ET is the deadline for starting a new Draft abstract.
- Sunday, December 4, 2016, 11:59 pm U. S. ET is the deadline for making additional modifications and Submitting or Re-submitting it to be reviewed.
- To begin a new abstract, select Create New Submission from the left sidebar.
- To access a previously started draft or an abstract in submission status, scroll to the bottom column, select the appropriate option for that abstract.
- DO NOT use Create New Submission to return to a previously started draft.
- You may create multiple drafts during the submission process, but only one draft can be submitted.

SPECIAL INTEREST GROUP (SIG) SUBMISSIONS
- Friday, December 2, 2016, 11:59 pm U. S. ET is the deadline for SIG Meeting Proposal submission.
- Requests to submit a SIG Meeting Proposal must be made through the SIG Submission Request Form on the Special Interest Groups web page of the Annual Meeting website.
- SIG Submission Guidelines are also provided on the Special Interest Groups web page.
- Your request to submit a SIG Meeting Proposal will be processed and you will receive an email confirmation.

ARVO
The Association for Research in Vision and Ophthalmology
Abstract Submission – Starting a Submission

- Select the **Submission** tab at the top of the page.

- Select **Create New Submission** from the left sidebar to begin a new abstract. You will be taken to the Title/Body Step.

- Select **View Submissions** from the left sidebar to access a previously started draft or abstract in submission status. Scroll to the bottom of the page and select the appropriate option for that abstract from its **Action** column.

- DO NOT use Create New Submission to return to a previously started draft.

- You may create multiple drafts during the submission process, but **only one draft can be submitted for review.**
Abstract Submission - Instructions

- Full Instructions at the top of each Step page links to Abstract Policies and Procedures.
- The Information icon next to each topic header provides submission tips and reminders throughout the site.

Step 1: Title/Body

ARVO invites the submission of 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.

Abstracts must be work that has not been submitted for publication prior to the abstract submission deadline. After the abstract submission deadline, an author is at liberty to submit their abstract to a journal for publication consideration.

It is important to craft your abstract submission for clarity, concision and with sufficient detail. Successful Abstract Submission Guidelines.pdf offers tips on including complete data and samples of top-scoring abstracts.

Submission of your abstract indicates your understanding of, and agreement to, all 2016 abstract policies and procedures. Review these documents prior to the start of your abstract submission.

- Abstract Submission Policies and Procedures.pdf
- Abstract Submission Tutorial.pdf
- Abstract Submission FAQs.pdf

The Tutorial is a step-by-step instructional tool with screen shots of the submission site.

Full Instructions are available from the upper right owner of this page.

Submission tips and reminders can be viewed throughout the site by clicking on the Information icon next to a topic header.

Character Count

There is a limit of 2500 characters and spaces for the title, abstract body text and image captions of your submission. Images and the optional Layman Abstract are not included in the character count.

The submission program will automatically calculate the number of characters and spaces.

The Total Characters and spaces is displayed in the heading bar of each page.

If you are unable to submit the abstract due to an excessive character count, you must return to the Title/Body step and reduce your text to the 2500 character/pace limit or less.

Do not use your browser’s back button during the submission process. Use the left nav Step listing to return to a previous step.

* Title

* Required Fields
Abstract Submission
Saving Data & Completing Steps

- Select Save at the bottom of the page to save data entered and remain on the same Step.

- Select Save & Continue to proceed to the next Step in the submission process.
Abstract Submission – Saving Data & Completing Steps, cont.

- If the Step has not been completed, you will receive a Step Incomplete pop-up warning listing data still needed to complete the Step.
  
  ▪ Select Close to return and complete the Step.
  ▪ Select Save & Continue to proceed to the next Step.
  ▪ You can return later to complete any Step by selecting that Step from the left sidebar.

- When you successfully complete and save a Step, a checkmark will appear in the left sidebar for that step.
Abstract Submission: Step 2: Title/Body

The maximum abstract length (character count) is 2500 characters and spaces in the abstract title, abstract body and image captions.

- Review the Successful Abstract Submission Guidelines, with tips on including complete data and samples of top-scoring abstracts.

Type or copy-and-paste the title and body of your abstract into the text boxes provided: Title, Purpose, Methods, Results, Conclusions.

Enter the title in sentence case. Do not add a period at the end of your title. Do not put the title in all caps, quotation marks or all bold.

Enter your abstract body using the four distinct text boxes that have pre-populated headers: Purpose, Methods, Results, Conclusions.
- Do not repeat these headers within the text boxes.
- Be careful to ensure that your text is correctly entered to appropriately correspond with each distinct text box.
Abstract Submission: Step 2: Title/Body, cont.

- Special Characters: In most cases, Greek letters and other special characters will transfer from your word processing software.

- A Special Characters tool is available if you need a special character that you are unable to find in your word processor.

- Italics, subscript, superscript will not copy from Word document text. Use the tool bar provided with each text box to apply these features to your text.

- Do not include diagrams, tables, boxes or borders. A diagram or table can be included with your submission as an image.
Layman Abstract - Optional

- Provide an optional 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.
- Submissions with a layman abstract may be promoted to the public and press by ARVO Staff.
Abstract Submission: Step 2: Title/Body, cont.

Images

Abstract submission may include a maximum of two (2) images.

- First - Browse to select your image.
- Second – Upload the chosen image.
- Your image will preview on the page.

Image Specs:
- JPEG or GIF format only
- 600 dpi minimum resolution
- 1MB max file size
- 3.25" max image width
- 6" max image height
Abstract Submission: Step 2: Title/Body, cont.

Images, cont.

- You may add a caption (optional) to your image. Characters and spaces in an image’s caption are included in the abstract’s Total Characters count.

- Total Characters count at the top of page will include image(s) caption(s) after you submit the caption.
Abstract Submission: Step 2: Title/Body, cont.

Total Characters
- There is a limit of 2500 characters and spaces for the title, abstract body text and image captions of your submission.
- The current Total Characters displays at top of each page.
- Total Characters will not update until you select Save or Save & Continue at the bottom of the page.

Step 1: Title/Body

Deadline: Dec 2, 2016 11:59 PM U.S. EST

Contact Name: Mouse Test

Total Characters: 20 out of 2,500

Full Instructions

Save
Save & Continue
Abstract Submission: Step 3: Details

Presentation Type
Select your Presentation Type preference from the drop-down menu.

Paper #1, Poster #2 – This abstract may be scheduled as a Paper (oral) but will likely be scheduled as a Poster.

Poster #1, Paper #2 – This abstract will likely be scheduled as a Poster but may be scheduled as a Paper (oral).

Poster Only – This abstract will only be scheduled as a Poster. (Paper Only is not an available option.)
Abstract Submission: Step 3: Details, cont.

Describe the type of research in your abstract:

Type of Research

How would you describe the type of research in your abstract submission? Note: There is no ARVO definition for these terms.

Translational
Abstract Submission: Step 3: Details, cont.

Clinical Trial Registration

If there are multiple clinical trial registrations for one abstract, only one needs to be reported. (ARVO follows the ICMJE definition of a clinical trial)

To determine if the study results presented in your submission are from a clinical trial, consider the following questions:

1. Is the study prospective?
2. Does the study involve a health-related 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 either question, the study does not meet the current definition of a clinical trial and does not need to be registered.

* If the answer is "Yes" to both questions, the study meets the definition of a clinical trial and must be registered.
Abstract Submission: Step 3: Details, cont.

Clinical Trial Registration, cont.

1. If your abstract reports on a clinical trial, select Yes for your registry URL.

2. If Yes - Other is selected, you must enter your registry URL in the Other Registry Site text box.

3. If your clinical trial is registered with more than one site, you only need to provide registration details for one of the sites.

4. If your work does not report on a clinical trial, you must select NO.
Clinical Trial Registration, cont.

Enter the following registration data:

- Registration number
- Date the trial was registered
- Date the trial began
Abstract Submission: Step 3: Details, cont.

Support

- If you have grant support, select **YES**.
- Identify the support in the Support Details text box. (Example: NIH Grant EY01234)

- If you do not have grant support, select **NO**.
- You must enter **None** in the Support Details text box.
Abstract Submission: Step 4: Authors

Authors

- Mouse Test - More Info
- Disclosure
  * Click to review and acknowledge Disclosure

- Show Affiliations
- Affiliation #1
  - ARVO
  - Edit
- Affiliation #2
  - None selected
- Membership Type
  - Mombor-in-Training (MIT)
- Gender
  - Female

Update Author Order  Add Author
Abstract Submission: Step 4: Authors, cont.

- Your name will pre-populate as the First Author on the abstract.
- Click **More Info** to check your **Author Information**, scrolling down to confirm your correct email for receiving abstract notifications.
- Corrections to Name and Email must be made in your submission account record, accessed through your name at the top of each submission site page.
Commercial Relationship Disclosures

All financial relationships with commercial interests relevant to the research reported in the abstract must be disclosed.

- As First Author, it is your responsibility to provide all commercial relationship disclosures for yourself and your spouse/partner and each of your co-authors during this step of the abstract submission process.

- All relevant disclosures regarding financial relationships with a commercial interest(s) must be reported (i.e. disclosures related to the research reported in the abstract), as well as non-remunerative positions that may create a conflict of interest.

- If you and your spouse/partner or a co-author do not have any commercial relationship disclosures related to the abstract, you must indicate: N (No Commercial Relationship) for that author.
Glossary of Disclosure Terms

- **Commercial Interest**: Any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are not considered commercial interests.

- **Financial Relationships**: Relationships in which the individual and/or the First Author’s spouse/partner 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 other 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. ARVO considers relationships of the First Author to include financial relationships of a spouse or partner.

- **Relevant Financial Relationships**: Financial relationships in any amount which occurred in the 12-month period preceding the submission of an abstract, and those which relate to the content of the abstract.

- **Conflict of Interest**: ARVO considers financial relationships to create conflicts of interest when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of the abstract.
Commercial Relationship Disclosures, cont.

- Refer to the ARVO Commercial Relationships Policy for disclosure codes and definitions.
- Select Click to review and acknowledge Disclosure.
Commercial Relationship Disclosures, cont. Scroll down to enter your disclosure information.
Commercial Relationship Disclosures, cont.

To report disclosure(s)
- Select ‘I have one or more of the following Commercial Relationship(s) to disclose’.
- List each commercial relationship company and its corresponding Relationship Code on a single line.
- If you list a company name multiple times to identify multiple disclosure codes, copy and paste the name from the first entry to ensure an identical company listing that will eliminate duplicate company listings in publications.
- If selecting “P” (inventor/developer) you must add patent/company name or patent ID number.
- If you are employed by a company, you must select “E” and enter the name of the company.
Commercial Relationship Disclosures, cont.
Adding Spouse/Partner Disclosures for First Authors

If a First Author’s spouse/partner has any relevant relationship(s) to disclose:

- Provide all disclosures for the First Author first, followed by any spouse/partner disclosures, if applicable.

- Type in ‘Spouse’ OR ‘Partner’, hyphen, and the name of the affiliation, company or institution for each disclosure.

    Sample formats:
    Spouse – Genentech
    Partner – Genentech

- Select the appropriate Disclosure Code from the dropdown.

- Select Save & Continue at the bottom of the page.
Commercial Relationship Disclosures, cont.

- If you and your spouse/partner have no disclosures to report
  - Select N (No Commercial Relationships)
- Select Save & Continue at the bottom of the page.
Abstract Submission: Step 4: Authors, cont.

Affiliations for Publication

- From the Affiliation drop-down for each author, select an existing institution or select Create New Institution.
- Repeat for adding a maximum of two Affiliations for each author.
- If there are 2 or more Departments at the same Institution represented, enter each Department/Institution pair separately.
- If 2 or more authors are affiliated with the same Institution / Department, enter that Institution / Department only once and select it for each author.
Affiliations for Publication, cont.

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 prior to submission if *required fields are not completed.
- Note: Data fields for your institution from your account’s General and Contact information may not have auto-updated here if you previously updated your account.
Affiliations for Publication, cont.

- 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.
Abstract Submission: Step 4: Authors, cont.

First Author Membership Type

- Membership Type must be selected for First Author.
- Select Member-in-Training or Regular.

![Membership Type Selection](image)
Abstract Submission: Step 4: Authors, cont.

First Author Gender

- Gender must be selected for First Author.
Abstract Submission: Step 4: Authors, cont.

Add an Author

- Select **Add Author** to search the submission site accounts and add up to fifteen (15) co-authors to your abstract.
Abstract Submission: Step 4: Authors, cont.

Add an Author, cont.

- **First** search by Last/Family Name.
- If not found by Last/Family Name, search by Author’s E-mail.
Abstract Submission: Step 4: Authors, cont.

Add an Author, cont.

- Select **Add** to add an author from the Author Search Results.
- Select **More Info** next to their name to confirm/update contact information.
  - **Scroll down** from the right to provide all required information.
  - **IMPORTANT:** If you receive an error message that says **"Institution: City Missing"**, click the More Info link next to each author's name and scroll down to make sure that all author details are included for submission.

![Author Search Results](image1)
![More Info](image2)
![Author Information](image3)
Abstract Submission: Step 4: Authors, cont.
Add an Author, cont.

- Select **Create An Author** if the author cannot be found by Last Name or by Email.

- First name, last name, city, country, state/province for US, Canada, Australia, and email are required fields designated with a red *.

- Select **Submit Created Author**
Abstract Submission: Step 4: Authors, cont.

Add an Author, cont. For each added Co-author:

- Provide Disclosures for commercial relationships related to the abstract.
- Add their affiliation(s)
- Give your co-authors their correct order number as they should be listed in the abstract.
- Select Update Author Order.
- Make sure that ALL AUTHORS are INCLUDED in your abstract and are IN THE PROPER ORDER.

You will not be able to add authors or make any changes after the deadline of Friday, February 21, 2020, 5:00 pm U.S. ET. No exceptions.
Abstract Submission: Step 4: Authors, cont.

Study Group

- Provide a Study Group name, if applicable.
- Additional authors may **not** be added to the Study Group text box – they will be deleted.
- When finished, select Save & Continue.
Abstract Submission: Step 5: Affirmations

You will be required to acknowledge these affirmations by selecting each box during abstract submission.

- First author must receive approval from the Principal Investigator for submission of the work in the abstract for presentation at the 2020 arvo Imaging in the Eye Conference.

- First author is obligated to register and pay the fees to attend the 2020 ARVO Imaging in the Eye Conference if the abstract is accepted for presentation.

- The abstract represents data and conclusions not previously published nor previously presented at ARVO by the same investigator, nor is it redundant with abstracts submitted to ARVO annual meeting in the same year by the same group of investigators.

- First author must reveal the essential structure (DNA sequence), the elements of a novel compound, or enough identification of new gene compounds (drugs, genes, etc.) in the presentation, if applicable.
First Author acknowledges that the abstract will be made available on the OR that the 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 determined as copyrightable, the authors retain copyright, subject to the rights granted to ARVO described in paragraphs 6 and 7 of the ARVO License to Publish.

If experimental animals were used in investigation, any research reported was conducted in compliance with the ARVO Statement for the Use of Animals in Ophthalmic and Visual Research.
Abstract Submission: Step 5: Affirmations, cont.

- If human subjects were involved in the investigation, any research reported was conducted in compliance with the "Declaration of Helsinki".
  - (1st) the research followed the tenets of the Declaration of Helsinki;
  - (2nd) informed consent was obtained from the subjects after explanation of the nature and possible consequences of the study; and
  - (3rd) where applicable, the research was approved by the institutional human experimentation committee or institutional review board (IRB).

- First Author understands ARVO’s requirement to register a clinical trial prior to reporting on the trial in compliance with ARVO’s Clinical Trials Policy.
Abstract Submission: Step 5: Affirmations, cont.

Continuing Medical Education (CME) Attestations

- To assist ARVO in determining which sessions may be eligible for CME credit, you are required to respond with Yes or No to the following statements.

- Yes or No responses **will not** be a factor in the acceptance or rejection of submissions.

  - I agree to prepare and present content that promotes improvements or quality in research and/or healthcare and not a specific proprietary business interest or commercial interest.

  - I agree to prepare and present content that is free from commercial influence, is based upon scientific methods generally accepted by the scientific and/or medical community and is only for educational/scientific purposes.
Abstract Submission: Step 6: Review & Submit

Review all Submission Input

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

- Make sure all special characters and formatting are displaying properly.

- 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.
Incomplete Steps

- Incomplete Steps, if any, will be listed under Review Submission Input and hyperlinked for you to return and provide the missing required information, save at the bottom of that Step (you will now see a check mark beside the Step that you just completed), and return to the Review & Submit Step.
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**.

- Use the View Proof link at the bottom of the page.
- Again, if you identify errors, Close the Window to return to Review & Submit, and then select the appropriate Step to return and make any corrections.

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**View Abstract**

The proof is the final version of your submission, based on the society's guidelines.

View Proof

**View Print as PDF**

CONTROL ID: 2007714
SUBMISSION ROLE: Abstract Submission

**AUTHORS**

AUTHORS (LAST NAME, FIRST NAME): Bob, Linda

INSTITUTIONS (ALL): 1. ARVO, Rockville, MD, United States,


Study Group:

**ABSTRACT**

TITLE: Test abstract

ABSTRACT BODY:

Purpose: test purpose with 12th and a special character test.

Methods: test methods

Results: test results

Conclusions: test conclusions

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Abstract Submission

- When all Steps are complete, the Submit button will display at the bottom of the Review & Submit page to allow you to submit the abstract.
- Abstracts must be submitted by the deadline of Friday, February 21, 2020 at or before 5:00 pm U.S. ET.
Upon successfully submitting your abstract, you will be returned to View Submissions with a green Success! message displayed at the top of the page.

A system-generated email will be sent to confirm that your abstract has been submitted, using the email in your submission site account.
Abstract Submission - View Drafts & Submission

- Select View Submissions from the left sidebar to access your abstract Drafts and/or Submission.

![View Submissions](image_url)
Abstract Submission – Revisions

- To revise your submission or draft, use the same Abstract Submission Link at the bottom of the Abstracts web page to return to the Submission Site.
- From the Submissions tab - select View Submissions; scroll to the bottom of the page; select Edit for that abstract.
Abstract Submission – Revisions, cont.

- If returning a Submission to Draft status for revisions, Select Yes to proceed.
- You will receive a system-generated email to confirm that your abstract has been returned to Draft status.
- Abstracts returned to Draft status must be re-submitted by the deadline of Friday, February 21, 2020 at 5:00 pm, U.S. ET, to be considered for review.
- No changes or submissions will be allowed after the modification deadline.
Abstract Submission – Revisions, cont.

- Your abstract now appears in the Drafts section of the View Submissions page.
- To make revisions, select Edit Draft.
- When your edits are completed, you must Resubmit the abstract again by the deadline of Friday, February 21, 2020 at 5:00 pm U.S. ET.
- You will receive another system-generated email confirming the re-submission of your abstract.
- Only abstracts with a Submission status at the deadline will be sent forward for review.
Abstract submission confirmations will be emailed to First Authors on Tuesday, February 25, 2020.

- This confirmation and all other abstract-related correspondence will be sent to the First Author’s email address provided in their submission site account.

- To endure delivery of your abstract-related communications, add ts.acsupport@Clarivate.com and imaging@arvo.org to your email address book or Safe Sender White List to facilitate delivery and avoid firewalls and spam filters. If you’re unsure of how to add to your Safe Sender White List, contact your email administrator.

If you updated your name or email in your Submission Site account, you must also submit those updates to imaging@arvo.org to update your membership account record as well.

- If you return to the Submission Site later, your name and email from your membership account will overwrite any name/email updates you made.