Abstract Submission Policies and Procedures

The Imaging in the Eye Conference Program Committee is seeking high-quality abstracts describing original, unpublished* research results. Abstract submissions must contain a clear statement of hypothesis, an explanation of methods, and a report of data that unequivocally test the hypothesis and a brief discussion of their implications. Studies should use newer technologies when possible and include original results that will advance the field. Abstracts should be free of spelling and grammatical errors.

Abstract Submission Policies
Submission of an abstract indicates the First Author’s understanding of, and agreement to, all 2020 abstract policies, procedures, and guidelines.

Abstracts must be work that has not been submitted for publication before the abstract submission deadline. After the abstract submission deadline of Friday, February 21, 2020, an author is at liberty to submit their abstract to a journal for publication consideration. NOTE: All accepted abstracts will be published in the ARVO IOVS Journal.

Abstract Submission Eligibility
All First (submitting) authors do not need to be ARVO members. However, to access the abstract submission site, you must create an ARVO Account. You may create an ARVO account by accessing the Join ARVO page.

If you are a member and wish to pay 2020 membership dues, these may be paid Online.

Note: First authors of accepted abstracts are required to pay the Imaging in the Eye Conference Registration Fee before presenting at the conference.

Warning: First (submitting) authors who submit an abstract using another member’s login information will be disqualified from submission.

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.

There is no limit to the number of times an individual may appear as a co-author of abstracts.

Multiple abstract submissions from the same institution on similar research will be subject to rejection.

The abstract 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 will be considered if they include new conclusions that add value to the field.

As part of your 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. An author whose abstract has been accepted is required to register and pay the Imaging Conference registration fee, attend the Imaging Conference, and make the presentation of the abstract.
- Mark your calendar now for the required attendance to make your presentation! Notification of abstract presentation schedule will be sent to First Authors of accepted abstracts on Wednesday, April 8, 2020.
- Changes to the abstract presentation schedule, as determined by the Conference Program Committee, cannot be accommodated, with no exceptions.

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 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.

Abstract Rejection
The Program Committee reserves the right to reject abstracts according to the Abstract Rejection Criteria. Failure to comply with all policies and guidelines will result in rejection of your abstract, at the sole discretion of the Program Committee.

NOTE: Abstracts submitted without data or that state “results will be presented at a later time” will be rejected.

Preparing Your Abstract for Submission

It is important to craft your abstract body for clarity, concision, and with sufficient data. ARVO recommends that you refer to the Abstract Submission Tutorial that provides step-by-step instructions and screenshots for the abstract submission site. The tutorial includes important details and information to guide you through all steps of the submission process.

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

Character Count
There is a limit of 2500 characters and spaces for the title, abstract body text, and image captions of your submission. The submission program will automatically calculate the number of characters and indicate your current Total Characters after you save the data you have just entered. The Total Characters are displayed in the upper right corner of the 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 limit or below.

Submitting your abstract

The abstract may only be submitted online. Abstracts may not be submitted by mail, fax, or email. The Abstract Submission Site can be accessed at the Imaging in the Eye Conference website page and will be available Friday, January 10, 2020, at 9:00 am U.S. EST, through Friday, February 21, 2020, at 5:00 pm U.S. EST. Submission after the February 21 deadline, will not 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, BEFORE THE DEADLINE(S)
Only abstracts with “Submission” status as of 5:00 pm, U.S. EST on Friday, February 21, 2020, will be sent forward for review. Authors of abstracts with only “Draft” status as of 5:00 pm, U.S. EST on Friday, February 21, 2020, will be disqualified.

All authors involved in an abstract, one (1) First Author and up to fifteen (15) Co-authors, must be included during the submission process. Authors cannot be added or changed after the deadline, on Friday, February 21, 2020, 5:00 pm U.S. EST.

You may create multiple abstract drafts, but only one abstract draft can be submitted for the Program Committee to review (“Submission” status). You can return an abstract with “Submission” status back to “Draft” status, edit it and resubmit it to “Submission” status at any time before the modification deadline of Friday, February 21, 2020.

An abstract with “Submission” status that has been returned to the “Draft” status for editing MUST BE RESUBMITTED before Friday, February 21, 2020, deadline, or the program committee will not review it.

Technical Requirement
- 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 are using Internet Explorer to log in to the abstract submission site, it MUST be IE Version 10+.
- If you are unable to log in using your current browser, use a different web browser and clear the browser’s cache.

Abstract Submission Steps

**Step 1: Submission Tab / View Submissions**
Select Create a New Submission.
If you want to access an abstract that you have previously started, scroll down to the bottom of the View the Submissions page and select Edit Draft.

**Step 2: Title/Body**
Title
Format your title in the Sentence case. Do not use ALL CAPS, All Bold, or All Underline. Do not use quotation marks. Do not use a period in the end. ARVO encourages the use of 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. The authors should be careful to 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 and Image Captions
- 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 important 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.

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.

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

Step 4: Author(s)
First Author
  o Your name will automatically be listed as the First Author on the abstract.
Disclosure
All financial relationships with commercial interests relevant to the research reported in the abstract must be disclosed.

- As the 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 commercial interest(s) must be reported (i.e., disclosures related to the research reported in the abstract), as well as nonremunerative positions that may create a conflict of interest.
- If you and your spouse/partner or if a co-author does 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. The ACCME does not consider providers of clinical service directly to patients to be commercial interests - unless the provider of clinical service is owned, or controlled by, an ACCME-defined commercial interest.

- **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 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. 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 12month 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.

Refer to the ARVO Commercial Relationships Policy for disclosure codes and their definitions.

- Disclosing ‘Employment’ is not sufficient for commercial relationship disclosure; you must identify the company in the disclosure section’s text box.
- Disclosure of Patent, Patent Application, Copyright, or Trade Secret requires identification of the patent/company name or patent ID# in the disclosure section's text box.
- If it becomes necessary to change the disclosure radio button from ‘Disclosures to Report’ to ‘No Disclosures’, you must first remove any previously reported disclosures for that author. 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.

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
- Up to fifteen (15) Co-authors can be added to your abstract submission.
- Select ‘Add Author’
- Search by last name, email, or the 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.
- IMPORTANT: If you receive an error message ‘Institution: City Missing,’ select the More Info link for each author and scroll down to confirm that all required contact information has been provided.

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 ten (15) co-authors to the abstract.

Study Group
- If applicable, provide the 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.
- 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 on scientific methods accepted by the scientific and/or medical community and is only for educational/scientific purposes.
**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 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.
- 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 Friday, February 21, deadline.
- Only abstracts in “Submission” status on Friday, February 21, 5 pm U.S. ET will be reviewed for acceptance.

**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, select the red down arrow next to your name at the top of any page to return to your General and Contact Information. If you are currently editing a draft abstract, select ‘Yes, Leave this as draft,’ and return to it later through Submission / View Submissions/ Edit Draft to complete it for submission. **Warning:** If you update your name or email in your submission site account, you must also submit your update(s) to [arvo@arvo.org](mailto:arvo@arvo.org) to update your ARVO/membership record, as well. When you return to your abstract at a later date, your name and email from your ARVO/membership record will always overwrite your submission site account name/email – any previous name/email updates you made to your submission site account will be lost.

To further ensure 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 avoid firewalls and spam filters. If you’re unsure of how to add to your Safe Sender White List, 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 12:0 am – Friday 5:30 pm, U.S. Eastern Time.

- Policy and procedure questions should be directed to ARVO at imaging@arvo.org or contact by phone at +1.240.221.2900, Monday – Friday, 7:30 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 Conference Program Committee 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 deadline of Friday, February 21, 2020, at 5:00 pm U.S. EST. Abstracts that are not resubmitted will not be reviewed for acceptance.

On Tuesday, February 25, 2020, 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 Imaging Conference Program Committee.

Abstract Review / Acceptance / Scheduling Notifications

Abstracts with a “Submission” status as of 5:00 pm, U.S. ET, on Friday, February 21, 2020, will be reviewed by the Imaging Conference Program Committee (ICPC). 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 coauthored or work completed in laboratories where I work.”

The Program Committee 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 rejection of your abstract, at the sole discretion of the ICPC.

- Abstract Acceptance/rejection notifications will be sent to First Authors on Wednesday, March 25, 2020.
- Abstract Schedule Notifications for accepted 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 Wednesday, April 8, 2020.

All accepted abstracts are assigned for presentation to either a Poster Session or a Paper (oral) Session at the discretion of the Imaging in the Eye Conference Program Committee.

Abstracts will be scheduled for presentation on Saturday, May 2, 2020, at ARVO Imaging in the Eye Conference. Mark your calendar now for required attendance if your abstract is accepted! Changes to scheduled abstract presentation, times and sessions cannot be made; no exceptions

Poster Presentations

Abstracts accepted and scheduled for poster presentation must be displayed all day.
- Posters must be mounted on their assigned poster boards before the start of the first scheduled poster session.
- First Authors must be present at their mounted poster during their scheduled poster session time.
- Posters must remain on their poster boards until the end of that day.
- Posters must be removed from their poster boards at the end of that day, at or after 5:30 pm, local time.
- Refer to the Program Agenda for daily poster open/close and session times.
ARVO Abstract Withdrawal and Substitute Presenter Policy

Failure to comply with the ARVO Imaging in the Eye Conference Abstract Withdrawal and Substitute Presenter Policy will result in rejection of the First Author’s abstract submission for the 2021 ARVO Imaging in the Eye Conference.

- There is no charge for withdrawal of an abstract
- If the first author cannot attend and present, she/he must submit:
  - A withdrawal request through the online form or request for approval of a substitute presenter.

Withdrawal

- The Withdrawal request must be sent through the online form.
- Abstract withdrawal status will not be published in the IOVS ARVO journal.

NOTE - Withdrawn abstracts will not be published in the ARVO IOVS Journal, but the full text of all withdrawn abstracts will appear on the online syllabus document, the mobile App and will be marked as WITHDRAWN.”

Once published in the online syllabus document and on the mobile App, abstract text cannot be removed for press or patent reasons, so please keep this in mind when submitting/withdrawing your abstract.

Request for Substitute Presenter Approval

- A substitute presenter must be a co-author on the accepted abstract, must be qualified to discuss all aspects of the abstract during its presentation, and must register for the Imaging Conference if approved as a substitute presenter.
- Substitute presenter requests will only be considered in cases of illness, family emergency, and change of employment or inability to obtain a VISA.
- A substitute presenter must be approved in advance.
  - Request for approval must be submitted by the first author and by 5:00 pm U.S., ET, on the day before the scheduled presentation. An individual may be a substitute presenter for only one presentation. Request for Substitute Presenter form

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