Abstract Submission FAQs

- Please refer to the Imaging in the Eye Conference Abstract Policies and Procedures from the Conference Website page.
- Abstracts are limited to 2500 characters and spaces for titles, abstract body, and image caption(s). Therefore, it is important to plan, review, and edit your abstract submission for clarity and concision. Refer to the Successful Abstract Submission Guidelines for content development recommendations and some examples of the top-scoring abstracts.

When is the abstract deadline?

- The deadline is Friday, February 26, 2021, at 5:30 pm U.S. EST.
- Only abstracts with a "Submission" status by Friday, February 26 deadline will be forwarded to review.

How do I access the abstract submission site?

- From the Abstract webpage, use the "Access the abstract submission site" link in the right-side box.
- 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 and ARVO account before accessing the abstract submission site.
- First authors who submit an abstract using another ARVO (member) Account email and password will be disqualified from submission.

Do I need to pay the 2021 Imaging Conference registration fee to participate and/or present my abstract?

- YES - if a submitted abstract is accepted for presentation, the First Author must register and pay the full registration fee for the Conference.
- Registration Information can be found here.

My name and/or email need to be updated in my abstract submission account; what do I need to do?

- **IMPORTANT:** You must update your ARVO account first. The ARVO account information overwrites the abstract submission site account. Please send your membership account contact information updates to arvo@arvo.org.
- Then you can access your submission site account and make any necessary changes to your contact submission site information account by clicking the Edit next to your name.
- Your name and email address in your abstract submission site account and your ARVO (membership) account match. Whenever you enter the abstract submission site, your name and email address from your ARVO (membership) account record overwrite your name and email in your abstract submission site account.

If I am not the Principal Investigator, what do I need to do before submitting an abstract?

- The First (submitting) Author must receive approval from the Principal Investigator to submit the abstract’s work for presentation at the 2021 Imaging in the Eye Conference.

Why can I submit only one abstract as the First Author?

- The 2021 Imaging in the Eye Conference Program Committee determined that only one abstract presentation should be given by each First Author to offer as much opportunity as possible for the
Conference attendees to share their work with colleagues and participate as fully as possible in the scientific program.

- There is no limit on the number of abstracts that can be co-authored by an individual.

**What are the browser requirements for the submission site?**

- Chrome is the preferred browser.
- Set your browser to Always Allow Pop-ups for the submission site.
- Other compatible browsers include Internet Explorer (IE) 10+, Microsoft Edge, Mozilla Firefox, and Safari 9.0.3.
- If you are using Internet Explorer to log in to the abstract submission site, it must be IE Version 10 or greater.
- If you are unable to log in using your current browser, use a different one.

**Experiencing Technical Difficulties?**

- If you are unable to access the submission site due to technical difficulties, please try one of the following before contacting ARVO:
  - Check to make sure pop-up blockers are disabled.
  - Clear browser cache/history and/or cookies.
  - Open the abstract submission site in a different recommended browser; ARVO recommends using Google Chrome.
  - Make sure you have the compatible version of the recommended browser you are using (see above).

**What are the Commercial Relationship Disclosure procedures for 2021?**

- 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 the author step of the submission process (if relevant).
- 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 non-remunerative 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.

**Can I upload my abstract?**

- No. You cannot, however, cut and paste your abstract title and body text from a Word document.
- Each section of the abstract body must be entered into a separate text field. In addition to the title field, the four abstract body text field headers are Purpose, Methods, Results, and Conclusions.
- Special characters: In most cases, Greek letters and other special characters will transfer from your word processing software. Special characters feature available if you need a special character that you are unable find in your word processor.
- **Note:** Italic, underline, bold, superscript, subscript will not copy from Word document text. Use the editing toolbar for each text box to apply italics, superscript, subscript formatting to your text. Underline and bold are not available for abstract titles/body text.

**Does my abstract have to be entered in a specific format?**

- Enter the title in sentence case. Do not put the title in quotation marks; do not use all bold text, to not use all caps; do not add a period to the end of your title.
- The four abstract body headings have already been formatted for you: Purpose, Methods, Results, and Conclusions. A text data field has been provided for each heading. If you choose to cut and paste your abstract body from a Word document, be certain to include the appropriate content in each of the headings’ text boxes.
- Do not duplicate the abstract headings within your text boxes.
• There is a maximum of 2,500 total characters that includes all characters and spaces in the abstract's title, abstract body, and image captions (maximum of 2 images). Images, if included, are not included in the character count.
• Your total character count is indicated in the header bar of the title/body page and will recalculate your submission's total characters each time that page is saved.

What are the guidelines for including images?
• One or two images may be uploaded.
• Images must be: High-resolution JPEG or GIF files with a minimum resolution of 600 dpi
• Only JPEG or GIF files are compatible with ARVO's output
• The Maximum file size of 1 MB
• Maximum image width of 3.25 in / 8.255 cm
• Maximum image height of 6 in / 15.24 cm.
• A caption may be included by selecting "add the caption" after your image has been uploaded.
• Tables, graphs, figures, etc., must be uploaded as a JPEG or GIF file.

How do I enter multiple clinical trial registrations in my abstract submission?
• If there are multiple clinical trial registrations for one abstract, you only need to list one.

Can I revise my abstract?
• Yes, BUT THIS NEEDS TO BE DONE BEFORE THE SUBMISSION DEADLINE of Friday, February 26, 2021, at 5:30 pm U.S. EST.
• Use the same abstract submission link at the Abstracts web page with your ARVO account email and password to access your abstract.
• Select "View Submissions" on the left sidebar of the Submission tab.
• From the bottom of the View Submissions page, select "Edit Draft" for an abstract in Draft status.
• If your abstract is already in Submission status, you must select 'Edit/Return to the draft status.' After finalizing revisions to your abstract, you must resubmit it.

I want to revise my abstract, but I cannot remember my password.
• Use the same abstract submission link at the bottom of the Abstracts web page to access the login page, then click "forgot password?"
• Enter your ARVO account email address and "continue."
• You will receive an email from info@arvo.org with a new password.
• The new password is case-sensitive alphanumeric and can be changed to something more memorable to you.

How do I submit my abstract when I have finished providing my abstract data?
• In the Review and Submit step (step 6), an error box will appear and provide you with a list of any information that is still needed before you can submit your abstract.
• Each error will be linked for your convenience to return to that incomplete step and provide complete information.
• Once all submission steps have been completed, the error box will not appear, and a "Submit" button will appear at the bottom of the Review and Submit page.

How can I be certain that my abstract has been submitted?
• When your abstract has been completed in its entirety and successfully submitted, you will see "Success! Your submission was successfully submitted" in a green bar at the top of the View Submissions screen.
• You will also receive a system-generated email from arvoabstracts@arvo.org to confirm that your submission has been received.
• All First Authors with a Submission status abstract will be notified by email to confirm that their abstract has been submitted and will be forwarded for review.
• At that time, read-only access to your submission proof will be available to confirm your abstract as it will be submitted for review.
• Add ts.acsupport@clarivate.com and imaging@arvo.org to your email address book or safe sender whitelist to facilitate delivery and avoid firewalls and spam filters. If you are unsure of how to add to your safe sender whitelist, contact your email administrator.

Can I make any changes/additions to my abstract after the Friday, February 26 deadline?

• No changes, including adding, changing, or removing authors, can be made to any abstract after the Friday, February 26, deadline at 5:30 pm U.S. EST.
• If selected for presentation, your abstract will be published exactly as it was submitted.

Can an abstract submitted for the 2021 Imaging in the Eye Conference also be submitted simultaneously to a journal for publication consideration?

• Abstracts must be work that has not been submitted for publication before the abstract submission deadline. After the abstract submission deadline of Friday, February 26, 2021, an author is at liberty to submit their abstract to a journal for publication consideration.

Can an abstract submitted for the 2021 Imaging in the Eye Conference also be submitted to another conference for presentation?

2021 Imaging in the Eye Conference’s goal is to have new research presented at the Conference. After the conference dates of May 14, 2021, an author is at liberty to submit an abstract to another conference for presentation.

When will I know if my abstract has been accepted?

• Abstract acceptance notifications will be emailed to First Authors on Wednesday, March 24, 2021.
• Abstracts will be scheduled for presentation at any time of the 2021 Imaging in the Eye Conference, May 13 – 14, 2021. Mark your calendar now.
• Abstract Schedule Notifications with presentation details, including presentation type (paper or poster), scheduled presentation time(s), and the assigned session, will be emailed to First Authors of accepted abstracts on Friday, April 2, 2021.
• Changes to scheduled abstract presentation times and sessions cannot be made, with no exceptions.

What if I unable to participate in the 2021 Imaging in the Eye Conference and make my abstract presentation?

• Refer to the Abstract Withdrawal policy to withdraw your abstract.

NOTE: Withdrawn abstracts will not be published in the ARVO IOVS Journal.

NOTE: After March 24, the 2021 withdrawn abstract text cannot be hidden for press or patent reasons, so please keep this in mind when submitting your abstract request for Withdrawal.

When will the accepted and scheduled abstracts be available electronically?

• It is anticipated that the full text of all abstracts accepted for presentation and publication will be available through the Imaging Conference website late April 2021.

How can I request a copy of an abstract that was presented?

• We strongly suggest that you save your copy and save the PDF of your abstract from the abstract submission site. All accepted abstracts will be published. You can also send an email to imaging@arvo.org, and we will do our best
to assist you with your request.

**How or where can I go to get permission to reproduce an abstract?**

- Please send your request to [arvo@arvo.org](mailto:arvo@arvo.org) with the subject line "Publication."

**Does ARVO have the copyrights to my abstract because I presented at the 2021 Imaging in the Conference?**

- No. As of January 1, 2016, should the abstract be determined as copyrightable, all copyright ownership of the abstract shall be retained by the authors, subject to the rights granted to ARVO described in paragraphs 6 and 7 of the ARVO License to Publish.
- Please refer to the Imaging in the Eye Conference's Abstract Submission Policies and Procedures for additional copyright information.
- **Note:** The authors hold the copyright owner for the Posters and Paper presentations and the abstracts.

**How can I get assistance with my abstract submission?**

- Help is available from the "help" link located in the upper right corner of each page of the submission site.
- For technical support, email [ts.acsupport@clarivate.com](mailto:ts.acsupport@clarivate.com), Mondays through Fridays 8:30 am – 5:30 pm U.S. - EST, phone: +1.434.964.4100 (toll-free U.S. only: 888.503.1050).
- For policy and procedure questions, contact ARVO at [imaging@arvo.org](mailto:imaging@arvo.org) +1.240.221.2900, Monday-Friday, 8:30 am – 5:30 pm U.S. EST.