



Imaging Abstract Submission FAQs

Please refer to the Imaging in the Eye Conference [Abstract Submission Policies and Procedures](#)

When is the abstract deadline?

The deadline is Friday, February 9, 2024, at 5pm ET. Only abstracts with a "Submission" status by Friday, February 9th deadline will be forwarded for review.

How do I access the abstract submission site?

- Go to the Imaging Conference [website](#), then to the [Abstract page](#), and use the "Access the abstract submission site" link located on the right side of the page (the link will be available from Jan. 5 - Feb. 9).
- 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.

Do I need to pay the 2024 Imaging in the Eye Conference registration fee to attend and 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 2024 Imaging in the Eye Conference.
- Registration Information [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 ARVO account contact information updates to arvo@arvo.org.
- Then you can access your submission site account and make any necessary changes to your submission site account using the red down arrow by your name at the top right of any submission page.
- Your name and email address in your abstract submission site account and your ARVO (membership) account must 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'm 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 Imaging in the Eye Conference.

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

- The 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 Commercial Relationship Disclosure procedures?

- First authors are required to disclose ALL financial relationships with ineligible companies that existed within the past 24 months as well as non-remunerative positions that may create a conflict of interest. Compliance staff will review the disclosures to determine relevancy to the content of the presentation.

- First authors must also collect and provide financial relationship disclosures of each co-author. Co-author disclosures should only include financial relationships with ineligible companies that existed within the past 24 months AND are relevant to the abstract.
- Employees of [ACCME-defined](#) ineligible companies (authors and co-authors) need to include code E (Employment) as part of their disclosures in addition to entering this relationship as an affiliation.
- If no financial relationships exist, indicate N (No Commercial Relationship) for that Author.

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, do 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. How is the maximum character count calculated?
- There is a maximum of 2,500 total characters that include 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.

Can I revise my abstract?

- Yes, **BUT NEEDS TO BE DONE BEFORE THE SUBMISSION DEADLINE** of Friday, February 9, 2024, at 5pm U.S. - EST.
- Use the same abstract submission link at the bottom of 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 can't 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 membership 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 ImagingConf@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 ImagingConf@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 9 deadline?

- **No** changes, including adding, changing, or removing authors, can be made to any abstract after the **Friday, February 9 deadline at 5pm U.S. E.T.**
- If selected for presentation, your abstract will be published exactly as it was submitted.

Can an abstract submitted for the 2024 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 9, 2024, an author is at liberty to submit their abstract to a journal for publication consideration.

Can an abstract submitted for the 2024 Imaging in the Eye Conference also be submitted to another conference for presentation?

The Imaging in the Eye Conference's goal is to have new research presented at the conference. After the abstract submission deadline of Friday, February 9, 2024, an author is at liberty to submit an abstract to another conference for presentation if the conference dates are **after** the May 4, 2024 Imaging in the Eye Conference.

When will I know if my abstract has been accepted?

- Abstract acceptance/rejection notifications will be emailed to First Authors on Monday, March 4, 2024.
- Abstracts will be scheduled for presentation at any time during the **2024 Imaging in the Eye Conference**, on Saturday, May 4, 2024. Mark your calendar immediately for possible required attendance on those days.
- Abstract Schedule Notifications with presentation details, including presentation type (paper or poster), scheduled presentation time(s) and the assigned session will be emailed to the First Authors of accepted abstracts on **Wednesday, March 20, 2024.**
- Changes to scheduled abstract presentation times and sessions cannot be made; **no exceptions.**

What if I'm unable to attend the 2024 Imaging in the Eye Conference and make my abstract presentation?

- If you are unable to attend and present your abstract on its scheduled presentation date, it will need to be withdrawn.
- Substitute presenter approval requests will be considered only in cases of illness, family emergency, change of employment, or inability to obtain a visa.
- Substitute presenters must be approved in advance and must be the co-author of the abstract.
- Requests must be made by the First Author through the online form.
- Please review the [Abstract Withdrawal and Substitute Presenter Policy](#) for complete details of the procedures you must follow if you are unable to make your abstract presentation as accepted and scheduled by the AMPC.

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. You can send an email to ImagingConf@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.

Does ARVO have the copyrights to my abstract because I presented at the 2024 Imaging in the Eye Conference?

No. As of Jan. 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](#).

- **Note:** The authors hold the copyright owner for the Posters and Paper presentations as well as for 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, Mondays through Fridays 8am – 5pm U.S. - EST, phone: +1.434.964.4100 (toll-free U.S. only: 888.503.1050).
- For policy and procedure questions, contact ARVO at ImagingConf@arvo.org +1.240.221.2900, Monday-Friday, 8am – 5pm U.S. E.T.