

2020 ARVO International Meeting Abstract Policies and Procedures

The ARVO International Program Committee (AIPC) is seeking high-quality abstracts describing original 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.

The AIPC includes well-known scientists and researchers from throughout the Pacific Rim region. They are responsible for the content of the scientific portion of the ARVO International Meeting. The AIPC reviews abstract submissions and schedules accepted abstracts into the paper (oral) or poster sessions.

Abstract Submission Eligibility

Membership is not required for abstract submission, but all First (submitting) Authors must have an account with ARVO to access the abstract submission site.

WARNING: First (submitting) Authors who submit an abstract using another member's login will be disqualified from submission.

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 may be submitted even if they have been submitted or accepted for formal publication or to a preprint server before the abstract submission deadline.

The First (submitting) Author must receive approval from the Principal Investigator (PI) for submission of the work in the abstract for presentation at the 2020 ARVO International Meeting.

An individual may be the First (submitting) Author of only one abstract.

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.

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

Abstracts 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 their 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 ARVO International Meeting registration fee**, attend the Meeting, and make the presentation of the abstract. A full-meeting complimentary exhibitor registration badge does not qualify as a paid registration for a presenting author.

Abstracts may be scheduled for presentation on either Friday, October 16 or Saturday, October 17, 2020.

- Mark your calendar now for required attendance on either of these days to make your presentation.
- Notification of abstract presentation schedule will be sent to First Authors of accepted abstracts on Friday, July 31, 2020.
- Changes to the abstract presentation schedule as determined by the AIPC **cannot be accommodated.**

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 *Translational Vision Science & Technology* 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](#).

Animals or Human Subjects Used in Research

The required acknowledgment of the First Author, acting as the authorized agent for all authors, certifies the following:

If human subjects were involved in the investigation, I certify that any research reported was conducted in compliance with suitable accredited Institutional Review Board (IRB) or its equivalent (such as a human ethics committee).

If experimental animals were used in the investigation, I certify that any research reported was conducted in compliance with the "[Statement for the Use of Animals in Ophthalmic and Vision Research](#)" found on the ARVO website.

Abstract Rejection

The AIPC 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 AIPC.

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

Abstract Publication

- Abstracts accepted for presentation will be published as submitted by the May 28 deadline. No additions or revisions can be made or published.
- **ARVO will not make any changes to submitted abstracts; no exceptions.**
- Abstracts will be published in ARVO International's 2020 Online Planner and Mobile Application as well as *Translational Vision Science & Technology (TVST)** online as the ARVO version of the record.
- It is anticipated that full text of all abstracts accepted for presentation and publication will be available through the ARVO Annual Meeting website on **Thursday, September 1, 2020**, via the Meeting's Online Planner.**

*Withdrawn abstracts **will not** be published in the ARVO *TVST* Journal, but by Thursday, September 1, 2020 the full text of all withdrawn abstracts **will appear on the Online Planner**, but will be marked as "WITHDRAWN."

**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.

Preparing Your Abstract for Submission

It is important to craft your abstract body for clarity, concision, and with sufficient data.

- Review the [Successful Abstract Submission Guidelines](#), with tips on including complete data and samples of top-scoring abstracts.
- Review the Abstract Submission Steps below to ensure that you have all the required data before the start of your submission.

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 is 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

Abstracts may only be submitted online. Abstracts may not be submitted by mail or email.

The online [Abstract Submission site](#) linked from the Abstracts web page is available Monday, April 13, 2020, 9:00 am, U.S. ET, through **Thursday, May 28, 2020, 11:59 pm, U.S. ET.** After the May 28 deadline, the start of any new abstracts will not be allowed; **no exceptions.**

You may modify a draft abstract and submit it for review at any time through Sunday, May 31, 2020, 11:59 pm, U.S. ET, using the same link and your ARVO membership account email and password. **Abstracts may not be modified or submitted after the May 31 deadline; 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).

You may create multiple abstract drafts, but only one abstract draft can be submitted for AIPC 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 Sunday, May 31, 2020.

An abstract with "Submission" status that has been returned to "**Draft**" status for editing **MUST BE RESUBMITTED** before the May 31st deadline, **or it will not be reviewed by the AIPC for presentation.**

Only abstracts with a "Submission" status as of 11:59 pm, U.S. ET on Sunday, May 31, 2020, will be forwarded to the AIPC for review. Authors of abstracts with only "Draft" status will receive a reminder email before the deadline. Abstracts with a "Draft" status as of 11:59 pm, U.S. ET, on Sunday, May 31, 2020, will be disqualified.

All contributors involved in an abstract, one (1) First Author and up to fifteen (15) Co-authors and one (1) Study Group, must be included during the submission process. Co-authors listed in the Study Group field will be deleted. **Authors cannot be added or changed after the modification deadline of Sunday, May 31, 2020, 11:59 pm U.S. ET.**

Technical Requirements

- Compatible browsers are listed below.
- 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 Submissions page and select Edit Draft.

Step 2: Title/Body

Title

Format your title in 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. 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 must be:

- 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

Topic

- One (1) [Topic](#) that best describes the content of your abstract must be selected. The selection will determine which Section/Group will review your abstract.

Travel Grant Applications

Applications for ARVO and ARVO Foundation Travel Grants can only be completed and submitted **as part of the abstract submission process.**

- Do not change the radio button from Apply back to Decline after completing an application, **unless** you are withdrawing your application.
- If you are withdrawing your application, remove your responses from the application before changing the radio button from Apply to Decline.

Type of Research

ARVO is interested in learning what type of research is conducted by our membership. Answering this question is optional. There are no formal definitions used by ARVO, so you are advised to pick how you would best describe your research: Basic, Clinical, or Translational.

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.

Session Moderator

The AIPC invites moderators for both oral and poster sessions. If you are interested in being a moderator, please indicate which session type you prefer and your area of expertise.

Step 4: Author(s) - First Author

- Your name will automatically be listed as the First Author on the abstract.
- Select 'Click to review and acknowledge Disclosure' to provide your commercial relationship(s) disclosures for yourself and your spouse/partner, if applicable, relevant to the abstract. **See Commercial Relationship(s) Disclosure Notes below.**
- Select your affiliation and/or create a new institution. **See Adding Affiliations/Institutions below.**
- Select your Membership type: Regular, MIT (Student), or Non-Member membership type must be selected for the First Author.
- Select your Gender.

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 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.

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.

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 Sunday, May 31 deadline.
- Only abstracts in "Submission" status on Sunday, May 31, 2020, 11:59 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 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 to update your membership record as well. When you return to your abstract at a later date, your name and email from your 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 arvointernational@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 12:00 am – Friday 5:30 pm, U.S. Eastern Time.

Policy and procedure questions should be directed to ARVO at arvointernational@arvo.org or contact by phone at +1.240.221.2900, Monday – Friday, 8:30 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 AIPC 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 modification deadline of Sunday, May 31, 2020, 11:59 pm U.S. ET. Abstracts that are not resubmitted will not be reviewed for acceptance.

On Wednesday, June 3, 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 AIPC.

Abstract Review / Acceptance / Scheduling Notifications

Abstracts with a "Submission" status as of 11:59 pm, U.S. ET, on Sunday, May 31, 2020, will be reviewed by the ARVO International Program Committee (AIPC).

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 co-authored or work completed in laboratories where I work."

The AIPC 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 AIPC.

- **Abstract Review Notifications** will be e-mailed to First Authors on Wednesday, July 1, 2020.
- **Abstract Scheduling 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 Friday, July 31, 2020.

All accepted abstracts are assigned for presentation to either a Poster Session or a Paper (oral) Session at the discretion of the AIPC.

Abstracts may be scheduled for presentation on any either Friday, October 16 or Saturday, October 17. Mark your calendar now on both of these days for possible required attendance! **Changes to scheduled abstract presentation dates, times, and sessions cannot be made; no exceptions.**

It is anticipated that full text of all abstracts accepted for presentation and publication will be available through the [ARVO International Meeting website](#) on Thursday, September 1, 2020, via the ARVO International Meeting's Online Planner.

NOTE: Withdrawn abstracts will not be published in the ARVO TVST Journal, but by Tuesday, September 1, 2020 the full text of all withdrawn abstracts will appear on the Online Planner, but will be marked as "WITHDRAWN."

******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.

Automatic Abstract Withdrawal Conditions

First Authors and Substitute Presenters will have their abstracts automatically withdrawn from the program, and thus disqualified for publication in ARVO TVST Journal, if:

- They do not pay the registration fee to attend the 2020 ARVO International Meeting and present their abstract. (A complimentary full-meeting exhibitor pass/badge **is not an acceptable** substitute for first author registration.)
- A Substitute Presenter Approval Request is not submitted **through the online substitute presenter link** by 2:00 pm U.S. (ET), on the day before their scheduled presentation. (Substitute presenters must be pre-approved.)
- A Poster presenter is not at their poster during their scheduled Poster Session day/time for that day.
- An abstract poster is not displayed for the entire day on their scheduled presentation day.
- The scheduled presentations are not made by the approved Substitute Presenter, if a poster is not mounted for the entire day, or if the Substitute Presenter is not registered for the ARVO International Meeting.
- The First Author or his/her Substitute Presenter has a "No-Show" status reported by the session moderator.

Note: *Abstract of First Author with "No Show" status will not be published in ARVO TVST Journal.*