

# ARVO 2023

April 23 – 27 | New Orleans, La.

## Abstract Submission FAQs

Please refer to the [2023 Annual Meeting Abstract Policies and Procedures](#) for complete submission and policy details.

Abstracts are limited to 2,500 characters and spaces for title, 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 top-scoring abstracts from different Scientific Sections.

### When is the abstract deadline?

- The deadline for beginning a draft abstract is Friday, January 6, 2023, at 11:59 pm EST
- Draft abstracts must be finalized and submitted by Sunday, January 8, 2023, at 11:59 pm EST.
- Only abstracts with a "submission" status by the Sunday deadline will be forwarded for review.

### How do I access the abstract submission site?

- From the Annual Meeting website under the [Abstract page](#), use the "Access the abstract submission site here" link at the bottom of that page.
- You must be an ARVO member paid through 12/31/2023 to access the submission site.
- [Renew](#) or [join](#) ARVO before accessing the site.
- You will need your membership account email address and password to log in to the abstract submission site.
- First, (submitting) Authors who submit an abstract using another member's email and password will be disqualified from submission.

### I paid my 2023 ARVO membership dues before submitting my abstract. Do I still need to pay the Annual Meeting registration fee to attend and present my abstract?

- **Yes.** If a submitted abstract is accepted for presentation, the First Author must also register and pay the full registration fee for the Annual Meeting.
  - The only exception is if you submitted a virtual presentation, in which case you would need to pay the virtual presentation fee.
- A complimentary full-meeting exhibitor registration pass/badge is not a substitute for a First Author's paid registration requirement.

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

- You can make any necessary changes to your name and email address on the submission site by using the down arrow by your name at the top of any submission page.
- If you update your name or email address on the abstract submission site, **you must also update** your membership account. Send your membership account updates to [arvo@arvo.org](mailto:arvo@arvo.org).
- Your name and email address in the abstract submission site and your ARVO membership account **must match**. Whenever you enter the abstract submission site, your name and email address from your membership account record **overwrites** your name and email in the abstract submission site.
- The capitalization of your name is important (i.e. **M**aria **S**mith). This action will help search for it if accepted and published.

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

- The ARVO Board of Trustees determined that only one abstract presentation should be given by each First

Author to offer as much opportunity as possible for Annual Meeting 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.

#### **I cannot travel to the meeting, can I still present my research?**

- Members that know they are unable to travel to the meeting can submit an abstract by selecting the “on-demand” option under “Presentation Type”.
- After the submission deadline, you cannot change your presentation type to be in-person. If you later determine you can attend in-person, your presentation will remain on-demand.
- If your abstract is accepted, an on-demand presentation fee (\$85 for MITs, \$125 for regular members) will be required to participate in this option.
- On-demand presenters will have access to other on-demand presentations, but not to all Annual Meeting content. There is no virtual meeting registration for 2023. Other select meeting content will be posted online and members will have access to this content after the meeting.

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

- Compatible browsers include Internet Explorer (IE) 9+, Mozilla Firefox 32+, Mozilla Firefox, Google Chrome 37+, 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.
- Set your browser to Always Allow Pop-ups for the abstract submission site.
- If you are unable to log in using your current browser, use a different web browser.

#### **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 cookies.
- Open the abstract submission site in a different recommended browser; ARVO recommends using Google Chrome.
- Make sure you have the updated version of the compatible browser you are using.

#### **What are the Commercial Relationship Disclosure procedures for 2023?**

- 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.

#### **Can I upload my abstract?**

- No; however, you can cut and paste the content 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. There is a special character feature available if you need a special character that you are unable to find in your word processor.

**Note:** Italics, underline, bold, superscript, and subscript will **not** copy from Word document text. Use the editing toolbar for each text box to apply italics, superscript, and 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 the 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 at 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 characters count is indicated in the header bar of the abstract 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, any abstract that has been started as a draft by Friday, January 6, 11:59 pm EST may be revised.
- An abstract that has been submitted by Friday, January 6, 11:59 pm EST may be returned to draft, edited, and **resubmitted** by the modification deadline of Sunday, January 8, 2023, 11:59 pm EST.
- Use the same abstract submission link at the bottom of the abstracts webpage with your ARVO Membership account email and password to access your abstract.
- Select "view submissions" on the left sidebar of the submissions tab.
- From the bottom of the page, select "edit draft" for an abstract in draft status.
- If your abstract is already in submissions status, you must select 'edit/return to the draft.' After finalizing changes to your abstract, you **must resubmit it** from the bottom of the review & submit step before the Sunday, January 8, 2023, 11:59 pm EST modification deadline.

#### **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 webpage to access the abstract 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 and should be changed to something more memorable for 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 [ts.acsupport@clarivate.com](mailto:ts.acsupport@clarivate.com) to confirm that your submission has been received.
- On Tuesday, January 10, 2023, all First Authors with a submission status abstract will be notified by email to

confirm their abstract has been submitted and will be forwarded for review.

- At that time, read-only access to your abstract proof will be available as confirmation of your abstract as it will be submitted for review.
- Add [ts.acsupport@clarivate.com](mailto:ts.acsupport@clarivate.com) and [arvoabstracts@arvo.org](mailto:arvoabstracts@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 Sunday, January 8 modification deadline?**

- **No changes**, including adding, changing, or removing authors, or any other edits cannot be made to any abstract **after** the modification deadline of Sunday, January 8, 2023, at 11:59 pm EST.
- If selected for presentation, your abstract will be published exactly as it was submitted.

#### **Can an abstract submitted for the ARVO Annual Meeting also be submitted simultaneously to a journal for publication consideration?**

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

#### **Can an abstract submitted for the ARVO Annual Meeting also be submitted simultaneously to another conference for presentation?**

- ARVO's goal is to have new research presented at the ARVO Annual Meeting. After the abstract submission deadline, an author is at liberty to submit an abstract to another conference for presentation **if** the conference dates are **after** the ARVO Annual Meeting.

#### **When will I know if my abstract has been accepted?**

- Notifications of acceptance will be emailed to First Authors on **Thursday, February 2, 2023**.
- Abstracts have not yet been scheduled at this date and may be scheduled for presentation on any day of the 2023 ARVO Annual Meeting. Please, mark your calendar now, if your abstract is accepted you are required to attend the Annual Meeting at the scheduled day/time and it can be any one of these days, **Sunday, April 22 through Thursday, April 27, 2023**. Changes to scheduled abstract presentation dates, times, and sessions cannot be made; **no exceptions**.
- Accepted abstract notifications with presentation details, including presentation type (paper or poster), presentation day/time(s), and the assigned session will be emailed to First Authors on **Thursday, March 2, 2023**.

#### **What if I'm unable to attend the Annual Meeting and make my abstract presentation?**

- 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.
- Remember if you do not want your abstract to be published you must withdraw your abstract before March 1, 2023. After that your abstract will be available through the ARVO Annual Meeting website, via the Annual Meeting's Mobile App and Online Planner. It will be marked "WITHDRAWN" before the title.

#### **If the First Author cannot attend the Annual Meeting to present, can a co-author take his/her place?**

- Yes, however, a substitute presenter request must be approved in advance by ARVO.
- The First Author must request a substitute presenter through the **online link** that will be included in abstract notifications and the [Abstract Withdrawal and Substitute Presenter Policy](#). This form will be available on Monday, January 9, 2023 on the 2023 Annual Meeting website.
- Requests are considered only in cases of a First Author's illness, family emergency, change of employment, or inability to obtain a visa.
- Substitute presenters must be co-author on the abstract, must be qualified to discuss all aspects of the abstract during its presentation, and must register for the Annual Meeting.
- Requests must be submitted by 2 pm New Orleans, LA (CST) on the day before the presentation and be **approved in advance by ARVO**.
- An individual may be a substitute presenter for only one presentation.

#### **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 ARVO Annual Meeting website in early April.

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

- Abstracts from 2003 – 2022 can be found on the [IOVS website](#).
- The 2023 abstracts will be available on the ARVO Annual Meeting's Online Planner beginning in early April 2023.
- For abstracts before 2003, contact ARVO at [arvo@arvo.org](mailto:arvo@arvo.org).

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

- Please send an email [arvo@arvo.org](mailto:arvo@arvo.org) if you have any questions.

**Does ARVO have the copyrights to my abstract because I presented at the ARVO Annual Meeting?**

- 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.
- Please refer to the [ARVO License to Publish](#) for additional copyright information.
- 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 abstract submission site.
- For technical support, email [ts.acsupport@clarivate.com](mailto:ts.acsupport@clarivate.com), Monday – Friday, 12 am – 8:30 pm. +1.434.964.4100 (toll-free U.S. only: 888.503.1050).
- For policy and procedure questions, contact ARVO at [arvoabstracts@arvo.org](mailto:arvoabstracts@arvo.org) or +1.240.221.2900.