2023 Special Interest Group (SIG) Sessions

Guidelines

- **NEW THIS YEAR**: *SIGs will not be held in conjunction with the Annual Meeting.* All accepted SIGs will be held virtually and programmed throughout the year.
    - o SIG delivery dates will be predetermined, and organizers will be given the opportunity to indicate which dates and times work for their presenters.
    - o SIGs will be free for members to attend
    - o Presenters will not be required to be ARVO members or pay any registration fee to participate.

- SIGs are not scientific sessions, they allow groups with common research interests to hold informal, discussion-based meetings.
- Each SIG must focus on a specific question or issue (exploring controversial issues, understanding a technique, new technological advances, etc.).
- Of the total 90-minute meeting time, no more than 35 minutes may be used for prepared presentations. The remaining time must be used for open discussion.
    - o Since SIGs are intended to be discussion-based, there will be a **strict limit** of presenters: a maximum of 3 speakers or 5 panelists will be accepted.
- SIGs may not be product-related and may not honor specific individuals.
- Organizers may only submit 1 SIG request per year, either a SIG Panel Session or SIG Speaker Session request, but not both.
- SIG participants are limited to two sessions. A person should not agree to be a speaker/panelist in more than two SIG submissions.
- SIGs do not qualify for CME credits.

Submission Information

- SIG submission will take place from Monday, November 14, 2022 – Friday, January 6, 2023.
- To submit a SIG proposal, you must request access to the form.
    - o You must have an ARVO membership current through 2023 to access the submission site.
- Your request will be processed, and you will receive an email with instructions to access the submission site.
- There will be two types of SIG submissions: SIG Panel Session and SIG Speaker Session. The type of submission must be decided prior to filling out the request form (1 submission per organizer). The limit of presenters mentioned above will be enforced throughout the submission process, and again during the review process.

Proposal Data

You will be required to provide the following information to submit a SIG proposal:
- Title (limit 200 characters)
- Description (limit 1200 characters) - the more detailed information, the better

- Which dates and times your SIG can be scheduled

Thursday, May 11 8am ET	Thursday, May 11 12pm ET	Thursday, May 11 6pm ET
Tuesday, June 13 8am ET	Tuesday, June 13 12pm ET	Tuesday, June 13 6pm ET
Thursday, June 29 8am ET	Thursday, June 29 12pm ET	Thursday, June 29 6pm ET
Tuesday, Sept. 12 8am ET	Tuesday, Sept. 12 12pm ET	Tuesday, Sept. 12 6pm ET
Thursday, Sept. 28 8am ET	Thursday, Sept. 28 12pm ET	Thursday, Sept. 28 6pm ET

- Anticipated attendance
- Relevant Sections/Groups, if applicable
- The purpose of/educational need for your proposed SIG
- Confirmed participants: Organizer(s), Moderator(s), Speaker(s) or Panelists
    o Commercial relationship(s) disclosures for each
    o Affiliation for each
    o Role for each (Organizer, Moderator, Speaker, or Panelist)
    o Presentation order for each (SIG Speaker Session only)
    o Presentation duration for each (SIG Speaker Session only)
    o Presentation title for each (SIG Speaker Session only)

Review and notification

- The Annual Meeting Program Committee will review and score all SIG proposals.
- SIG organizers will be notified of acceptance/rejection on February 7, 2023.
- ARVO Staff will review organizer time/date preferences and finalize scheduling decisions by February 24, 2023.
- ARVO Staff will facilitate these sessions via Zoom. Organizers will decide if the session will be recorded. If yes, the recording will be available to all ARVO members.

SIG Proposal Request Form
(Open Monday, November 14, 2022 through Friday, January 6, 2023