Abstract Submission Policies and Procedures

The Imaging in the Eye Committee seeks high-quality abstracts describing original, unpublished* research results. Abstract submissions must contain a clear statement of hypothesis, an explanation of methods, a report of data that unequivocally tests the hypothesis, and a brief discussion of their implications. Studies should use newer technologies and include original results to advance the field. Abstracts should be free of spelling and grammatical errors.

Abstract Submission Eligibility

All First (submitting) authors do <u>not </u>need to be ARVO members. ***However***, you must create an ARVO Account to access the abstract submission site. You may create an ARVO account by accessing the **Join ARVO** page. If you are a member and wish to renew your 2025 membership dues, please access the necessary information **here**.

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

Abstract Submission Policies
Submission of an abstract indicates the First Author's understanding of, and agreement to, all 2025 abstract policies, procedures, and guidelines.

*Abstracts must be work that has not been submitted for formal publication or to a preprint server before the abstract submission deadline of **February 7, 2025**. After this date, an author can submit their abstract to a journal for formal publication or to a preprint server.

The First (submitting) Author must receive approval from the Principal Investigator (PI) to submit the work in the abstract for presentation at the Conference.

An individual may be the First (submitting) Author of only one abstract. There is no limit to the number of times an individual may appear as a Co-author of abstracts.

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.

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 work described in the abstract must be presented with the same title and content.

Meta-analyses, literature reviews, or systematic reviews will be considered if the abstract reports result from secondary analysis using generally accepted statistical methods to test a hypothesis and 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.

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 *Investigative Ophthalmology & Visual Science* under the Creative Commons Attribution-Noncommercial No Derivatives 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 deemed 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:

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

Suppose experimental animals were used in the investigation. In that case, I certify that any research reported complied with the "[Statement for the Use of Animals in Ophthalmic and Vision Research](#)" on the ARVO website.

ARVO Artificial Intelligence Policy
This policy covers the use of generative artificial intelligence (AI) technologies such as Large Language Models (e.g., ChatGPT, GPT-4, Dolly) and text-to-image generators (e.g., DALL-E 2, DeepAI) for abstracts submitted to ARVO.

Use of AI by Authors
Generative AI technology cannot be listed as a co-author or author of any submitted abstract.

Suppose the author has used any content (text or imagery) produced and/or edited with generative AI technology. In that case, this must be disclosed (i.e., acknowledged in the body of the abstract as appropriate). The disclosure should include the name, version, model, and source of generative AI technology and the date the content was created and/or edited. Additionally, the author is responsible for checking the accuracy of any content created by generative AI technology (including references and any code). Authors are also responsible for checking that any content produced and/or edited with generative AI technology is plagiarism-free. Submitting work containing plagiarized content resulting from generative AI technology is considered ethical misconduct and would subject the authors to the consequences.

Preparing Your Abstract for Submission
Crafting your abstract body for clarity, concision, and sufficient data is essential.
- 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 your submission's title, abstract body text, and image captions. After saving the data you have just entered, the submission program will automatically calculate the number of characters and indicate your current Total Characters. The Total Characters are displayed in the upper right corner of the page. If you cannot 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
The abstract may only be submitted online. The submission site can be accessed on the **[Imaging Conference website](#)** page. It will be available from **Friday, January 3, 2025**, at 9:00 am U.S. EST through **Friday, February 7, 2025**, at 5:00 pm U.S. EST.

You may modify a draft abstract and submit it for review any time through Friday, February 7, 2025, at 5:00 pm U.S. E.T**.** Only abstracts with a "Submission" status as of 5:00 pm, U.S. ET on Friday, February 7, 2025, will be forwarded for review. **Abstracts may not be submitted or modified after the deadline: no exceptions.**

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 use Internet Explorer to log in to the abstract submission site, it MUST be IE Version 10+.
- If you cannot log in using your current browser, use a different browser and clear the browser's cache.

Abstract Submission Steps

Step 1: Submission Tab / View Submissions
Select Create New Submission. If you want to access an abstract you have previously started, scroll to the bottom of the View Submissions page and select Edit Draft (a dropdown menu).

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 at the end. ARVO encourages using generic drug and device names instead of brand ones.

Abstract Body
Your abstract text must be submitted in ARVO's required format and include four distinct parts (text boxes) with the following pre-populated headers. Authors should carefully **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 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 to submit your abstract.
- Review your abstract title and body for unsupported characters. Use the Special Characters feature in the toolbar to make corrections, if applicable.
- ARVO encourages using generic drug and device names instead of brand names.

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. ARVO Staff may promote submissions with a layman abstract to the public and press.

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 ARVO output compatibility.**
- 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 essential to upload an image with enough detail to be acceptable for 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 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

Clinical Trial Registration

> The required acknowledgment of the First Author, acting as the authorized agent for all authors, certifies that any research presented in the abstract that reports on a clinical trial has been registered.

- The registration site, registration number, date trial was registered, and date trial began must be included in the abstract's submission, in compliance with the ARVO Statement on Registering Clinical Trials.
- If multiple clinical trial registrations exist for one abstract, you only need to list one.

To determine if the study results presented in your submission are from a clinical trial, consider the following three questions:

1. Is the study prospective?
2. Does the study involve two or more groups of human subjects?
3. Does the study involve therapeutic intervention in human subjects? Any intervention, such as medical, surgical, psychological, or sociological, is included.

Support If you have grant support, you must identify the support (for example, NH Grant EY01234) or indicate "None" in the Support Details text box.

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: The first author must select a Regular or MIT (Student) membership type.
- Select your Gender.

Disclosure Requirements

- First, authors must disclose ALL financial relationships with ineligible companies that existed within the past 24 months (about two years) and, as well as non-remunerative positions that may create a conflict of interest. Compliance staff will review the disclosures to determine relevancy to the presentation's content.
- 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/co-author.

Glossary of Disclosure Terms

- *Ineligible company:* The ACCME defines an ineligible company as any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.
- *Financial Relationships:* Relationships in which the individual 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.
- *Relevant Financial Relationships: Relevant* financial relationships are financial relationships in any amount with an ineligible company that occurred in the 24-month period preceding the time that the individual was asked to assume a role influencing or controlling the content of the accredited CE activity and the content of the publication or educational activity is related to the products of an ineligible company with which the individual has a financial relationship.
- Refer to the ARVO Commercial Relationships Policy for disclosure codes and their definitions.

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 two or more departments exist 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.
- *Please note that if an ACCME-defined ineligible company employs you or your co-authors, this relationship must be entered within the appropriate disclosure form in addition to adding it here as an affiliation.*

If you select an existing institution
- You must then select the "Edit" option to review the *institution, department, *city, *state/province, and *country 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 <u>for any author listed in your</u> <u>submission</u>
- 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, and Country; Department is optional.

Adding Co-authors and their Disclosures/Affiliations
- Select 'Add Author'
- Search by last name, email, or 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.

You can create an author account if your co-author is not in the database.
- Select '**Click to review and acknowledge Disclosure' to provide the co-author's disclosures relevant to the abstract's commercial relationship(s).
- Select the co-author's affiliation and/or create a new institution.
- Continue these steps to add up to twenty-five (25) co-authors to the abstract.

Study Group
- If applicable, provide a Study Group associated with the abstract's research.
- **Do not enter additional co-author names; they will be deleted.**

<u>Step 5: Affirmations</u>
Read and click the box next to each statement to affirm your understanding of an agreement with Imaging Conference's abstract submission policies.

<u>Step 6: Review & Submit</u>
The incomplete steps, if any, will be listed and hyperlinked so you can return and provide the required information.

Carefully check each step of your submission data listed on the page.
- Make sure all special characters and formatting are correctly displayed.
- 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.

- o 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.
- o 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/re-submit your completed abstract.
- o A system-generated email will be sent to confirm that your abstract has been submitted using the email in your submission site account.
- o 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 Friday, February 9, deadline.
- o Only abstracts in "Submission" status on *Friday, February 9, 5:00 pm U.S. ES*T will be forwarded to the review committee.

Email Address for Abstract Submission Confirmation and Other Notifications
Your email address in your submission site account must be correct, as well as notifications and other information. Abstract-related correspondence cannot be delivered. To update your email address or first/last name, select the red down arrow next to your name at the top of any page to return to your General and Contact Information.
Warning: If you update your name or email in your submission site account, you must also submit your update to Imagingconf@arvo.org to update your ARVO/membership record, as well. When you return to your abstract later, your name and email from your **ARVO/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 Imagingconf@arvo.org to your email address book or Safe Sender Whitelist to avoid firewalls and spam filters.   If you're unsure how to add to your Safe Sender Whitelist, contact your email administrator.

Abstract Submission Assistance
For Technical Support during abstract submission, please send your request to ts.acsupport@Clarivate.com or contact us by phone at +1.434.964.4100 or Toll-Free (U.S. Only) 888.503.1050, Monday through Friday, 12 am to 5:30 pm, U.S. EST.

Policy and procedure questions should be directed to ARVO at imagingconf@arvo.org or by phone at +1.240.221.2900, Monday through Friday, 8:00 am to 5:00 pm U.S. EST.

DO NOT WAIT UNTIL THE DEADLINES TO BEGIN A DRAFT ABSTRACT, MAKE REVISIONS TO A DRAFT, OR SUBMIT AN ABSTRACT FOR REVIEW. YOU MAY NOT BE ABLE TO RECEIVE ASSISTANCE WITH YOUR SUBMISSION IF NEEDED.

Confirmation of Abstract Submission
If your abstract is listed under the 'Submissions' section at the bottom of the page, it is complete and will be forwarded to the Conference Program Committee for review. If you have not yet submitted your abstract, the 'Drafts' section will only

be 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. Suppose you return an abstract from Submission status to 'Draft' status. In that case, you **must resubmit it before the deadline of Friday, February 9, 2025, at 5:00 pm U.S. EST**. Abstracts that are not resubmitted will not be reviewed for acceptance.

On Monday, February 12, 2025, the 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 Imaging Conference Program Committee.

Abstract Review / Acceptance / Scheduling Notifications

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 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 Program Committee 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 the rejection of your abstract at the sole discretion of the ICPC.

- o Abstract **acceptance/rejection** notifications will be sent to First Authors on **Wednesday, March 5, 2025**.
- o Deadline for the "Early Bird **Registration** is Friday, March 7, 2025.
- o Abstract **Schedule** 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 **Tuesday, March 25, 2025.**

NOTE: If the same abstract submitted to the Annual Meeting is submitted to the Imaging Conference, this abstract will be rejected.

An author whose abstract has been accepted **must register for the Imaging Conference**, attend the conference, and present the abstract.

Abstracts will be scheduled for presentation *on Saturday, May 3, 2025*, at the ARVO Imaging Conference in Salt Lake City, Utah. Mark your calendar now! **Changes to the scheduled abstract presentation, times, and sessions cannot be made**. **No exceptions**

Abstract Withdrawal Policy

Failure to comply with the Abstract Withdrawal and Substitute Presenter Policy will result in the rejection of the First Author's abstract submission for the 2026 Imaging session (see Abstract Rejection Criteria 8.0).

If you wish to remove your full abstract, you **must request withdrawal by or before Tuesday, March 25, 2025.** For abstracts withdrawn from March 25 onward, your abstract will be marked as "WITHDRAWN," but please note that the full text of your abstract will still appear in the Online Planner and mobile app.

Abstract Publication

- Abstracts accepted for the presentation will be published as submitted. No additions or revisions can be made to an accepted abstract after February 7, 2025, submission deadline**, with no exceptions.**
- Abstracts will be published in the Online Planner and Mobile App and *Investigative Ophthalmology and Visual Science (IOVS)** online as the ARVO version of the record.
- The full text of all abstracts accepted for presentation and publication will be available through the Imaging in the Eyd website in early April via the Annual Meeting's Online Planner.

*Withdrawn and No-Show abstracts **will not** be published.