

ARVO 2025

May 4 – 8 | Salt Lake City | Utah

Abstract Submission FAQs

Please refer to the [2025 Annual Meeting Abstract Policies and Procedures](#) for complete submission and policy details.

Submission

When is the abstract deadline?

- The deadline for beginning a draft abstract is Friday, December 6, 2024, at 11:59 pm EST
- Draft abstracts must be finalized and submitted by Sunday, December 8, 2024, 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.
- You must be an [ARVO member](#) paid through 12/31/2025 to access the submission site.
- You will need your membership account email address and password to log in to the abstract submission site.

I cannot travel to the meeting. Can I still submit an abstract and present my research?

- Members who know they cannot 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. If you later determine you can attend in-person, your presentation will remain on-demand.
- If your abstract is accepted, you must pay an on-demand presentation fee (\$85 for MITs and \$125 for regular members) to participate in this option.
- On-demand presenters will have the opportunity to upload their presentations online for viewing by Annual Meeting registrants and other on-demand presenters. There is no interactive aspect to this presentation type.
- 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 2025. Other select meeting content will be posted online, and members will have access to this content after the meeting.

Formatting and revisions

How is the maximum character count calculated?

- There is a maximum of 2,500 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 abstract title/body page. The system will recalculate your submission's total characters each time that page is saved.

Can I revise my abstract?

- Yes, any abstract that starts as a draft by Friday, December 6, 2024, 11:59 pm EST may be revised.
- An abstract submitted by Friday, December 6, 11:59 pm EST may be returned to draft, edited, and resubmitted by the modification deadline of Sunday, December 8, 2024, 11:59 pm EST.
- To access your abstract, use the same abstract submission link at the bottom of the abstract webpage, along with your ARVO Membership account email and password.
- 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 submission status, 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, December 8, 2024, 11:59 pm EST modification deadline.

Can I make any changes/additions to my abstract after the Sunday, December 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, December 8, 2024, at 11:59 pm EST.
- If selected for presentation, your abstract will be published exactly as it was submitted.

Policies

I paid my 2025 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 an abstract submitted is accepted for presentation, the First Author must also register and pay the full registration fee for the Annual Meeting. *The only exception is on-demand presenters.*
- An exhibitor registration pass/badge does NOT count for this requirement.

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

- Abstracts must be work not submitted for formal publication or to a preprint server before the abstract submission deadline. After the abstract submission deadline, an author can 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 can submit an abstract to another conference for presentation if the conference dates are after the ARVO Annual Meeting.

What if I can't 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 cannot make your abstract presentation as accepted and scheduled by the AMPC.
- Remember, if you do not want your abstract published, you must withdraw your abstract **before or by February 12, 2025**. After that, if you withdraw your abstract, it 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, ARVO must approve a substitute presenter request in advance, and all eligibility requirements must be followed.
- Please review the [Abstract Withdrawal and Substitute Presenter Policy](#) for additional information and access to the request form.

Does ARVO have the copyrights to my abstract because I presented it 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, Paper presentations, and abstracts.

Assistance

My name and/or email address must be updated in my abstract submission account. What should I 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.
- Your name, email address in the abstract submission site, and ARVO membership account must match. Whenever you enter the abstract submission site, your name and email address from your membership account record overwrite your name and email in the abstract submission site.
- The proper capitalization of your name is essential (i.e., Isabel Queiroz, NOT Isabel queiroz). Google Scholar won’t display your name if there is no capitalization.

How can I be sure that my abstract has been submitted?

- When your abstract has been completed 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 to confirm that your submission has been received.
- On Tuesday, December 10, 2024, all First Authors with a submission status abstract will be emailed to confirm that 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 and arvoabstracts@arvo.org to your email address book or safe sender allowlist to facilitate delivery and avoid firewalls and spam filters. Contact your email administrator if you are unsure how to add to your safe sender allowlist.

When will I know if my abstract has been accepted?

- Notifications of acceptance will be emailed to First Authors on **Tuesday, January 14, 2025**.
- If your abstract is accepted, you must attend the Annual Meeting on the scheduled day/time, and it can be any of these days: **Sunday, May 4 through Thursday, May 8, 2025**. Changes to scheduled abstract

presentation dates, times, and sessions cannot be made; there are 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, February 13, 2025**.

When will the accepted and scheduled abstracts be available electronically?

- The full text of all abstracts accepted for presentation and publication is expected to be available on the ARVO Annual Meeting website in early March.

Why can't I access the submission site?

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 using a different recommended browser; ARVO recommends using Google Chrome.
- Make sure you have the updated version of your compatible browser.

How can I get assistance with my abstract submission?

- Help is available from the "help" link in the upper right corner of each page of the abstract submission site.
- For technical support, email 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, procedure, and other questions, contact ARVO at arvoabstracts@arvo.org or +1.240.221.2900.