



## Paper/Poster and Video Abstract Submission Instructions

### Instructions for Using the Submitter

#### Important Information – Read Carefully!

- The Academy does not permit attendance or participation by optometrists at any level in any educational activity. Any abstract submitted with an optometrist listed as the presenting author and/or as a co-author will not be accepted.
- Abstracts should be written and submitted by the author. Abstracts written and submitted by industry personnel on behalf of a doctor are not allowed.
- According to Academy Policy, all submissions must have at least one Academy Fellow or Member or Candidate for Membership as instructor or author of the presentation. The Academy reserves the right to disqualify submissions that do not meet this requirement. **This policy does not apply to PAAO paper/poster submissions.**
- All submissions must be completed in their entirety and submitted online by the deadline date. The Academy is only able to accept online submissions.
- Changes to the abstracts may not be made once the deadline passes.
- **Submission of an abstract constitutes a commitment by the authors to present if selected. Failure to present as assigned will result in exclusion from the scientific program for two years.**
- All presenters are required to register for the Annual Meeting and pay all applicable fees. The Academy does not pay honoraria or travel/housing expenses for any presenters at the Annual Meeting.
- Notification of abstract status will be sent to the **account holder** only. Paper/poster and video abstract notifications will be sent by July 31. It is the responsibility of the author to contact the Academy in the event that notification is not received within two weeks of this date.
- PAAO paper/poster abstracts may be submitted in Spanish, Portuguese, or English. Accepted abstracts will be presented in the language submitted. Academy paper/poster abstracts should be submitted in English only.

### ABSTRACT SUBMISSION

**Receipt deadline: Tuesday, April 14, 2009**

*All submissions will be peer-reviewed.*

*The Annual Meeting Program Committee will anonymously select scientific papers and posters. Names (s) of authors (s) and statements of author(s) affiliation are not allowed in the title or abstract.*

*This committee will also select videos.*

*PAAO applications will be peer-reviewed anonymously by the Pan-American Association of Ophthalmology Program Committee.*

## Author Submissions

- Each author is **limited** to two paper/poster submissions as presenting author, and up to four overall per meeting. The author listed first is considered by the Academy to be the presenting author. **EXCEPTION:** These limits do not apply to videos.
- Changes to author lists will not be allowed after the submission, if the change would result in the limits being exceeded.
- The Academy reserves the right to disqualify submissions that exceed these limits.

## Type of Presentation – **Important Changes due to Joint Meeting**

- Indicate the type of presentation you wish to make by selecting the appropriate button (Academy Paper/Poster, PAAO Paper/Poster, or Academy Video).
- **For Paper/Poster submissions:** Abstracts should be submitted **ONCE**. Do not submit the same abstract as an Academy Paper/Poster and PAAO Paper/Poster. Abstracts will be presented in the language submitted.
- Unless they have direct clinical relevance, animal studies will receive a low priority.
- Academy Paper/Poster abstracts submitted under the following categories will be considered as **POSTER ONLY:** Computers, Information Technology, Ethics, General Medical Care, International Ophthalmology, Medical Education, Ophthalmic History, and Vision Rehabilitation. **The POSTER ONLY policy does not apply to PAAO submissions.**

### *Scientific Paper/Poster*

The selection committee chooses submissions to be presented as papers on the basis of originality, clinical relevance, comprehensiveness, and as a stimulus for prepared discussion. The review process is masked. If the committee selects two abstracts for paper presentations in the same session, an co-author must give the second paper.

The Committee chooses submissions to be presented as posters if they are single case studies and instrument reports, with graphic material, clinical photographs, or concepts, which require contemplation.

## Abstract Preparation

- Try to be as specific as possible – be sure to include sample size, study duration/follow-up and descriptions of techniques used.
- Studies in which the results are not known will generate inconclusive abstracts; abstracts may not be amended after the deadline.
- Submissions may not exceed approximately 100 (body) + 20 (title) words (max of 650 characters for the body and 120 characters for the title) including the required headings, see page 8 of the submission guidelines for a clear example.

### **Purpose: Methods: Results: Conclusion:**

Exception: If the abstract reports on a single case study or is a video abstract, these headings are not required. However, the word limit per submission is approximately **100 + 20 words (max of 120 characters for the title and 650 characters for the body of the abstract)**. If the abstract is too long, it will not be successfully submitted. The total combined count will appear where the abstract body is entered. **Spaces are NOT counted as characters.**

- Authors will be asked to submit a Background Statement (250 characters) and Précis (460 characters) as part of the application. This is an opportunity to relay additional information to the committee and should not be an exact duplication of the abstract. The Background Statement is a succinct statement explaining the background of why this study was undertaken or reported. The Précis is concise summary of the abstract and should not duplicate the conclusion. This text will not be published and is for the use of the selection committee.

- Please take care while entering the abstract. If selected, it will appear exactly as submitted in the printed program and on the Academy's Web site.
- If using abbreviations within the abstract text, first include the complete term followed by the abbreviation in parenthesis (e.g. Vitreous Loss (VL)).
- The abstract will not be considered unless these guidelines are followed.

### Copyright

**The Academy holds copyright on all scientific material presented at its Annual Meeting until and unless such material is found unsuitable for publication in *Ophthalmology*.** Should an author wish to publish his or her material elsewhere, it may not be submitted for consideration until *Ophthalmology* has released the presenter from any copyright obligations.

The Academy will not consider material that has already been published or submitted for publication elsewhere. Authors may submit abstracts that have been presented at other meetings **only if the material has not been published or submitted for publication elsewhere.**

### Checklist for Paper and Poster Submissions

The selection committee has developed a checklist for abstract preparation to assist prospective program participants in preparing the best possible abstract for submission. Abstracts are considered equally for selection, and the quality of the abstract is the single most important factor in the Committee's decision. Please follow the checklist below:

#### *Checklist for abstract content:*

1. Is the title descriptive of the abstract?
2. Does the title avoid gratuitous statements and irrelevant information? **NAME (S) OF AUTHOR (S) AND STATEMENTS OF AUTHOR (S) AFFILIATION ARE NOT ALLOWED IN THE TITLE OR ABSTRACT**, as abstracts are evaluated anonymously.
3. Is the Précis complete? Do not repeat the conclusion of the abstract, the précis should be a concise summary of the main finding/outcome of the study
4. Does the abstract contain the four required headings for review:
  - a. **Purpose:**
  - b. **Methods:**
  - c. **Results:**
  - d. **Conclusion:**
5. Abstracts with statements such as "will be done," "will be studied," "will be underway," "will be analyzed," **will not be selected.**
6. Has your material been previously published? If so, the abstract should not be submitted. If you have presented the material at another meeting and NOT published or submitted it for publication elsewhere, you may submit to the Academy.
7. Did you proofread your abstract? Conciseness, clarity, and care in the preparation of your abstract are important considerations in the selection committee's deliberations. Misspellings and typographical errors reflect badly on your scientific work. **Information that is frequently forgotten: sample size, study duration and follow-up, and descriptions of the novel and non-standard techniques used.**
8. Is your abstract 100 + 20 words (or 650/120 characters) or less? If not, you will be unable to submit your abstract.
9. Complete Background Statement and Précis. **Do not duplicate text from the abstract.**
10. Have you printed out a copy of your submission for your records? Keeping a copy of your submission is highly recommended. Once you complete your submission you will be able to request an e-mail confirmation; confirmation of receipt will NOT be sent otherwise.

## **CME Financial Interest Disclosure**

- The presenting author listed on an abstract must disclose whether or not s/he has any financial interest. This is required even if s/he has no financial interest.
- The Academy will request financial disclosure from all co-authors of *accepted* abstracts.
- Submission of this information indicates that the author has complied with the Academy's policy and will disclose any financial interest at the time of presentation.
- Failure to disclose this information prior to and at the time of presentation will result in exclusion from the program for two years.
- Financial interest will also be disclosed in the Final Program with an asterisk by the individual's name that will be cross-referenced in an index in the back of the program.
- Even though disclosure has been made, paper and poster presentations should not promote the use of any commercial product.
- **For accepted papers: presenters are required to display financial relationships on the first slide of their presentation. The slide should include ALL disclosures, not only those the author feels are relevant. The presenter should also verbally state their disclosures and may use this opportunity to highlight those that are relevant to the paper being presented. Or, the presenter can indicate that, while they DO have financial relationships, none are relevant to the particular talk.**

**Paper Presentation:** The Academy does not allow one person to present two papers within the same paper session. If an author has two scientific papers scheduled for presentation within the same paper session, an alternate speaker must present one of the papers. **Each paper presentation is followed by a small panel discussion that may require author interaction.**

**Poster Presentation:** If an abstract is accepted as a poster, the author will be required create a poster to bring to the Academy meeting. The space provided for each poster is 46" vertical by 94" horizontal (1.2 m by 2.4 m). In addition to the mountable poster, accepted poster presenters must also submit an electronic version of their poster. Online posters will be available during the Annual Meeting and afterwards on the Academy website.

**Scientific Video:** Videos will be judged according to educational value, originality and expert use of medium. The maximum length of video presentations is **10 minutes**.

*SCIENTIFIC VIDEO ABSTRACTS must be submitted by the April 14, 2009 deadline. The videos must arrive at the Academy offices no later than April 24, 2009. Videos received after this date will not be reviewed.*

Videos may be submitted on CD-ROM formatted in MPEG, AVI, or QuickTime with a maximum resolution of 640x480. Please send 5 copies of each CD-ROM to the Academy for review by April 24, 2009. CD-ROMs received after this date will not be reviewed.

Please mail all CD-ROM presentations to:  
American Academy of Ophthalmology  
Meetings and Exhibits Division  
655 Beach Street  
San Francisco, CA 94109-1336

**IMPORTANT: Submissions will not be returned.**

Videos must be submitted in the final edited version with sound in English. The videos should each include a 30-45 second introduction during which all authors are credited and any financial interest is acknowledged. The maximum total length is 10 minutes.

Even though disclosure has been made, videos should not promote the use of any commercial product.

Use of copyrighted music or material is forbidden without written authorization. Please include a written copy with the CD-ROM. By submitting your CD-ROMs under these instructions, you represent that you have or do not need such authorization and you agree to indemnify and defend the Academy from all claims based on copyright infringement.

### **Frequently Asked Questions**

#### **1. What is the submission deadline?**

Tuesday, April 14, 2009 is the deadline for all abstract submissions.

***NOTE: All scientific videos must be received at the Academy's offices no later than April 24, 2009.***

#### **2. Can I use the online submitter if I don't have an email address?**

All correspondence is handled through e-mail. If you do not have an e-mail address that you check regularly, have one of your co-authors submit the abstract. Notifications will be sent by e-mail only.

#### **3. I began my submission, logged back in at a later date, and some of the material I entered is missing.**

Clicking the "Continue" button at the bottom of each page to is the only way to successfully save information entered online.

#### **4. How can I be certain that I haven't exceeded the maximum character count?**

The application will not let you submit the abstract if you exceed the character count. The number of characters you use will be displayed on the abstract body page of the submitter.

#### **5. On the Preview My Work page, the title of my abstract is repeated.**

You have entered your title on the title page and again at the beginning of the abstract body – go back to the Abstract Body section and remove the title.

#### **6. What is needed regarding financial interest disclosure information? What about co-authors?**

Presenting authors must disclose any and all financial interest annually to the Academy. This is required even if they have no financial interest. The Academy will request disclosures from all co-authors of accepted abstracts; accurate e-mail addresses must be provided.

#### **7. Should I submit my material if it has already been published somewhere else?**

No, you should not submit your abstract. However, if you have presented the material and NOT published or submitted it for publication elsewhere, you may submit to the Academy.

#### **8. I want to submit a poster only (or paper only), how do I indicate this on my submission?**

If a paper/poster abstract is selected for presentation, the committee will determine whether it is presented as a paper or a poster *unless* the authors indicate that they wish their abstract to be considered as a Paper Only or Poster Only on the section called **Additional** of the Submitter. Abstracts without a limit have the best chance of being accepted. Abstracts with a limit will not be considered for another presentation format and will be rejected if the committee cannot accommodate your preference.

**9. Can I submit a paper in one of the following subjects: Computers, Information Technology, Ethics, General Medical Care, International Ophthalmology, Medical Education, Ophthalmic History, or Vision Rehabilitation?**

No, abstracts submitted in those subjects will be considered as a **POSTER ONLY**. This not apply to **PAAO paper/poster submissions**.

**10. I cannot find an answer to my question on this list.**

Contact the Academy: Julia Fennell

Phone: 415.447.0343, or Email: [jfennell@aao.org](mailto:jfennell@aao.org)