

## ACVO Abstract Submission Instructions

*Online submission opens June 7th and closes July 9, 2010*

ACVO has contracted with an online abstract services provider, OASIS, to accept all abstract submissions for the October 2010 conference. All submissions must now go through this system. Mailed, faxed or emailed submissions will not be accepted by the ACVO office. OASIS will provide all technical support as needed for submitters 9-5CT, Monday - Friday (217.398.1792). ACVO office staff are not able to provide technical support regarding submissions.

Abstracts submission acceptance will open June 7, 2010 and close at 5pm MT, July 9, 2010. At that time all submissions must be complete. Instructions regarding posting will be forthcoming. These directions will be published at [www.ACVOconference.org](http://www.ACVOconference.org) prior to the June 7th opening date. Notification will also be emailed to the ACVO, VOPH and Resident list serves respectively. Please check the website before requesting instructions from the ACVO office.

We are currently unsure if we will be able to digitize the author permission agreement form, therefore you should plan on signing and faxing the form following this page until further notice. Please fax it to 208.466.7293 by July 9th.

Information that will be requested on the online form includes:

- 1) Presenting author name and contact information
- 2) Active email address for all notifications.
- 3) Selection of desired presentation section: basic research, clinical research, residents' forum, retrospective, or case report.
- 4) Presentation preference: paper only; paper #1, poster #2; poster only; poster #1, paper #2.

### Audio/Visual Requirements

All presentations will need to be in PowerPoint. Please see 'submission guidelines' on the ACVO conference website for details.

### Submission Checklist

1. Completed online submission, including your email address and copyright transfer permission page.
2. Abstract will need to be uploaded per OASIS instructions for formatting.
3. Abstract should meet printed text space requirements (see 'submission guidelines' for instructions).
4. An abstract exceeding 250 words may constitute prior publication and preclude review of the paper by scientific journals including JAVMA/AJVR. Please check with the appropriate journal regarding their restrictions. **Please note: the OASIS submission site will not accept abstract submissions over 250 words.**

### Notification

The submitting author will be notified via the email address submitted of acceptance or denial by July 30, 2010, unless otherwise notified. Please be sure your email client accepts in-bound emails from [office10@acvo.org](mailto:office10@acvo.org).

*(Please see next page for copyright license/abstract use permission agreement.)*

**Required for Abstract Submission!**

**AMERICAN COLLEGE OF VETERINARY OPHTHALMOLOGISTS, INC.  
COPYRIGHT LICENSE/ABSTRACT USE PERMISSION AGREEMENT**

\_\_\_\_\_ (Author(s)) is/are the creator of the Abstract  
entitled \_\_\_\_\_.

The Author represents that: he/she is the sole author of the Abstract; he/she owns all rights in the Abstract; the Abstract is free of liens or encumbrances; the Abstract does not violate any laws or infringe any copyright laws or violate any rights of others; he/she has the full power to execute and enter into this license agreement and, in exchange for full and proper consideration, he/she hereby grant to American College of Veterinary Ophthalmologists, Inc. (ACVO), the nonexclusive right to use, publish, republish, reprint and distribute the Abstract in whole or in part, in any form or medium, and without limitation.

The Author agrees to indemnify and hold ACVO, its employees, agents, directors, officers, attorneys, representatives, successors, and assigns, harmless with respect to any claims or action arising out of, or related to a potential breach of the representations and warranties contained in this agreement.

This agreement may not be amended except in a written document signed by both parties. If a court finds any provision of this agreement invalid or unenforceable, the remainder of this agreement shall be interpreted so as best to affect the intent of the parties. This agreement shall be governed by, and interpreted in accordance with, the laws of the State of Idaho and the United States of America. This agreement expresses the complete understanding of the parties with respect to the subject matter and supercedes all prior representations and understandings.

IN WITNESS THEREOF, the parties, on behalf of themselves, represent below that they have read and understand the terms of the Agreement, and that they are duly authorized to enter into this Agreement by, and on behalf of, themselves or their respective organization, as appropriate.

\_\_\_\_\_ / \_\_\_\_\_  
Date Presenting and/or Primary Author (Printed Name and Signature)

Address : \_\_\_\_\_  
\_\_\_\_\_

(Fax this form to (208) 466-7693 or email pdf to office10@acvo.org)

# 2010 ACVO Instructions: Abstract Preparation, Submission, and Presentation

1. **COPYRIGHT TRANSFER:** The required signature of the first (presenting) author who is acting as the agent for all co-authors, agrees to the transfer of the copyright to the American College of Veterinary Ophthalmologists (ACVO). If the abstract is part of the work involving official duties of an officer or employee of the U.S. Government, it is considered public domain. If said abstract is later deemed copyrightable, all copyright ownership of the abstract will be conveyed to the ACVO.

2. **ABSTRACT FORMAT:** Abstracts must be printed on one side of a one page document with 1-inch margins at the top and sides, 3-inch margin at the bottom. **Note that this corresponds to a printed text area of no greater than 6.5 x 7 inches.** Abstracts not meeting these space requirements for printed text will not be considered further. **Text must be 12-point Arial font.** Construct the body of the abstract as follows:

- TITLE in upper case.
- (Enclose in parentheses each author's first initials, middle initial, with no periods after the initials, full last name, each author separated by commas, beginning with the first, presenting author). Underline the name of the primary (or presenting) author.
- Institutional affiliations separated by semicolons.
- A blank line.
- Abstract of research beginning with **Purpose, and including Methods, Results, and Conclusions** (titles boldfaced and underlined). Title to be followed by a period.
- Following Conclusions, list funding sources and grant number(s) if applicable.
- Following funding sources, it is required that the abstract cite one of the four following designations with regards to any conflicts of interest by any of the authors: P (financial interest in product, process of equipment or interest in potentially competing product), I (investor in company, process or product), E (employee of involved company), C (compensation or support received within the past three years of product presented) or None (no financial interest or conflict).
- When a drug is referenced include the specific company name and address.

## ABSTRACT EXAMPLE:

AFFECTS OF TOPICAL ATROPINE ON PUPIL SECLUSION FOLLOWING EXPERIMENTAL LENS EXTRACTION (JP Smith, 1 DJ Jones, 2 and BW Yates 1) College of Veterinary Medicine, University of Glasgow; 1 Department of Ophthalmology, Yorktown School of Medicine.2

**Purpose.** Concisely indicate the objective of the study, including the specific question the study was intended to address. **Methods.** The methods should include a description of the study design, all methods used, a description of the subject population, and the statistical methods used. **Results.** The results should contain an objective presentation of the data. **Conclusions.** An interpretation of the meaning and significance of the results. Supported by NIH grants EY 42743. **None.**

3. **ABSTRACT CONTENT:** Abstracts must have data in the results section, statements such as "results will be presented" is not acceptable. Tables and Graphs may be included if they fit in the allotted space and allow themselves to be cut and pasted into a Word document by ACVO staff with no reformatting needs.

4. **ABSTRACT SUBMISSION: Completed abstract and submission forms must be received by 5:00pm Mountain Time, Friday, July 9, 2010, via the OASIS online submission system.** Late abstracts may not be accepted. The following items must be received as listed by the 9th:

- Abstract must be submitted via the OASIS online system. Instructions will be available at [www.ACVOconference.org](http://www.ACVOconference.org).
- Fax or mail a completed abstract copyright transfer form.
- Email addresses are required to notify authors of receipt and acceptance of abstract.
- Mailed hard copies are no longer accepted. All submissions must be made online through OASIS.

5. **ABSTRACT ACCEPTANCE/SCHEDULING:** The presenting author will be notified of acceptance of the abstract by email by July 30, 2010. A list of accepted papers/posters and the program schedule will be listed on [www.acvo.org](http://www.acvo.org) after July 31, 2010.

6. **ORAL PRESENTATION GUIDELINES:** Paper presentations are scheduled for a TOTAL of 15 minutes including any time you wish to include questions from the audience. When preparing PowerPoint presentation, use simple, large type for text and graphs (all presentations must be in PowerPoint!) Avoid the use of blue-green, and magenta-violet, which may appear gray to your color-blind colleagues. Type in yellow, orange and red can also be difficult to see on a white background. Keep a consistent background color for all your slides. **Speakers should prepare their presentations using PowerPoint ONLY in a PC friendly format!** No other visual format will be available.

7. **POSTERS PRESENTATION GUIDELINES:** Poster presentations will be displayed Thursday, November 4 from 8am-5pm. Authors of posters will be required to place their posters by between 7am-8am on Thursday and be by their Posterboard at a stated time to be announced. Posterboard dimensions for image area are no larger than 1.1 meters (3'8") H x 1.7 meters (5'6") W. Poster materials may not extend beyond the image area. Posters that take more space than what is described in this document will not be allowed to hang their posters at the meeting! The poster design should be clear and concise. Use of large print (28 points) and a maximum of 600 words are recommended. Use a layout for your poster that follows the main headings used in the abstract (Purpose, Methods, Results, and Conclusions). Keep the color simple and avoid using blue-green or magenta-violet colors.