1. COPYRIGHT TRANSFER: The required e-signature of the first (presenting) author on the online abstracts submission form, 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. SCIENTIFIC ABSTRACT FORMAT: Abstracts must be printed on one side of a single sheet paper 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. If a paper size different than 8.5 x 11 inches is used, the printed text area must not exceed 6.5 x 7 inches (16.5 x 17.7 cm). 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 initial, 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 listing must use the following named titles, bolded and underlined: Purpose, Methods, Results, and Conclusions. Titles 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, 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.

SCIENTIFIC 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.

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. SCIENTIFIC ABSTRACT CONTENT: Abstracts must have data in the results section, statements such as “results will be presented” is not acceptable. All abstracts that involved live animals must follow ARVO guidelines or be IACUC approved.

4. SCIENTIFIC ABSTRACT SUBMISSION: Completed abstract and submission forms must be received by 5:00pm Mountain Standard Time, Sunday, May 1, 2022, via online submission. Late abstracts will not be accepted. The following items must be received as listed by this date:

- Complete the online abstract submission form by the deadline.
- Attach the finalized abstract in a PC VERSION of Microsoft Word. (no PDFs, no Mac files, and no graphics)

5. ABSTRACT ACCEPTANCE/SCHEDULING: The presenting author will be notified of acceptance of the abstract by email by late July. A list of accepted
papers/posters and the program schedule will be listed on www.ACVOconference.org website at least one month prior to the conference.

**Note:** An abstract exceeding 250 words (applies to the body of the abstract, not the title, author(s) or affiliations) may constitute prior publication and preclude review of the paper by scientific journals, including JAVMA/AJVR/VO. It is recommended that submissions do not exceed this limitation. Please check with the appropriate journal regarding their restrictions. This statement serves as notice to anyone submitting an abstract to the ACVO, this is a publication requirement.

6. **ALL PRESENTATIONS WILL BE PRESENTED IN-PERSON:** Paper presentations are scheduled for a TOTAL of 15 minutes including any time you wish to include for 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. Switching out computers will not be allowed!** All presenters must use audio/visual equipment provided. No other visual format will be available. All presentations that involved live animals must follow ARVO guidelines or be IACUC approved.

7. **IN-PERSON POSTER PRESENTATION GUIDELINES:** Poster presentations may be displayed Thursday, Friday, and/or Saturday. Assignments will be made by the Planning Committee. Authors of posters will be required to place their posters before breakfast on their assigned day and be by their posterboard at a selected 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 follow the guidelines in this video.

8. **CASE REPORT GUIDELINES:** In general, single case reports describing observations in an animal will not be considered unless the report makes a substantial contribution to ophthalmic knowledge (important mechanistic insights, illuminate a novel principle or technique, or describe a newly recognized disease or important variation or increased depth of understanding of a recognized disease) and is not merely additive to the existing literature.

**CASE DESCRIPTION (signalment and brief history)**

**CLINICAL FINDINGS**

**TREATMENT AND OUTCOME**

**CLINICAL RELEVANCE**