SONOMA EYE MEETING – APRIL 2020

SONOMA, CALIFORNIA

APRIL 3 ~ 5, 2020

Abstract Policies and Guidelines

The following general guidelines are intended to aid authors in developing their abstract content.

- A successful abstract should follow the scientific principles and clearly describe the scientific approach and results.
- It is important to note that variability of quality abstract content exists depending on the type of scientific study (e.g., exploratory or clinical), the scientific section and the goal of the science.

The 2020 Sonoma Eye Meeting invites high-quality abstracts describing original, unpublished research results in the field of **Uveitis, Retina and Anterior Segment diseases**. Submission of an abstract constitutes a commitment by the first author to present if selected. The presenters are required to **register** for the meeting.

A financial disclosure must be completed and electronically signed by all presenters, co-presenters, authors, and co-authors submitting an abstract to the meeting.

The abstracts for the 2020 Sonoma Eye Meeting must be submitted before midnight on **February 24, 2020** (Eastern Standard Time). Any abstracts submitted after this date will not be considered. **There shall be no exceptions to this timeline.**

The authors are welcome to submit the abstracts for publication to journals **only after submitting it to the Sonoma Eye Meeting.**

There is no limit to the number of abstracts an attendee may be named as co-author on. Failure to complete all required sections of the abstract submission will result in an incomplete abstract. **Incomplete abstracts will not be reviewed**.

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.

Notification of individual abstract presentation scheduling will be sent to first authors of accepted abstracts on **March 5th, 2020 (Eastern Standard Time).**

Copyright Transfer

The required acknowledgement of the first author, acting as the authorized agent for all authors, certifies:

a) That each contributing author has provided to the first author a written transfer of copyright for the contributions he/she has made to the abstract. Such copyright transfer assigns copyright ownership for all contributions to this abstract to the Sonoma Eye Meeting; 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. If the abstract is determined as copyrightable, all copyright ownership of this abstract shall be conveyed to the Sonoma Eye Meeting.

Abstract Types

The scientific committee of the Sonoma Eye Meeting chooses submissions to be presented as papers or posters on the basis of originality, completeness, relevance and scientific merit. The authors can submit the abstract in the following categories:

1. Paper only
2. #1 Paper, #2 Poster
3. Poster only

Abstract Submission

The online abstract submission is available through **Midnight of Sunday, February 24th, 2020 (Eastern Standard Time).** After the deadline, new abstract submissions will not be allowed.

Please e-mail your abstract to info@sonomaeye.org to submit.

Abstract Body and Requirements

Character Count

There is a limit of **2500 characters and spaces** for the abstract body text, and image captions of your submission. The title of the abstract should be restricted to 150 characters. The submission program will automatically calculate the number of characters and indicate your current total characters after you save the data you have just entered. The total characters are displayed in the upper right corner of the page. If your abstract contains excessive character count, you must reduce your text to the 2500 limit or below.

Abstracts are limited to 2500 characters and spaces for abstract body and image caption(s). Title is limited to 150 characters. Therefore, it is important to plan, review and edit your abstract submission for clarity and concision.

Structure of the Abstract
Your abstract text must be submitted in the required format to include **four distinct parts (text boxes)** with the following pre-populated headers. Authors should be careful to ensure that text is entered appropriately in its **corresponding text box**.

1. Title
Format your title in sentence case. Do not use ALL CAPS, all bold or all underline. Do not use a period at the end.

2. Purpose
This section must include: What is the question that the study answers, or the hypothesis that it tests? What will the attendees' gain that can be observed or measured?

3. Methods
Methods should include clear, succinct descriptions of what was done or experiments performed and should include the controls for experimental conditions. The section must answer the following question clearly: What is the study design? Please describe the procedure of randomization, masking, and whether data collection was retrospective or prospective. Identify the patients, including selection and exclusion criteria, and numbers. Indicate intervention, procedures and measurement.

4. Results
This section must explain: What are the outcomes and measurements with their statistical significance? Results should be quantitative data with proper statistical information such as standard deviation and p values. Figures or tables can be included. If a hypothesis is stated in the Purpose, the Results should address the hypothesis.

5. Conclusions
Please describe the clinical pertinence and value of research in this section. Do not overstate the results. The Conclusions should address the question/hypothesis stated in the Purpose section.

6. Graphics – Figures or Tables (Optional)
Up to 2 graphics may be included with your abstract (either figures or tables). Graphics do not count toward the abstract's total character count.
Images must be:
- High-resolution **PDF, JPEG or GIF files** with a minimum resolution of **300 dpi**
- Maximum file size of **15 MB**

It is important to upload an image with enough detail to be acceptable for both online viewing and print.

Tables must be submitted as **PDF or 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.

Author Financial Disclosures

Commercial Relationship(s) Disclosure Notes: All financial relationships with commercial interests must be disclosed.

Abstract Withdrawal and Substitute Presenter Policy

Failure to comply with the Sonoma Eye Meeting Abstract Withdrawal and Substitute Presenter Policy will result in **rejection** of the first author's abstract submission to the 2018 Sonoma Eye Meeting.
There is no charge for withdrawal of an abstract.
If the first author cannot attend and present, he/she must submit email notification of withdrawal or a request for approval of a substitute presenter.

Withdrawals: Withdrawals must be received from the first author by 12 noon U.S. ET on the day prior to the scheduled presentation.

Important Dates to Remember

Submission deadlines for abstract	**Sunday, February 23, 2020**
Abstract acceptance/rejection notices to be sent to the first author	**Friday, March 6, 2020**
Abstract Scheduling Information to be sent to the first author	**Sunday, March 15, 2020**
Dates of the Conference	**April 3 ~ 5, 2020**