



AAPOS Abstract Submission Guidelines

Please read this document carefully and completely BEFORE submitting your abstract.

Submission Deadline for all abstracts (paper/posters/workshops): Tuesday, September 23, 2025

AAPOS members and non-members are invited to submit abstracts for the 2026 AAPOS Annual Meeting. The abstract submission form will open on August 18, 2025. Abstracts must be submitted by the presenting author. The person logged into the submission form is automatically listed as the presenting author and cannot be changed to a co-author. Authors are required to log in to the submission page to submit abstracts. A system-generated email will be sent to co-authors with a tokenized link prompting them to log-in and submit their disclosure. If you submitted in 2025, you already have an account in the system. AAPOS members and 2025 submitters already have an account in the system, and will only need to log into the existing account and update their password if necessary. Non-members just need to create an account.

Submissions are only accepted electronically via the AAPOS abstract submission form. The form cannot be submitted without completion of all required forms/acknowledgments from each author included on an abstract. [See the How-To Instructions/Tutorial for directions and screenshots here.](#) Late submissions will not be accepted.

The Program Committee reviews all abstracts in a masked manner; notification of the Committee's action on submitted abstracts will be sent in late November 2025.

Pediatric Ophthalmology and Strabismus Fellows

There is a later abstract submission deadline for Pediatric Ophthalmology and/or Strabismus Fellows who started their fellowship on or after July 1, 2025.

The AAPOS Program Committee is aware of the tight timeline encountered by fellows when submitting an abstract for the annual AAPOS meeting. The fact that fellowships begin in July, coupled with the need for IRB approval of projects, can make it difficult for a new fellow to submit a completed and detailed abstract by the conventional deadline. The deadline is early because the Program Committee reviews and grades abstracts prior to their fall meeting when final decisions are made. CME application is then generally completed by early December to ensure that our members receive full CME credit for all abstracts.

To accommodate the delayed route:

- The Program Committee will save a pre-selected number of paper and poster positions for potential fellow presentations.
- The fellow is still required to submit an abstract using the form titled: **Extended Deadline Paper/Poster Submission - Fellow-in-Training ONLY.**

- All required information including the title and authors must be completed on the separate form by the September 23rd deadline including completed financial disclosure forms for each author. This form will remain open to submit the final abstract by the fellow by the 10:00 AM CDST October 30th deadline.
- A pdf of a letter from the fellowship director verifying that the first author is currently a fellow and that the research project is underway must be uploaded to the Extended Deadline Paper/Poster Submission – Fellow-in-Training Only form **by September 23.**
- Although this route of submission gives the fellow more time to submit a completed abstract, it is possible, depending on the number and quality of standard versus late submissions, that a later submission may result in a lower chance of the abstract being accepted.
- If a fellow chooses the regular submission deadline, they should use the regular paper/poster submission form and complete by September 23.

Financial Disclosure Information

FINANCIAL DISCLOSURE REQUIRED FOR EACH AUTHOR

DUE PRIOR TO ABSTRACT SUBMISSION: TUESDAY, SEPTEMBER 23, 2025

Abstract submission form cannot be submitted without completed financial disclosure forms from every author.

A completed AAPOS Financial Disclosure Form is required from each author listed on the abstract form. An individual is only required to complete one disclosure form regardless of the number of abstracts submitted. The presenting author for each abstract is responsible for communicating this information to all the other authors listed on their abstract. Each author will be prompted and must complete their own disclosure by logging into (or creating) their account. **All financial disclosure forms are required to be completed before the abstract submission form can be submitted.** Abstracts with missing financial disclosures will not be considered for the AAPOS program.

AAPOS considers Presenting Authors and Senior Authors to have influence over the content of what is presented at the AAPOS meeting. If other authors have influence of the content, the presenting author should specify this to the program committee.

The ACCME guidelines prohibit authors who influence content to be employees or owners of ineligible companies.

All authors on submitted abstracts are required to submit a financial disclosure form. Only presenting authors and senior authors' disclosures will be reviewed and mitigated. If there are employees or owners of ineligible companies listed as co-authors, those abstracts will be reviewed by the program committee to make sure those co-authors do not/will not influence content of the presentation.

OWNERS AND EMPLOYEES OF INELIGIBLE COMPANIES:

The owners and employees of ineligible companies are considered to have unresolvable financial relationships and must be excluded from participating as planners, presenters, senior authors, contributors, or reviewers.

The AAPOS Scientific Program

The annual program consists of oral presentations, posters, and workshops. All of these require (including invited submissions) submission of a structured abstract for consideration. **An individual can author multiple submissions, but can be the presenting author on only one oral presentation or poster presentation and can submit to participate in up to three workshops. If you submit multiple abstracts with the same presenting author, only one is eligible for acceptance as an oral presentation or poster.**

The AAPOS Program Committee is primarily interested in the presentation of new/original material at the annual meeting. Prior presentation of the material at a national or international meeting or publication of the work may have a negative influence on your abstract. NOTE: The journal *Ophthalmology* owns the copyright to material

presented at Academy meetings. Other meetings also publish transactions, which may prevent presentation or publication of previously presented material by AAPOS or the *Journal of AAPOS*. Again, for the 2026 meeting we will NOT require submission of a paper to the *Journal of AAPOS* for any material presented at the annual meeting, but encourage you to submit to this journal as appropriate.

- All oral, poster and workshop presenters must preregister for the meeting by December 16, 2025. Registration will be available on the AAPOS website beginning November 18, 2025. It is expected that the presenting author will attend the meeting in person and present their abstract if it is accepted.
- If your presentation is selected for an oral paper, it is possible that it would also be selected to have a formal discussion. In that case, you would be required to submit a full manuscript to the discussant at least 4 weeks before the meeting. If you would not be able to meet this requirement, then you should not request an oral paper presentation.
- It is expected that if your abstract is accepted, you will be available to present at any time during the meeting. Exceptions may be possible for extenuating circumstances if requested at the time of abstract submission. Please indicate any restraints you have for presentation day (travel, religious, etc.) in a letter sent to the Scientific Program Coordinator via email by September 23, 2025. We may not be able to honor requests submitted later.
- Withdrawal of a presentation after the final program is printed – without adequate reason – will reflect negatively on the authors, and could result in penalties regarding future submissions, at the discretion of the Program Committee.
- All authors and co-authors should agree with the content of the presentation, and acknowledge an active role in the project.

Research that includes data about human subjects must be approved or verified exempt by the governing Institutional Review Board (IRB) or Ethics Committee **before** the research is conducted to be considered by the program committee for review. For international research where an IRB or Ethics Committee does not exist, the researcher must confirm that the research complies with the [Declaration of Helsinki](#). Animal research should similarly be approved by appropriate institutional committees.

The following violations may result in the exclusion of all authors of the oral presentation from participation in AAPOS annual meetings for two consecutive years. Any other concurrent or future violation will subject the author(s) to additional penalties.

- A significant portion of the data in the submitted manuscript has been published previously in a “tabloid” publication.
- Material contained in the accepted abstract is substantially different from that which is presented at the meeting.
- The research is determined to be fraudulent or unethical.
- There is failure to disclose and/or manage appropriately a conflict of interest on the part of any of the authors.
- Solicitation of business or advertising a product in which the author(s) have a financial interest occurs in violation of ACCME CME rules.

Deadline: Tuesday, September 23, 2025

The deadline for abstract submission is 8 p.m., Eastern Daylight Savings Time, Tuesday, September 23, 2025. There is a limit to the number of submissions the site can accommodate simultaneously. Do not miss your chance by waiting too long or by not having your co-authors complete their disclosures.

AAPOS Research Awards

The Research committee will review top fellow candidates and top resident candidates as selected by the program committee and winners will be announced at the annual meeting. Recipients can only win the award once. Winner receives a cash award of \$500 for top fellow and \$250 for top resident. Applicants can apply by checking the abstract form at the time of submission.

Fellows:

- Applicant must be current fellow, or within one year following completion of fellowship
- Applicant must be presenting work done during fellowship training
- Applicants must be within the first 3 years of a clinical fellowship training program in pediatric ophthalmology

Residents:

- Applicants must be current ophthalmology resident
- Applicants must be presenting work done during residency

Preparing Your Abstract

More abstracts are submitted than can be accepted. To help the Program Committee fairly evaluate the proposed presentations, it is essential that abstracts be informative for both the reviewers and meeting attendees.

Please note that the abstract submission forms are designed specifically to follow the CME process, and that papers and posters will be submitted on a separate platform than workshops and symposia. YOUR ABSTRACT MAY NOT BE REVIEWED OR CONSIDERED BY THE PROGRAM COMMITTEE IF IT IS NOT SUBMITTED IN THE REQUESTED FORMAT OR THE REQUIRED DATA ARE NOT PRESENT.

Paper or Poster Abstracts

The structure of a paper or poster abstract should include succinct statements, which cover the following areas:

- INTRODUCTION – the problem and/or purpose of the study
- METHODS – how the problem was studied including the number of subjects
- RESULTS – principal data and appropriate statistical analysis
- CONCLUSION(S) / RELEVANCE – what conclusions are supported by the results and what are the implications for clinical practice and future research?
- REFERENCES – at least one and **no more than three** references are required, using *Journal of AAPOS/AMA* style

If a series is to be presented, it is preferable to report the number of subjects in the abstract. Please refrain from promissory declarations such as “further experiments are being conducted.” Lack of data is viewed negatively by the Program Committee. Also, case reports will generally not be accepted, unless they present novel information, and if accepted, will typically be considered only as posters.

Please review your abstract carefully before submitting it, particularly for typographical errors. The abstracts are reviewed in a masked fashion. **Please keep identifying information (names, institutions, location of institution) out of the body of the abstract.**

Workshop Abstracts

The structure of a workshop abstract should include succinct statements, which cover the following areas:

- PURPOSE/RELEVANCE – What is the relevance of presenting this topic to current or future clinical practice or research?
- TARGET AUDIENCE – e.g., researchers, pediatric ophthalmologists, general ophthalmologists
- CURRENT PRACTICE – Describe the key issues or obstacles to care you or your colleagues encounter. What kinds of clinical situations do you find difficult to manage or resolve? List the data sources that describe the problems
- BEST PRACTICE – What is the ideal situation related to this problem? What should physicians be doing that they aren’t doing currently? List the data sources that describe the ideal situation.
- EXPECTED OUTCOMES – Based on the data source of the problem and the ideal situation described above, after this presentation, will changes in physician knowledge (knowing how to do something), strategies (knowledge in action) and/or performance in their own practice (doing something different) help solve the problem? Please explain how.

- **FORMAT** – What delivery format(s) will be used? E.g. didactic lecture, open question and answer forum, panel discussion, case presentation, audience quiz or polling, video analysis, hands on learning, skills transfer, other
- **SUMMARY** – Please provide three sentences that summarize your workshop.
- **REFERENCES** – at least one and **no more than three** references are required, using *Journal of AAPOS/AMA* style

Other Abstract Preparation Notes:

- The maximum length of the body of the abstract (introduction, methods, results, and conclusion) is 250 words (300 words for workshops). **Abstracts exceeding this word limit will NOT be reviewed by the committee.**
- Use the same typeface or font for both the title and body of your abstract.
- Please do not include specific device names in the title of the abstract. Devices can be included in the body of the abstract.
- Be sure to complete all required fields on the electronic submission form including the title, complete names of all authors, and the institution where the work was done in the appropriate boxes.
- Fill out the Workshop Abstract Submission Form and/or the Paper/Poster Abstract Submission Form.
- Visual aids for the 2026 meeting general sessions and workshops will consist of single projection computer generated presentations. Separate video presentations outside of the computer-generated presentations will not be accommodated. Video is available for hard board poster presentations using an interactive application. More information will be provided to poster presenters at the time of acceptance.

Confirmation of Abstract Receipt

You will receive confirmation of your abstract submission by email. If you do not receive confirmation within 1 day, please contact Maria Schweers at aaposmaria@gmail.com.

AAPOS Meetings Code of Conduct Policy

AAPOS strives to promote an environment of respect, fairness, integrity and inclusiveness. AAPOS members and guest who attend AAPOS sponsored events including scientific sessions, governance meetings and social events, agree to show respect to others by refraining from demeaning, discriminatory, derogatory, abusive or unethical behavior or speech. The AAPOS board reserves the right to censure and/or remove any member or guest who does not behave in accordance with these standards.

Scientific Program Coordinator

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Copyright Assignment

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