



Submission & System Instruction Guide

WORKSHOP & PAPER/ POSTER SUBMISSIONS

WORKSHOP DEADLINE: Tuesday, September 23, 2025

PAPER/POSTER DEADLINE: Tuesday, September 23, 2025

SPECIAL DEADLINE FOR FELLOW IN TRAINING: Tuesday, September 23, 2025*

Submission and System Instruction Guide

All AAPOS Paper/Poster and Workshop proposals are evaluated for quality by the Program Committee. *A special deadline exists for Paper/Poster Submissions that are presented/submitted by a Fellow in Training who started their fellowship since July 1, 2025. If utilizing this deadline, title and co-authors must be submitted by September 23rd, the full abstract submitted in the system by October 30th.

- **Workshop – *Deadline: September 23, 2025***

Workshop durations are 60-75 minutes in length with a chair/organizer and up to 9 additional presenters/panelists.

Chairs/Organizers - You will create the overall session proposal. This proposal includes:

- **Title, Category, Presenter names and emails, Overall abstract (300-word limit)**
- **Additional disclosure and demographic information**
- Your participants will receive a notification to complete their financial disclosure once they have been added to the proposal. Your session proposal is not complete until all participants have submitted their disclosure.
- Chair's Financial Disclosure

Participants - Please login and submit your full disclosure when notified. Please **do not** start a new workshop submission.

- **Paper/Poster Submissions – *Deadline: September 23, 2025****

Paper/Poster abstracts must be submitted by the presenting author. Oral paper presentations are typically 6-7 minutes in length with a question and answer session for all presenters at the end of each session. Posters are created by the poster presenter in both a hard copy format to be displayed at the meeting as well as an electronic version for meeting attendees to view on a personal device. Please see below for detailed instructions on how to use the Poster submission website.

Presenting Author – You will create the proposal. This proposal includes:

- **Title, Category, Abstract (250-word limit), Co-authors full names, affiliations, emails**
- Additional poster information
- Presenter's Financial disclosure
- Your co-authors will receive a notification to complete their financial disclosure once they have been added to the proposal. Your proposal is not complete until all co-authors have submitted their disclosure.

Co-Authors - Please login and submit your full disclosure when notified. Please **do not** start a new paper/poster submission.

*There is an extended deadline for Pediatric Ophthalmology and/or Strabismus Fellows who started their fellowship on or after July 1, 2025. The AAOPOS Program Committee is aware of the tight timeline encountered by fellows when submitting an abstract for the annual AAOPOS 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 author must be completed on the separate form by the September 23rd deadline including completed financial disclosures forms for each author. This form will remain open to submit the final abstract by the fellow by the 10:00 AM CDT 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 23rd.**
- 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.

For technical questions please contact the AAOPOS Executive office at info@aapos.org.

For abstract questions or scientific program questions, please contact Maria Schweers, AAOPOS Scientific Program Coordinator at aaposmaria@gmail.com

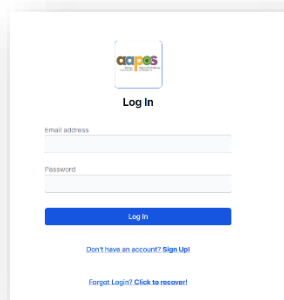
SUBMISSION INSTRUCTIONS

Workshop and Paper/Poster abstracts can only be **submitted electronically** at: hub.aapos.org.

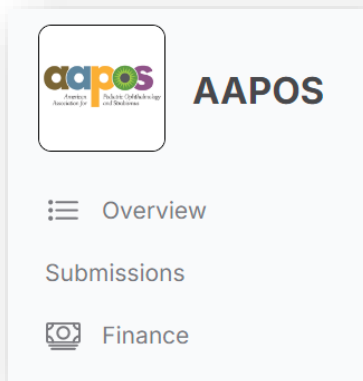
Reference the below instructions and submission specifications for both workshops and paper/posters. Incomplete submissions will **not** be considered or reviewed. For technical questions please contact the AAPOS Executive office at info@aapos.org. For abstract questions or scientific program questions, please contact Maria Schweers, AAPOS Scientific Program Coordinator at aaposmaria@gmail.com

To submit your proposal, please follow the instructions below:

1. Visit the 2026 Abstract Submission Portal and login: hub.aapos.org
AAPOS Members or 2025 co-authors/submitters already have an account created and will need to click “Forgot password” to login for the first time. If you are an AAPOS Member or were on a submission in 2025, do not create a new account.

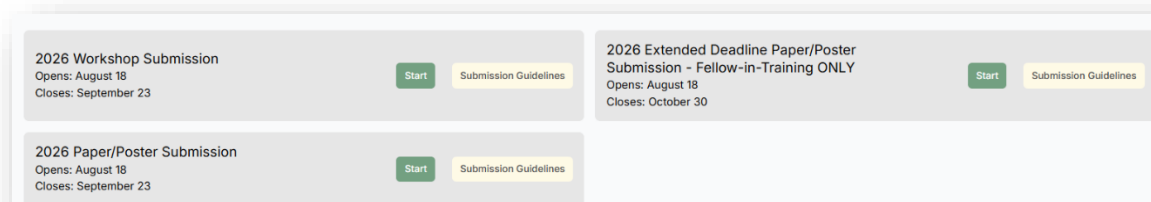


2. Click Submissions in the top left area of your screen, as seen below:

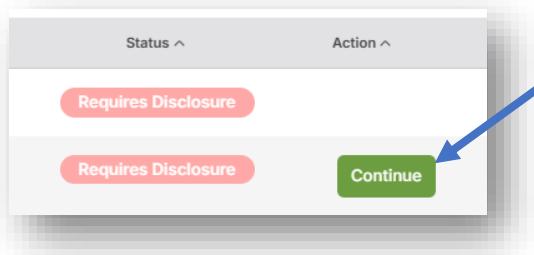


3. This is your Submissions Hub.

- You will see available submissions for AAPOS and be able to view submissions that have already been started/submitted. You will now see a series of submission type boxes at the top of the page and a large table at the bottom of the page. The boxes each represent a single submission type (Workshop, Paper/Posters, etc.). If you are starting a new submission, click the Start button to begin your submission for that type. Skip below for instructions. The large table will show submissions that you have entered into the system OR that you have been added to by another user.
 - To start a new submission, click Start in one of the submission type boxes seen below.



- To continue an existing submission that you have been added to as participant or co-author, find the “2026 Financial Disclosure” in the submission list and click “Continue”, as shown below.



- Once you have started a submission that requires the input of other users, you will see the below collapsed entry in your submissions table.

0 ^	2026 Extended Deadline Paper/Poster Submission - Fellow-in-Training ONLY	TEST	Tori Swinehart	Waiting for participants to submit	Edit
	2026 Financial Disclosure		Tori Swinehart	Submitted	Edit

- Clicking the row will expand the table to show you each component piece of your submission.



Workshop Submission Instructions (CHAIR/ORGANIZER): The **Chair/Organizer** must start the overall Workshop submission before each participant can enter their own financial disclosure.

CHAIRS/ORGANIZERS:

1. Click “Start” in the Workshop Submission 2026 rectangle.
2. Complete the Overall Workshop Submission Form. This form contains information on the overall session and allows you to enter your participants for this proposed session. Questions on the overall form include -
 - a. Session title (180-character limit)
 - b. Category (select all that apply)
 - c. Abstract Body (300-word limit)
 - d. Additional presentation and demographic questions

3. Progressing through the form, the Chair will arrive at the “Presenter Selection” section, as seen on the subsequent page. Comments have been added to this image to aid in navigation.

Presenter Selection *

If the abstract is accepted, all presenters included on the abstract submission form are required to register for and attend the meeting. Some exceptions may be considered for non-pediatric ophthalmology related experts (non-AAPOS members) who only plan to participate in the workshop and are not attending any other part of the meeting, either scientific or social, and are not claiming any CME. That expert would also have the option to submit a pre-recorded video, however they would not be part of the live discussion at the meeting through any form of video conferencing. Please notify Maria Schweers at aaposmaria@gmail.com by September 23, 2025, if you plan to include such an expert.

Please do not include AAPOS members if they are not planning to present at the meeting.

ADDING PRESENTERS:

Please select the additional presenters for your submission. Up to 10 total participants can be listed on your workshop proposal.

You will automatically be added as the chair/organizer of the submission. To add presenters:

- Enter your participant names into the profile search field and wait for the results to populate
- Select the correct profile from the drop-down list
- Select the 'Presenter' role from the radio button list to the left of the profile search field
- If a name is not found in the list, select "Create New Profile". Please confirm the participant is not already included in the database list before creating a new profile.

Repeat the above steps for all participants.

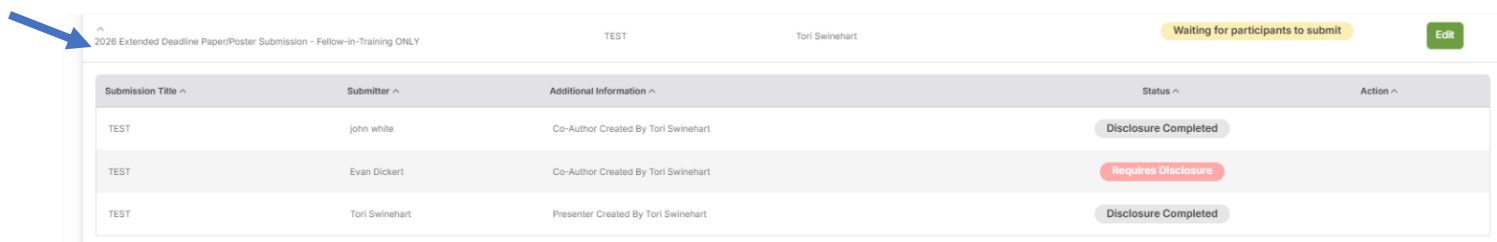
The screenshot shows the 'Presenter Selection' form. At the top, there is a section for 'Chair/Organizer' with a dropdown menu showing 'Tori Swinehart'. A callout box points to this dropdown, stating: 'This first participant is the Chair, you are already marked as Chair.' Below this is a section for 'Presenter' with a search bar labeled 'Search for a profile'. A callout box points to the search bar, stating: 'Begin typing in the box above to search for a user, give the system time to complete a search. If no user is found, click CREATE NEW PROFILE.' To the left of the search bar is a blue button labeled 'Add new'. A callout box points to this button, stating: 'Click the blue button labelled "Add New" to add additional participants (up to 10 total participants including the chair)'.

4. Once all presenters have been added by clicking their names in the search box, continue through the form and complete the form by navigating to the bottom of the page and clicking the large “Complete” button.
- NOTE: Upon first pass, DO NOT complete the last question. You will come back into the form after all presenter disclosures have been submitted and enter your signature to confirm the proposal is ready for committee review.
 - Clicking “Complete” at the end of the form will automatically notify added speakers via email with a tokenized link to log into the system and complete their financial disclosure, if they have not already done so for another submission. The speakers must complete their financial disclosures themselves. For a session to be ready for committee review, all individual presenter financial disclosures must be fully completed by each participant.
5. After completing this form, the Chair will now see added information to the table on their Submissions Hub in a collapsed entry, like in the below. Notice, the rows underneath the AAPOS workshop are the individual presenters added, as well as their status. The collapsed line is the overall session you just created, and the Status is “Requires Disclosure” until you complete your Disclosure. Once you submit your disclosure, it will move to “Waiting for Participants to submit”.

The screenshot shows a table with columns: Submission Type, Submission Title, Submitter, Additional Information, Status, and Action. The table contains four rows. The first row is expanded, showing details for '2026 Extended Deadline Paper/Poster Submission - Fellow-in-Training ONLY'. The second row is collapsed, showing details for '2026 Financial Disclosure'. The third row is expanded, showing details for '2026 Workshop Submission'. The fourth row is collapsed, showing details for '2026 Paper/Poster Submission'. A blue arrow points to the '2026 Workshop Submission' row, which has a status of 'Waiting for participants to submit' and an 'Edit' button.

Submission Type ^	Submission Title ^	Submitter ^	Additional Information ^	Status ^	Action ^
2026 Extended Deadline Paper/Poster Submission - Fellow-in-Training ONLY	TEST	Evan Dickert	Co-Author Created By ...	Disclosure Completed	
2026 Financial Disclosure		Evan Dickert		Submitted	Edit
2026 Workshop Submission	Evan Test Workshop	Evan Dickert		Waiting for participants to submit	Edit
2026 Paper/Poster Submission	poster/podium 2026 test	Evan Dickert		Waiting for participants to submit	Edit

- Clicking the row will expand the table to show you each component piece of your submission.



2026 Extended Deadline Paper/Poster Submission - Fellow-in-Training ONLY		TEST	Tori Swinehart	Waiting for participants to submit	Edit
Submission Title ^	Submitter ^	Additional Information ^		Status ^	Action ^
TEST	John White	Co-Author Created By Tori Swinehart		Disclosure Completed	
TEST	Evan Dickert	Co-Author Created By Tori Swinehart		Requires Disclosure	
TEST	Tori Swinehart	Presenter Created By Tori Swinehart		Disclosure Completed	

- Once all are marked as “Disclosure Completed”, the status will show “Ready to Submit” and you will receive an email notifying you.

Ready to Submit

Continue

You will need to log back in, click on Continue next to the collapsed line, review the packaged session and add your signature to the last question, select “Complete”. Once returned to your dashboard, the status will change to “Ready for Committee Review”. This signifies it has been successfully submitted.

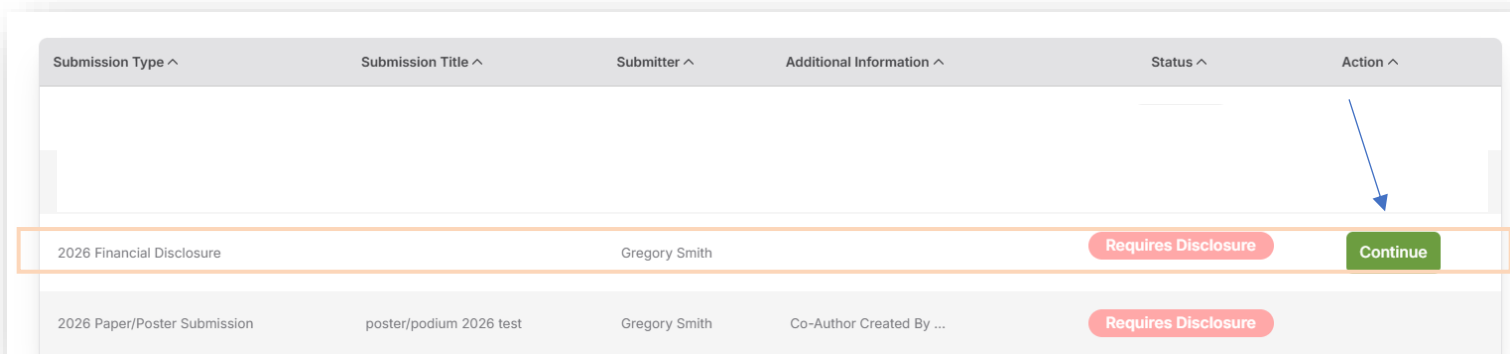
2026 Paper/Poster Submission	poster/podium 2026 test	Evan Dickert	Ready For Committee Review	Continue
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Workshop Presenter/Panelist Submission Instructions (Presenter not the Chair/Organizer): If you are a presenter/panelist, you will need to be added to a proposal by the chair. Once that is complete, you will need to complete your financial disclosure. Once completed, the Chair will finalize and submit the proposal. After this point, the proposal will be sent to the Program Committee for review and final decisions.

PRESENTER/CO-AUTHOR:

- Navigate to hub.aapos.org, logging in, clicking Submissions in the left menu bar, and reference the table on the bottom of this page. You should see a listing for a proposed session. Click the green “Continue” button next to the **2026 Financial Disclosure** line by your name to begin your financial disclosure. Complete the form by clicking the large Complete button.



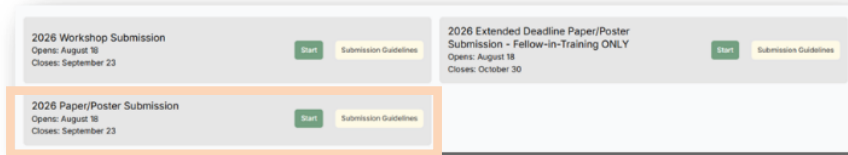
Submission Type ^	Submission Title ^	Submitter ^	Additional Information ^	Status ^	Action ^
2026 Financial Disclosure		Gregory Smith		Requires Disclosure	Continue
2026 Paper/Poster Submission	poster/podium 2026 test	Gregory Smith	Co-Author Created By ...	Requires Disclosure	

- You have now completed all your required forms and the chair or poster presenter will be notified.



Paper/Poster Submissions: The information below should be submitted through the AAPOS online submission portal by the posted deadline. To complete your submission:

1. Navigate to hub.aapos.org, log in, click “Submissions” on the left menu. Select the Start button under the “2026 Paper/Poster” header to begin your submission.



2. Complete this form by entering the following:
 - a. Title (180-character limit) & Category
 - b. Abstract Body (250 word max)
 - c. Co-Authors
 - d. Other Conference related questions
3. Once all co-authors have been added by clicking their names in the search box, continue through the form and complete the form by navigating to the bottom of the page and clicking the large **“Complete”** button.
 - a. NOTE: Upon first pass, DO NOT complete the last question. You will come back into the form after all co-author disclosures have been submitted and enter your signature to confirm the proposal is ready for committee review.
 - b. Clicking this button will automatically notify added co-authors via email invitation to log into the system and complete their financial disclosure, if they have not already done so for another submission. The co-authors must complete their financial disclosures themselves. For your proposal to be ready for review, all individual co-authors’ financial disclosures must be fully completed by each co-author.
4. After completing this form, you will now see added information to the table on your Submissions Hub, like in the below. Notice, the rows underneath the overall are the individual co-authors added, as well as their status. The collapsed line is the overall proposal you just created, and the Status is “Required Disclosure” until you complete your disclosure. Once you submit your disclosure, the status moves to “Waiting for participants to submit”.

Submission Type ^	Submission Title ^	Submitter ^	Additional Information ^	Status ^	Action ^
2026 Extended Deadline Paper/Poster Submission - Fellow-in-Training ONLY	TEST	Evan Dickert	Co-Author Created By ...	Disclosure Completed	
2026 Financial Disclosure		Evan Dickert		Submitted	Edit
2026 Workshop Submission	Evan Test Workshop	Evan Dickert		Waiting for participants to submit	Edit
2026 Paper/Poster Submission	poster/podium 2026 test	Evan Dickert		Waiting for participants to submit	Edit

- Clicking the row will expand the table to show you each component piece of your submission.

2026 Extended Deadline Paper/Poster Submission - Fellow-in-Training ONLY	TEST	Tori Swinehart	Waiting for participants to submit	Edit
Submission Title ^	Submitter ^	Additional Information ^	Status ^	Action ^
TEST	John White	Co-Author Created By Tori Swinehart	Disclosure Completed	
TEST	Evan Dickert	Co-Author Created By Tori Swinehart	Requires Disclosure	
TEST	Tori Swinehart	Presenter Created By Tori Swinehart	Disclosure Completed	

- From your submission dashboard, Click the green “Continue” button next to the **2026 Financial Disclosure** line by your name to begin your financial disclosure. Complete the form by clicking the large Complete button.

Submission Type ^	Submission Title ^	Submitter ^	Additional Information ^	Status ^	Action ^
2026 Financial Disclosure		Gregory Smith		Requires Disclosure	Continue
2026 Paper/Poster Submission	poster/podium 2026 test	Gregory Smith	Co-Author Created By ...	Requires Disclosure	

- Once all are marked as “Disclosure Completed”, the status will show “Ready to Submit” and you will receive an email notifying you.

Ready to Submit	Continue
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You will need to log back in, click on Continue next to the collapsed line, review the packaged session and add your signature to the last question, select “Complete”. Once returned to your dashboard, the status will change to “Ready for Committee Review”. This signifies it has been successfully submitted.

2026 Paper/Poster Submission	poster/podium 2026 test	Evan Dickert	Ready For Committee Review	Continue
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Paper/Poster Co-Author Submission Instructions (CO-AUTHOR): If you are a co-author, you will need to be added to a proposal by the presenter. Once that is complete, you will need to complete your financial disclosure. Once completed, the presenter will finalize and submit the proposal. After this point, the proposal will be sent to the Program Committee for review and final decisions.

CO-AUTHOR:

- Navigate to hub.aapos.org, logging in, clicking Submissions in the left menu bar, and reference the table on the bottom of this page. You should see a listing for a proposed session. Click “Continue” next to the **2026 Financial Disclosure** line by your name to begin your financial disclosure. Complete the form by clicking the large Complete button.

Submission Type ^	Submission Title ^	Submitter ^	Additional Information ^	Status ^	Action ^
2025 Financial Disclosure		Gregory Smith		Archived	
2026 Workshop Submission	Evan Test Workshop	Gregory Smith	Presenter Created By E...	Requires Disclosure	
2026 Financial Disclosure		Gregory Smith		Requires Disclosure	Continue
2026 Paper/Poster Submission	poster/podium 2026 test	Gregory Smith	Co-Author Created By ...	Requires Disclosure	

- You have now completed all your required forms and the chair or poster presenter will be notified.

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For abstract questions or scientific program questions, please contact Maria Schweers, AAPOS Scientific Program Coordinator at aaposmaria@gmail.com