



Submission & System Instruction Guide

WORKSHOP & PAPER/ POSTER SUBMISSIONS

WORKSHOP DEADLINE: Tuesday, September 22, 2026

PAPER/POSTER DEADLINE: Tuesday, September 22, 2026

SPECIAL DEADLINE FOR FELLOW IN TRAINING: Tuesday, September 22, 2026*

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 fellowship in July 2026 or later. If utilizing this deadline, title and co-authors must be submitted by September 22nd; the full abstract submitted in the system by October 29th.*

- **Workshop – *Deadline: September 22, 2026***

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 22, 2026****

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, 2026. 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 meeting participation.

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 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 22nd 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 29th 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 22nd.**
- If a fellow chooses the regular submission deadline, they should use the regular paper/poster submission form and complete by September 22.

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

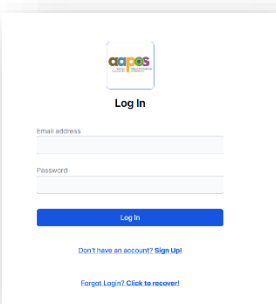
SUBMISSION INSTRUCTIONS

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

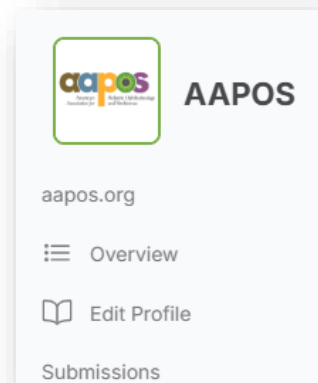
Reference the below instructions and submission specifications for both workshops and paper/posters. Incomplete submissions will ***not*** be considered or reviewed. For technical questions please contact the AAPOS Executive office at info@aapos.org. For abstract questions or scientific program questions,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

To submit your proposal, please follow the instructions below:

1. Visit the 2027 Abstract Submission Portal and login: <https://hub.aapos.org/login>
AAPOS Members or 2026/2025 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 or 2026, do not create a new account.

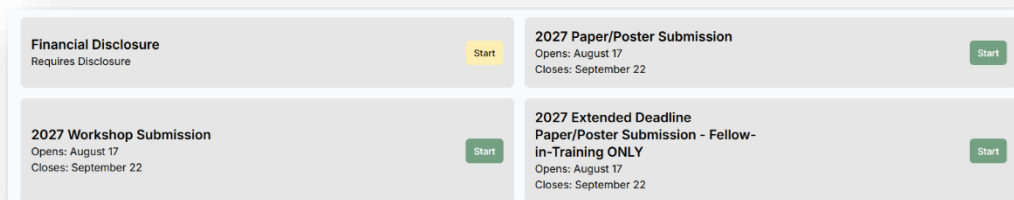


2. Click Submissions in the top left area of your screen, as seen below:

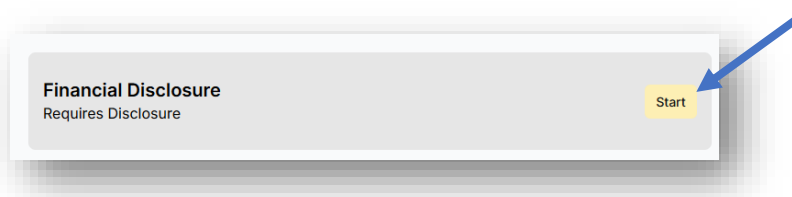


3. This is your Submissions Hub.

- 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, all that is required is your financial disclosure. Click the yellow button labelled “Start” in the Financial Disclosure box at the top of the page.



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



Submission Type	Submission Title	Additional Info	Status	Actions
2027 Workshop Submission	Tori's Test Workshop Title - 7/21/26		Waiting for participants to finalize their submission	Continue

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



Submission Type	Submission Title	Additional Info	Status	Actions																				
2027 Workshop Submission	Tori's Test Workshop Title - 7/21/26		Waiting for participants to finalize their submission	Continue																				
<table border="1"> <thead> <tr> <th>Role</th> <th>Position</th> <th>Profile</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>0</td> <td>Tori Swinehart</td> <td>Waiting for organizer to finalize</td> <td></td> </tr> <tr> <td>Speaker</td> <td>0</td> <td>John White</td> <td>Waiting for organizer to finalize</td> <td></td> </tr> <tr> <td>Speaker</td> <td>1</td> <td>Gregory Smith</td> <td>Requires Disclosure</td> <td>Continue</td> </tr> </tbody> </table>					Role	Position	Profile	Status	Actions	Chair	0	Tori Swinehart	Waiting for organizer to finalize		Speaker	0	John White	Waiting for organizer to finalize		Speaker	1	Gregory Smith	Requires Disclosure	Continue
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Chair	0	Tori Swinehart	Waiting for organizer to finalize																					
Speaker	0	John White	Waiting for organizer to finalize																					
Speaker	1	Gregory Smith	Requires Disclosure	Continue																				



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 2027 Workshop Submission 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. 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 Scheweers at aaposmaria@gmail.com by September 22, 2026, 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
- 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, the 'Chair/Organizer' field is filled with 'Tori Swinehart'. Below it, 'Presenter #1' is filled with 'john white'. 'Presenter #2' has a search box with the placeholder text 'Search for a profile'. To the left of the search box is an 'Add new' button. Annotations include: a box pointing to the 'Add new' button stating 'Click the blue button labelled “Add New” to add additional participants (up to 10 total participants including the chair)'; a box pointing to the search box 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.'; a box pointing to the up and down arrows next to the search box stating 'Use the arrows to re-order your participants/co-authors.'; and a box pointing to the 'X' icon in the top right of the 'john white' entry stating 'The first participant is the Chair, you are already listed as Chair.' and 'Use the X to remove a participant.'

- 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.
- 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 “Waiting for Participants to finalize their submission.”

Submission Type	Submission Title	Additional Info	Status	Actions
2027 Workshop Submission	Tori's Test Workshop Title - 7/21/26		Waiting for participants to finalize their submission	Continue

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

Hub Submissions

Submission Type	Submission Title	Additional Info	Status	Actions
2027 Workshop Submission	Tori's Test Workshop Title - 7/21/26		Waiting for participants to finalize their submission	Continue
Role	Position	Profile	Status	Actions
Chair	0	Tori Swinehart	Waiting for organizer to finalize	
Speaker	0	john white	Waiting for organizer to finalize	
Speaker	1	Gregory Smith	Requires Disclosure	Continue

- Once all are marked as “Waiting for organizer to finalize”, the status will show “Waiting to be finalized” and you will receive an email notifying you.

Status	Actions
Waiting to be finalized	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 <https://hub.aapos.org/login>, log in, click Submissions in the left menu bar, and reference the table on the bottom of this page to see which submissions you are listed on. You should see a listing for a proposed session in “Requires Disclosure” status. To complete your financial disclosure, click the yellow “Start” button in the “Financial Disclosure” rectangle at the top of the page. Complete the form by clicking the large Complete button. Once complete, this will automatically apply to any future submissions you are added as a co-author or presenter to.

Conference

Financial Disclosure
Requires Disclosure

Start

2027 Paper/Poster Submission
Opens: August 17
Closes: September 22

2027 Workshop Submission
Opens: August 17
Closes: September 22

2027 Extended Deadline
Paper/Poster Submission - Fellow-
in-Training ONLY
Opens: August 17
Closes: September 22

Please read submission guidelines before starting an abstract submission. To start a new submission, click "Start" above for the submission type of your choice. Below is a list of submissions that you are a part of. Archived submissions are from previous years. To continue or edit a current year submission, click the button labelled "Continue" or "Edit" next to the submission or disclosure.

Hub Submissions

Submission Type	Submission Title	Additional Info	Status	Actions
2027 Workshop Submission	Speaker - Tori's Test Workshop Title - 7/21/26 (Created By: Tori Swinehart)		Requires Disclosure	Continue

Export

- The status in the Financial Disclosure rectangle will now update to “Submitted” and the status next to the submission in the table will update to “Waiting for the organizer to finalize”. You have now completed all your required forms and the chair or poster presenter will be notified.

Conference

Financial Disclosure
Submitted
Continue

2027 Workshop Submission
Opens: August 17
Closes: September 22

2027 Paper/Poster Submission
Opens: August 17
Closes: September 22

**2027 Extended Deadline
Paper/Poster Submission - Fellow-
in-Training ONLY**
Opens: August 17
Closes: September 22

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Hub Submissions

Export

Submission Type	Submission Title	Additional Info	Status	Actions
2027 Workshop Submission	Speaker - Tori's Test Workshop Title - 7/21/26 (Created By: Tori Swinehart)		Waiting for organizer to finalize	



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

- Navigate to <https://hub.aapos.org/login>, log in, click “Submissions” on the left menu. Select the Start button under the “2027 Paper/Poster Submission” header to begin your submission.

Financial Disclosure
Requires Disclosure
Start

2027 Workshop Submission
Opens: August 17
Closes: September 22
Start

2027 Paper/Poster Submission
Opens: August 17
Closes: September 22
Start

**2027 Extended Deadline
Paper/Poster Submission - Fellow-
in-Training ONLY**
Opens: August 17
Closes: September 22
Start

- Complete this form by entering the following:
 - Title (180-character limit) & Category
 - Abstract Body (250-word max)
 - Co-Authors
 - Other Conference related questions

3. Progressing through the form, the submitter will arrive at the “Co-Authors” section. Comments have been added to this image to aid in navigation.

Co-Authors *

Please list all authors in the correct co-author order. You will automatically be added as the presenter of the submission.

To add a co-author:

- Enter the name into the profile search field and wait for the results to populate
- Select the correct profile from the drop-down list
- If a name is not found in the list, select “Create New Profile” in the dropdown. *Please confirm the author is not already in the database before creating a new profile*
- To add more co-authors, select the ‘Add New’ button.

Repeat the above steps for all co-authors. Use the arrows to adjust position of the co-authors to put in the correct order.

The first participant is the Presenter, as the submitter you are already listed as Presenter.

Presenter: **Tori Swinehart**

Co-Author #1: **edith Kozey**

Co-Author #2: Search for a profile

Add new

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.

Use the arrows to re-order your participants/co-authors. Use the X to remove a participant.

Click the blue button labelled “Add New” to add additional participants (up to 9 total co-authors)

4. 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.
- 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.
 - 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.

5. 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 “Requires Disclosure” until you complete your disclosure. Once you submit your disclosure, the status moves to “Waiting for participants to submit”.

Submission Type	Submission Title	Additional Info	Status	Actions
2027 Extended Deadline Paper/Poster Submission - Fellow-in-Training ONLY	Tori Test Extended Deadline Paper/Poster		Waiting for participants to finalize their submission	Continue

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

2027 Workshop Submission		TEST WORKSHOP 7/31		Waiting for participants to finalize their submission
Role	Position	Profile	Status	
Chair	0	Tori Swinehart	Waiting for organizer to finalize	
Speaker	0	John White	Requires Disclosure	
Speaker	1	edith Kozey	Requires Disclosure	

6. From your submission dashboard, Click the yellow “Start” button next to the **Financial Disclosure** box at the **top of the page** to begin your financial disclosure. Complete the form by clicking the large Complete button.

Conference

Financial Disclosure
Requires Disclosure

Start

2027 Paper/Poster Submission
Opens: August 17
Closes: September 22

2027 Workshop Submission
Opens: August 17
Closes: September 22

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Hub Submissions

Export

Submission Type	Submission Title	Additional Info	Status	Actions
2027 Workshop Submission		Speaker - Tori's Test Workshop Title - 7/21/26 (Created By: Tori Swinehart)	Requires Disclosure	Continue

Once all are marked as “Waiting for organizer to finalize”, the status will show “Waiting to be finalized” and you will receive an email notifying you.

Status	Actions
Waiting to be finalized	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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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:

1. Navigate to hub.aapos.org, log in, click Submissions in the left menu bar, and reference the table on the bottom of this page to see which submissions you are listed on. You should see a listing for a proposed session in "Requires Disclosure" status. To complete your financial disclosure, **click the yellow "Start" button in the "Financial Disclosure" rectangle at the top of the page.** Complete the form by clicking the large Complete button. Once complete, this will automatically apply to any future submissions you are added as a co-author or presenter to.

Conference

Financial Disclosure
Requires Disclosure

Start

2027 Paper/Poster Submission
Opens: August 17
Closes: September 22

2027 Workshop Submission
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Closes: September 22

2027 Extended Deadline Paper/Poster Submission - Fellow-in-Training ONLY
Opens: August 17
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Please read submission guidelines before starting an abstract submission. To start a new submission, click "Start" above for the submission type of your choice. Below is a list of submissions that you are a part of. Archived submissions are from previous years. To continue or edit a current year submission, click the button labelled "Continue" or "Edit" next to the submission or disclosure.

Hub Submissions

Export

Submission Type	Submission Title	Additional Info	Status	Actions
2027 Workshop Submission		Speaker - Tori's Test Workshop Title - 7/21/26 (Created By: Tori Swinehart)	Requires Disclosure	Continue

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

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