

AAO-HNSF Call for Papers

Present Your Abstract at the 2015 AAO-HNSF Annual Meeting & OTO EXPOSM! The American Academy of Otolaryngology-Head and Neck Surgery Foundation (AAO-HNSF) invite you to submit a Scientific Program Oral and/or Poster abstract to be considered for presentation at the AAO-HNSF 2015 Annual Meeting & OTO EXPOSM.

About the Annual Meeting & OTO EXPOSM

The AAO-HNSF Annual Meeting & OTO EXPOSM is the premier education and networking event for the otolaryngologist-head and neck surgery community. More than 5,500 of the brightest and most talented medical experts from around the globe will convene for this unique once-a-year opportunity to share practical, comprehensive knowledge and advance the specialty.

Each year, the AAO-HNSF receives and reviews hundreds of scientific program oral and poster proposals submitted by otolaryngologists and healthcare professionals. If accepted, your abstract will be presented in an oral or poster format at the AAO-HNSF 2015 Annual Meeting & OTO EXPOSM held in Dallas, TX from September 27-30, 2015 and may be published in the *Otolaryngology Head and Neck Surgery Journal*.

Scientific Program Oral and Poster Guidelines and Procedures

This is your complete guide for submitting a scientific program oral and poster proposal submission to the AAO- HNSF 2015 Annual Meeting & OTO EXPOSM. Please read this entire guide prior to beginning the scientific program oral and poster proposal submission process to review the guidelines and rules that apply to scientific program oral and poster submissions.

Submissions should be made at www.entnet.org/annual_meeting.

Online Submitter Dates and Deadlines	
Submission Opens:	January 19, 2015
Submission Closes:	February 16, 2015
Notification:	Late April 2015

Questions?

For general inquiries regarding a scientific program oral and poster abstract submission: Contact us by email at programs@entnet.org.

For technical assistance regarding the proposal submission site: Contact CadmiumCD technical support by phone at (410) 638-9239 or by e-mail at support@ConferenceAbstracts.com Monday through Friday, between 9:00 am and 6:00 pm, Eastern Time.

Eligibility Requirements

- Members and non-members of the AAO-HNSF are eligible to submit an abstract.
- Abstracts describing original basic science and clinical work related to the broad area of otolaryngology diseases may be submitted.
- By submitting your abstract, you agree to present the abstract if it is selected for presentation during an oral or poster abstract presentation at the Annual Meeting in Dallas, Texas.
- If the abstract reports results of a clinical trial not yet approved by a regulatory agency, you will be required to identify the trial phase.
- Any work with human or animal subjects reported in submitted abstracts must comply with the guiding principles for experimental procedures found in the Declaration of Helsinki of the World Medical Association.

Submitting an Abstract

A scientific paper should be timely, contain innovative information and present findings on scientific research, surgical procedures, practices, and approaches to practicing surgeons, residents, and medical students. These paper presentations may include clinical work that has not been previously presented or published elsewhere.

Submitting a scientific program oral and/or poster abstract submission go to www.entnet.org/annual_meeting to get started. All abstract submissions must be submitted using the online submission site.

Proposal Submission Deadline: Monday, February 16, 2015 at 11:59 pm ET – no exceptions. You will not be able to access your submission after midnight on Monday, February 16.

Content: Do not use new technical words, laboratory slang, words not defined in dictionaries, or abbreviations or terminology not consistent with internationally accepted guidelines. Define any abbreviations the first time they are used. Omit all names and geographical references in the body of the abstract.

Abstract Format:

Title: Take special care when entering your title as it may be published exactly as submitted.

- Titles should be brief, clearly indicating the nature of the presentation.
- Trial group names should not appear in title.
- When entering the abstract title online, use mixed case (do not use all caps OR all lower case) and do not put a period at the end of the title.
- Enter the title in the “title” field only and do not enter the title in the body of the abstract.
- **Example of correct title formatting:**
 - **Correct:** This is a Properly Formatted Abstract Title
 - **Incorrect:** THIS IS AN IMPROPERLY FORMATTED ABSTRACT TITLE
This is an improperly formatted abstract title

Specialty Area:

Choose ONE of the following categories that best describes your presentation.

- Business of Medicine/Practice Management
- Endocrine Surgery
- Facial Plastic and Reconstructive Surgery
- General Otolaryngology
- Head and Neck Surgery
- Laryngology/Broncho-Esophagology
- Otology/Neurotology
- Pediatric Otolaryngology
- Rhinology/Allergy
- Sleep Medicine

Note: The Program Advisory Committee has the right to reassign the specialty area if deemed appropriate.

Research Type:

- Clinical
- Basic/Translational

Presentation Format: Select your preferred presentation format.

- **Oral Presentation:** Each accepted abstract will be assigned a five-minutes for the presentation. If not accepted for an oral presentation, abstracts in this category will *automatically* be considered for poster presentation. The presenter can refuse the opportunity to present the poster.
- **Poster Presentation:** A poster submission should be timely, contain innovative information and findings on original scientific research, case studies, surgical procedures, practices, and approaches to practicing surgeons, residents and medical students. Young investigators and trainees are strongly encouraged to submit.
- **Video Abstract Presentation: New for 2015,** the Scientific Program will now include Video Presentations. These sessions will highlight accepted abstracts using videos as a tool to demonstrate the latest research and new techniques. Authors will present their findings using their 8-minute video and then proceed to answer questions from moderators and the audience. A written abstract is submitted by the above deadline, and once the abstract is reviewed by the Program Advisory Committee, the submitter and senior author will be contacted to provide their 8-minute video for review.

The Program Advisory Committee reserves the right to assign abstracts to either the poster or oral format. If a submission for an oral presentation is determined to be appropriate for a poster, the authors have the right to decline this invitation.

Abstract Body (limited to 250 words): Provide an abstract that includes the study objectives, methods, results and conclusion of the oral/poster presentation. Do not include supplemental pages, photographs, tables, or references. The abstract should be written for online publication.

- **Outcome Objectives:** These objectives focus participant's attention on the expected **study outcome**. You should state clearly and succinctly what attendees can expect to learn. We recommend at least two objectives in a numbered format, starting with a verb (i.e., Describe, Apply, Analyze, Implement, Recognize, etc.).
- **Methods:** Summarize the following:
 - Study Design
 - Year(s)/Month(s) Study Conducted
 - Disease/Condition Studied
 - Subjects Studied
 - Setting in Which Subjects Studied
 - Intervention(s)
 - Outcome Measurement(s)
 - Independent Variables
 - Preliminary Analyses (Analysis of Ongoing Study)
- **Results:** State the main outcome(s) of the study, including confidence levels or P values, if applicable.
- **Conclusion:** A precise statement of conclusion(s) directly supported by the results, giving equal emphasis to positive and negative scientific findings.
- **Authors:** Do not list authors or commercial relationships in the body of the abstract. Please consult with your co-authors on how they would like their names to appear prior to the submission of the abstract. All authors must disclose any relevant financial relationship(s) at the time of abstract submission. You may identify up to six additional authors.
- **Lead Author:** You must identify a lead author and may not skip this step in the submission process. If you intend to be the Lead Author, you must select yourself in this step and enter the information in all required fields. All correspondences from the AAO-HNSF regarding this submission will be directed to the Lead Author.

- **Additional Authors:** You may identify up to six additional authors. All fields are required for all authors. Please do not use the same email address for additional authors.

Terms and Conditions

Manuscript Submission Instructions: All oral presentations at the Annual Meeting & OTO EXPOSM become property of the AAO-HNS and must be submitted to the journal, *Otolaryngology-Head and Neck Surgery*. Submissions must also comply with all journal author instructions (<https://www.editorialmanager.com/otohns/accounts/AuthorPg.htm>) for peer review and the journal has the right of first refusal.

Authors must submit a full length manuscript to the journal or request a waiver. *The request for a waiver will not affect the decision for acceptance to the meeting.* Once accepted for presentation, papers may not be published elsewhere. Papers may be presented elsewhere after the Annual Meeting provided that *Otolaryngology-Head and Neck Surgery* is cited.

Submission Waiver Requests

If you would like to request a waiver of submission, please email programs@entnet.org, providing your reason for requesting the waiver. The Coordinator for the Scientific Program and the journal's Editor in Chief will then review the request. **Waiver requests must be submitted by May 30, 2015. Requests received after May 30, 2015 will not be considered. Further, submitting a request for a waiver does guarantee that the waiver will be granted.**

- I agree that, if accepted, or if a waiver is requested and denied, the lead author will submit a manuscript to the journal, *Otolaryngology-Head and Neck Surgery*.

Exception for Residents Only:

- Lead presenters who are residents may request an automatic waiver if they do not plan to submit a research paper to any journal.

2015 Manuscript Submission Deadlines

- Lead presenters whose last names begin with H-M must submit by Friday, August 21.
- Lead presenters whose last names begin with N-Z must submit by Friday, September 18.
- Lead presenters whose last names begin with A-G must submit by Friday, October 23.

Acceptance of Presentation: If accepted for presentation, all lead authors are required to be present during their assigned session time. The lead author is also required to take the lead role during the presentation. Submission of an abstract constitutes a commitment by the authors to present if selected for both orals and posters. Failure to present without prior approval will result in exclusion from the program for up to one year.

- I agree that, if accepted, the lead author will register for the Annual Meeting by August 1, 2015.
- I agree that, if accepted, the lead author will present the abstract during the scheduled date/time and/or in the poster hall.
- I understand that submission of an abstract constitutes a commitment by the lead author to present if selected. Failure to present will result in exclusion from the program for up to one year.

Comments (limited to 50 words): You can use this section to provide additional background information on the material to be presented. This information will not be published online and will only be read by the Program Advisory Committee during the review process.

Multiple Submissions of Same Study

The same study should not be submitted as multiple abstracts. Therefore, if the abstracts in question are not different enough to be considered separate studies (specifically, if they address the same research question or present the same results), they may all be rejected.

Study Design Abstract Submissions

A study design abstract could be appropriate for submission if, like any other abstract submission, it describes a hypothesis, description of methodology, data, interpretation of data, etc. For example, one study design could be compared to another. The category to which the abstract would be submitted should be selected based on the clinical disease for which the study design is most relevant.

Financial and Intellectual Disclosure

The American Academy of Otolaryngology—Head and Neck Surgery/Foundation (AAO-HNS/F) supports fair and unbiased participation of our volunteers in Academy/Foundation activities. Any actual or potential conflicts of interest must be identified and managed. All direct financial relationships with a company that directly impact and/or might conflict with Academy/Foundation activities must be disclosed, or you must disclose that you have no direct financial relationships. Other relationships that could cause private interests to conflict with professional interests must also be identified. This policy is intended to openly identify any potential conflict so that any potential bias may be identified and the risk thereof mitigated. Failure or refusal to complete the disclosure form or disclose any potential conflicts of interest will result in disqualification to participate in the AAO-HNS/F specified activity.

Direct Financial Relationship: Is a relationship held by any individual or an individual's partner in the first degree that results in wages, consulting fees, honoraria, or other compensation (in cash, in stock or stock options, or in kind), whether paid to the individual or to another entity at the direction of the individual, for the individual's services or expertise. For the purpose of this policy all direct financial and intellectual relationships within the past 36 months must be disclosed.

These include, but are not limited to:

- Salary, royalty, or other payments for services (employment, board of directors, expert witness, etc.)
- Consulting fees or honoraria (independent contractor, speaker bureau, advisory committees, review panels)
- Ownership interest (stocks, stock options, excluding diversified mutual funds)
- Intellectual property rights including patents and copyrights
- Research funding including contracted research where the institution receives and manages the funds
- Personal relationships not otherwise covered

Intellectual Relationship: Is a relationship held by an individual or an individual's partner in the first degree whereby an individual's, or group of individuals, professional activities can be enhanced or jeopardized by a recommendation or position taken by a representative body.

These include, but are not limited to:

- Leadership role with another association, society, journal, or certification body (e.g., ABOto)
- Membership in a lobbying or advocacy organization
- Serving as an expert witness
- Personal relationships not otherwise covered

Abstracts will not be accepted without proper completion of the conflict of interest/disclosure section on the abstract submission form. Failure to disclose correctly may lead to corrective action as deemed appropriate by the AAO-HNSF leadership. The abstract review process is blinded; therefore, the disclosure information you provide will not influence the review of your abstract. Disclosures collected at the time of submission will be available on the AAO-HNSF website.

Abstract Review Process

After the submission deadline, completed abstracts will be peer-reviewed. "Incomplete" abstracts are considered incomplete and will not be reviewed. To ensure the integrity of the review process, revisions to abstracts will not be accepted after the submission deadline – no exceptions. Abstracts will be peer-reviewed by the Program Advisory Committee, according to subject categories.

- All abstracts will be reviewed without knowledge of the author(s), institution(s) or disclosure information.
- Accepted abstracts will be selected as either a short oral presentation or a poster presentation.

Abstract Notification

The AAO-HNSF will notify the presenting author of the status of their abstract on or before early May. It is the presenting author's responsibility to then notify all co-authors. The AAO-HNSF graciously requests that all interested parties please refrain from directly contacting the AAO-HNSF to obtain information regarding abstract status, notification distribution and/or publication dates. Please check the annual meeting website regularly for the most up-to-date information.

- Presenting authors will be notified in early May and are responsible for notifying all abstract co-authors.
- The presenting author is the only author who will receive notification from the AAO-HNSF.

IMPORTANT: The presenting author is the sole point of contact for all abstract co-authors. The AAO-HNSF will direct all co-author inquirers to contact the presenting author.

Presentation Format

Abstracts are considered for either oral presentation or poster presentation. If your abstract can only be presented as a poster, please check the appropriate box during the submission process. As English is the designated language for the meeting, the presenting author is required to speak English when presenting.

Oral Abstract Presentation

Oral presentations will be 5-minute podium presentations. The presenter will have 3- minutes for presentation and 2- minutes for discussion. Oral abstract presenters will be required to bring their presentation in an electronic format to the on-site Speaker Ready Room, where they will have the opportunity to review and/or revise presentations using computers in the room. All presentations will be uploaded to a central server and sent to the appropriate meeting room on a secured intranet circuit prior to the start of the session. All slides will be checked for adherence to ACCME policies by AAO-HNSF staff prior to uploading the presentation.

Oral Presentation Slide Requirements

- Slide #1 must be your title slide.
- **Slide #2 must be your disclosure slide.** Your disclosure statement should list all commercial relationships relevant to your specific talk. Disclosures must never include the use of a trade name or a product-group message.
- **Limit total number of slides to less than 10** including the title and disclosure slides
- Do not reference any company/product brand names during your presentation. However, institution logos (e.g., non-company/product logos such as universities, non- profit associations and government agencies) are allowed in the body of your presentation.
- Abstracts must not contain any advertising, trade names or a product-group message.

AAO-HNSF Poster Presenter Expectations

- **Poster Hanging and Dismantling Times:** Posters must be mounted by 10:00 am and dismantled after 4:00 pm during the designated poster session as outlined in the abstract acceptance notification.

Poster Specification Requirements

- The backboard panel for each poster presentation board measures 44 inches (111.76 cm) high and 44 inches (111.76 cm) wide. Posters should be the size of the presentation board.
- A copy of the accepted abstract must be included on the poster or made available to attendees.
- Text and illustrations must be readable from distances of at least three feet. Use lightweight materials only; heavy articles are difficult to secure.
- Disclosures must never include the use of a trade name or a product-group message and must be listed once at the bottom of the poster.
- Posters may be broken down into several smaller portions, but must not exceed the size of the presentation board.
- Push pins to mount materials will be available on site.
- All poster display panels will be numbered by AAO-HNSF, including a QR code linking to your ePoster. Please match your poster number before you display it, to ensure proper placement of your poster.
- No audiovisual, projection or computer equipment requiring electrical power will be permitted in the poster session area.