



**FORWARD TOGETHER**

**AAO-HNSF 2022**

**ANNUAL MEETING & OTO EXPERIENCE**

**SEPTEMBER 10-14 PHILADELPHIA, PA**



# LATE-BREAKING ABSTRACT SUBMISSION

**Submission Deadline: June 20, 2022**

## SUBMIT AN ABSTRACT

The AAO-HNSF Annual Meeting Program Committee recognizes that the results of some exciting research may not have been available in time to meet the general abstract submission deadline, such as COVID-19 related research. To further enrich the Annual Meeting program, the committee has opened a call for late-breaking abstract submissions seeking ALL research that is novel, innovative, contemporary, and of high scientific significance.

Late-Breaking Scientific Oral Presentations will be a series of six-minute presentations followed by two-minutes of questions and answers. Submissions should be either Clinical or Basic/Translational. They are limited to a maximum of six authors including the presenting and senior authors identified at the time of submission.

### Specific Criteria

- A limited number of late-breaking abstracts will be accepted.
- All accepted late-breaking abstracts will be presented as an oral presentation during special 'Late-Breaking' session during the Annual Meeting.
- The first named author must be present at the designated time and place.
- The research must be novel, innovative, contemporary, and of high scientific significance to deserve special consideration after the original abstract deadline.
- Abstracts should describe either large clinical investigations or high-impact translational research that could not be completed prior to the original deadline.
- You will be required to answer the question "why is this abstract considered late-breaking?"
- Late-breaking abstracts must not be a revision of an abstract submitted prior to the original submission deadline.
- Late-breaking abstracts must not have been presented, accepted for presentation, or published at any other scientific meeting or journal at the time of submission.

### Submission Components:

1. **Session Title:** Limited to 100 characters. Title should be listed as you would like it to be published (if selected) on the website and other promotional and marketing pieces, including correct grammar, capitalization, and punctuation.

### 2. Specialty Area:

- Business of Medicine/ Practice Management
- Endocrine Surgery
- Facial Plastic and Reconstructive Surgery
- Comprehensive Otolaryngology
- Head and Neck Surgery
- Laryngology/Broncho-Esophagology
- Otology/Neurotology
- Patient Safety and Quality Improvement
- Pediatric Otolaryngology
- Personal and Professional Development
- Rhinology/Allergy
- Sleep Medicine

### 3. Why is this abstract considered late-breaking?

#### 4. Research Type:

- Clinical
- Basic/Translational

5. **IRB Approval:** If involving human subjects, has this research been conducted in compliance with institutional ethics and privacy requirements, and if required by your institution, has this research received IRB approval or been considered as IRB-exempt? An institutional review board (IRB), also known as an independent ethics committee (IEC) or ethical review board (ERB), is a committee that has been formally designated to approve, monitor, and review biomedical and behavioral research involving humans with the aim to protect the rights and welfare of the research subjects. An IRB performs critical oversight functions for research conducted on human subjects that are scientific, ethical, and regulatory.

- Yes
- No

6. **Abstract Body:** Limited to 1,600 characters.
- **Introduction:** The introduction should be one to two sentences that explains the topic, purpose, and research question(s).
  - **Materials and Methods:** Summarize the information listed below in paragraph form.
 

<ul style="list-style-type: none"> <li>→ Study Design</li> <li>→ Year(s)/Month(s) Study Conducted</li> <li>→ Disease/Condition Studied</li> <li>→ Subjects Studied</li> <li>→ Setting in which Subjects Studied</li> </ul>	<ul style="list-style-type: none"> <li>→ Intervention(s)</li> <li>→ Outcome Measurement(s)</li> <li>→ Independent Variables</li> <li>→ Preliminary Analyses (Analysis of Ongoing Study)</li> </ul>
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  - **Results:** State the main outcome(s) of the study, including confidence levels or P values, if applicable.
  - **Conclusion:** Include a precise statement of conclusion(s) directly supported by the results, giving equal emphasis to positive and negative scientific findings.
7. **Authors:** Full name, institute, city/state, financial conflict of interest, and email address must be provided.
- Presenting Author
  - Senior Author
  - Co-Authors (up to four)
8. 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 Annual Meeting Program Committee during the review process.

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.

4. **Journal Submission Policy:** All Scientific Oral presentations at the Annual Meeting become the property of the AAO-HNSF. In accordance with AAO-HNSF Annual Meeting presentation requirements, they must be submitted as full-length articles (not just an abstract) to *Otolaryngology-Head and Neck Surgery*, the official journal of the AAO-HNSF. Submissions must 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. The submission schedule for these full papers follows. Contact [otomanager@entnet.org](mailto:otomanager@entnet.org) for more details. Manuscript submission deadline date is determined by the last name of the Presenting Author:

<b>Monday, August 30</b>	Last names begin with A-G
<b>Monday, September 27</b>	Last names begin with H-M
<b>Monday, October 25</b>	Last names begin with N-Z

- **Non-Compliance:** Senior authors of Scientific Oral Presentations who do not submit their required 2020 Annual Meeting manuscripts will not be allowed to present at the Annual Meeting or submit to the *Otolaryngology-Head and Neck Surgery* journal for two years.

5. **Confidentiality and Embargo Policy:** Submitted abstracts are considered CONFIDENTIAL and EMBARGOED from the time of submission. For a study to be eligible for presentation, information contained in the abstract, as well as additional data and information to be presented about the study, may not be made public before the findings have been presented/published in compliance with the embargo policy. The confidentiality and embargo policies require that, prior to the embargo being lifted, the first author and co-authors of the research not publish the information or provide it to others who may publish it; release the findings to news media; use the information for trading in the securities of any issuer or provide it to others who may use it for securities trading purposes.
6. The AAO-HNSF holds copyright on all material presented at the AAO-HNSF Annual Meeting & OTO Experience. The AAO-HNSF will not consider material that has already been published or submitted for publication.
7. **Standard Non-Exclusive Agreement for Meeting Presenters:** All meeting participants are required to submit the Standard Non-Exclusive Agreement for Meeting Presenters (permission to record). The AAO-HNSF Standard Non-Exclusive Agreement for Meeting Presenters is the legal document that records our mutual agreement and understanding about what you are giving us permission to do with your presentation. By agreeing, you make it possible for the AAO-HNSF to share your presentation and/or presentation materials with our members and other interested individuals. "Non-Exclusive" in the title of the document means that you retain the right to use your own materials.
8. The Foundation reserves the right to deny any request.

## Terms and Conditions

**Submission Review Process:** After the late-breaking submission deadline, all completed abstracts will be peer-reviewed. "Incomplete" abstracts 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.

1. The AAO-HNSF will notify all submitters in early June, the status of their submissions upon the final review and decision of the Annual Meeting Program Committee and Program Chair. The AAO-HNSF graciously requests that all interested parties please refrain from directly contacting the AAO-HNSF staff to obtain information regarding the decision status, notification distribution, or publication dates. Please check the Annual Meeting website regularly for the most up-to-date information.
2. **Conference Registration:** Abstract presenters must pay the Annual Meeting registration fee and all other costs associated with travel to present at the Annual Meeting. Presenters who fail to deliver an accepted paper will be prohibited from presenting at the Annual Meetings for two years.
3. **Financial 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

## QUESTIONS?

For questions regarding the submission process, please email [programs@entnet.org](mailto:programs@entnet.org).