

Instruction Course Submission Guidelines

Submission Opens: November 5, 2007
Submission Closes: December 3, 2007
Notification: April 2008

The Instruction Course Program Coordinator of the AAO-HNSF requests applications to be considered for Instruction Courses to take place at the 2008 Annual Meeting to be held September 21-24, 2008 in Chicago, IL, USA. Instruction Course applications must be submitted for both new and previously offered courses by **December 3, 2007**. Each instructor is expected to review his or her course annually to ensure that the most current information is conveyed.

Committee Members

Committee members and a number of invited senior monitors carefully examine numerous courses each year. The general focus of the committee members during abstract review process is on new courses and courses with declining attendance. The monitors make every effort to be objective in evaluating these courses. Due to the large number of excellent applications received each year and the need to have a balanced program, it is sometimes necessary to reject a course that has received good scores and good attendance. The understanding of the applicant is appreciated. If required, committee members are available to discuss courses and to provide advice regarding updating courses.

Topic Areas

Topic areas for selection include:

- Allergy
- Audiology
- Basic Science
- Computer
- Facial Plastic and Reconstructive Surgery
- General
- Head and Neck Surgery
- Laryngology
- Otology/Neurotology
- Pediatric Otolaryngology
- Practice Management
- Rhinology
- Socio-Economic

Components of an Instruction Course Abstract

Please pay close attention to the following instructions; different parts of the abstract will be used in various ways throughout the review and publication of your course, should it be accepted. Instructors can select what kind of course you want to give: Hands-on, Computer, Mini-course, Interactive, and/or no CME.

1. **Abstract**

- Summarize the course you wish to present at the 2008 AAO-HNSF Annual Meeting
- Will be reviewed by the Instruction Course Advisory Committee to select courses, but will NOT be printed in the Program Preview
- Does not exceed 200 words

2. **Educational Objectives**

- Focus participants attention on the expected outcome of your presentation
- State clearly and succinctly what attendees can expect to learn during the course
- Begin each statement as if it was preceded by "Upon completion of this course, participants should"

- Follow a numbered structure, starting with a verb (i.e., Learn, Understand, Be able to, etc.)
- Contains at least two objectives and no more than 50 words
- Will be published online to help attendees choose among courses

3. **Course Description: Relevance and Purpose**

- Succinct description of the relevance of this course to the practice of otolaryngology and the purpose (goals) of the course
- Begins with "This course will..."
- Describes the teaching style of presentation or format you will use (e.g, didactic, hands-on techniques, computer lab, digital slides, digital video, etc.)
- Does not exceed 75 words
- Will be published online to help attendees choose among courses

4. **Key Points**

- List the most important concepts that participants will take home
- Are not redundant with the Course Description or the Educational Objectives
- Provide additional background information on the material to be presented or identify specific questions that will be answered
- May be provided as a basic outline of the materials to be covered
- Will only be published in the handouts made available to participants
- Do not exceed 250 words

5. **References**

- List any published materials referenced in or that support your presentation
- Will only be published in the handouts made available to participants
- Do not exceed 50 words

Primary Author and Co-Authors

The number of instructors that may participate depends on the duration of the course requested. You may identify up to two instructors for a one-hour course and up to four instructors for a two-hour course. The Committee reserves the right to adjust the number of hours when a course is accepted. Use the green buttons on the application to add, re-order, edit or delete existing instructors. In all cases, the first instructor listed is considered the Senior Instructor. All communications from the AAO-HNSF regarding this submission will be directed to the Senior Instructor using email.

The primary or senior author **MUST** fill in all co-author names and email addresses. Co-authors will receive an email containing the presentation title, tracking number, and a URL. Co-authors must use the URL provided in the email in order to link themselves to the presentation and also to submit their Disclosure and Continuing Education information. ACCME guidelines require co-authors to submit their own disclosure/disclaimer information. **Failure to submit accurate Disclosure and Continuing Education information will result in an automatic rejection of the abstract.** Your application should include complete names and email addresses. Author and co-author names and city addresses will be published in the Official Program.

NOTE: All fields are required for additional authors. Please do not use primary author's email address for additional authors.

**** If you are unsure of the co-presenters email address, please use the search button to locate the co-presenter in the Academy's Database.**

Before you submit your Abstract

Having the following items on hand will streamline your submission process and help ensure that you don't lose information due to system problems.

IMPORTANT: We strongly encourage you to have the following information available for the primary author and all co-authors before you begin the abstract application process:

- Complete Names (including degree)
- AAO-HNS ID Numbers (if applicable)
- Valid Email Addresses
- Permanent Mailing Addresses
- CME Disclosure Information – abstracts without disclosure information for all authors will not be reviewed
- Completed, Composed and Spell-Checked Abstract, preferably in a separate word processing program

NEW Submission of a Course

When you proceed to the online submission form, please read the text, directions, and terms carefully. You will be asked to agree to those stated terms before you can submit your abstract. Any item in red or marked with an asterisk (*) is required information and must be completed.

You will receive confirmation via email when your submission is received, but this is not confirmation that your presentation has been accepted. A unique tracking number will be provided for all submissions. Please use this number in all correspondence regarding your application. NOTE: IF YOU DO NOT RECEIVE A TRACKING NUMBER OR EMAIL CONFIRMING YOUR SUBMISSION, YOUR APPLICATION MAY NOT HAVE BEEN TRANSMITTED CORRECTLY. Additionally, if your email system uses filters to block unsolicited email, please be aware that you might miss important information from the Academy and Coordinator for this program. We suggest that you modify your filters as appropriate. PLEASE CONTACT THE ACADEMY if you have any questions.

You will receive notification regarding acceptance in April 2008.

Re-submission of a Course

To expedite the re-submission process, the Academy "pre-populates" or "automatically fills" most fields of the applications for courses being resubmitted for 2008. The "pre-populated" data comes directly from the approved 2007 course application; please make necessary adjustments to reflect updates of the old course. If you are resubmitting a course, we recommend you begin this year's process by completing the following steps:

1. Review participant feedback provided to you by the Academy and consider ways to improve or update your presentation (feedback to be emailed to the Primary Instructor no later than October 30th).
2. Login to AMOS and choose "My Presentations" from the left. (Only the primary instructor may resubmit a course.)
3. After identifying the course, click "Resubmit" to the right of the title.
4. Remember that each author must fill out the Conflict of Interest and Financial Disclosure form.

Discontinued Courses

It is periodically necessary to discontinue courses with declining attendance, poor ratings by attendees, low evaluations by the Instruction Course Advisory Committee, failure to meet the educational standards of the Foundation, or inappropriate levels of contemporary relevance and scientific validity. Instructors who are aware of these problems are advised to modify their courses appropriately and to communicate those modifications to the Committee with the new application. These modifications should be noted in the comments field of the Abstract Management Online System (AMOS).