

Miniseminar Submission Guidelines

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

The Program Advisory Committee of the AAO-HNS/F requests abstracts to be considered for a miniseminar which will take place at the 2008 Annual Meeting & OTO EXPO to be held in Chicago, IL, September 21-24, 2008.

Miniseminar

For the 2008 Annual Meeting in Chicago, IL the Program Advisory Committee is interested in increased member participation and new ideas for presentations. A good miniseminar is one which discusses an issue in detail, one which presents two sides of a current issue, or one which debates new ideas for disease processes or new treatment regimens. For 2008, International Societies may be required to submit their presentations as Miniseminars.

NOTE: The Foundation Annual Meeting Symposia (FAMS) will not be included in the 2008 Annual Meeting program.

Topic Areas

As the "World's Largest Gathering of Otolaryngologist" the scientific oral selection process is quite rigorous. Topic areas for submission include:

- Allergy
- Facial Plastic and Reconstructive Surgery
- General
- Head and Neck Surgery
- Laryngology
- Otology/Neurotology
- Pediatric Otolaryngology
- Practice Management
- Quality Improvement/Patient Safety*
- Rhinology
- Sleep Disorders
- Socio-Economic

*New topic area

Abstract Structure

Titles must be limited to 60 characters. Please capitalize the first letter of all key words in your title. In order to create a balanced meeting program, please select a single subject category for your presentation. You may then select additional keywords that describe your presentation. There is no limit to the number of keywords that you may choose. A structured abstract including educational objectives and a description of the symposium is required. Do not include supplemental pages, photographs, tables, or references. The total length of your **abstract must not exceed 500 words.** The abstract should be suitably written for publication in the Official Program. Since the abstract is frequently the only link between the Program Advisory Committee and the author, care in its preparation is essential. You may identify up to seven authors (including the moderator) for this application. The first author listed is considered the Lead Author. All correspondence from the AAO-HNSF regarding this submission will be directed to the Lead Author.

We **strongly** suggest that you compose your abstract OFFLINE in a separate word processing program before beginning the submission. You can check your spelling, count your words or characters, and then "copy and paste" the text into the appropriate areas on the online form. Do not apply any character attribute codes (i.e., do not use bold, italics, or underline) and use

uppercase and lowercase letters appropriately. Refrain from using mathematic or other symbols or Greek characters; if necessary, please describe the symbol rather than inserting the character (e.g., type "Greek alpha", "copyright symbol", or "greater than").

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 lead author and all co-authors before you begin the abstract application process:

- Complete Names (including degree)
- AAO-HNS ID Numbers (if applicable)
- 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

International Symposia

International Corresponding Societies may submit an abstract to be considered for a Miniseminar. For assistance and guidance, contact the **International Affairs Department** or the **Scientific Program Coordinator**.

Author and Co-Authors

You may identify up to seven authors (including the moderator) for this application. In all cases, the first author listed is considered the Lead Author. All correspondence from the AAO-HNSF regarding this submission will be directed to the Lead Author.

The lead 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 lead 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.**

Abstract Submission

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

Participant Responsibility

If your abstract is accepted, you are expected to participate at the meeting. Failure to present your miniseminar will result in a penalty. The penalty for this breach is that the lead author and all of the co-authors will not be allowed to submit or give an oral presentation for up to three years (2009-2011) as determined by the Scientific Program Coordinator.