

# Translational & Basic Research Program Submission Guidelines (Oral & Poster)

**Submission Opens:** February 1, 2008  
**Submission Closes:** February 29, 2008  
**Notification:** April 2008

The Translational & Basic Research Program, under collaboration between the American Academy of Otolaryngology--Head and Neck Surgery Foundation (AAO-HNSF) and the Association for Research in Otolaryngology (ARO), will be held in conjunction with the 2008 Annual Meeting & OTO EXPO to be held in Chicago, IL, USA, September 21-24, 2008. Papers are invited from investigators, including residents, on any translational & basic research topic related to otolaryngology.

## **Selection Criteria**

The Translational & Basic Research Program includes both oral and poster presentations and provides dedicated time for researchers in otolaryngology to present their findings and encourage the direct transfer of research findings into clinical practice. To assure fairness and maintain the quality of the poster presentations, assignment for review of abstracts for oral and poster presentations is done randomly, by topic area. A poster is not considered a lesser or second class presentation. Oral and poster presentations on prospective, hypothesis-based basic or translational research studies with appropriate statistical analysis will be considered. Individual case reports and "How to do it" submissions will not be accepted.

## **Topic Areas**

- Facial Plastic and Reconstructive Surgery
- Head and Neck Surgery
- Laryngology
- Otology/Neurotology
- Pediatrics
- Quality Improvement/Patient Safety\*
- Rhinology
- Sleep Disorders
- Socio-Economic

\*new topic this year

Only unpublished material not previously presented elsewhere will be considered. All accepted abstracts will be published in the Official Program of the American Academy of Otolaryngology-Head and Neck Surgery Foundation. Upon acceptance, the author is invited (but not required) to prepare and submit independently a manuscript suitable for publication in *Otolaryngology-Head and Neck Surgery*, the official Foundation journal or the Journal of the Association for Research in Otolaryngology (JARO).

## **Research Prizes for Manuscript Submission**

**Resident Research Prizes:** First (\$2,000), second (\$1,500), and third (\$1,000) place Resident Research Prizes are available in both translational and basic science categories. All manuscripts submitted for this competition must have a resident as senior author and must describe work that has not been placed under active consideration for publication other than in Otolaryngology-Head and Neck Surgery. All award winning manuscripts will be automatically accepted as oral or poster presentations at the Translational & Basic Research Program and will be submitted to the Editor of Otolaryngology-Head and Neck Surgery for further review and consideration for publication in the journal; alternatively, manuscripts may be submitted to the Journal of the Association for Research in Otolaryngology. All award winners are expected to attend both the Opening Ceremony and the Research Awards Ceremony to receive their awards.

**Medical Student Research Prize:** A single award of \$500 is available in either the basic or translational science category. The conditions and instructions for this competition are the same as those for the Resident Research Awards with the exception that the senior author of a submitted manuscript must have been a medical student at the time the research was conducted.

**How to Apply for Prizes:** Residents or students interested in either of these Research Prizes should send an electronic copy of their manuscript to Stephanie L. Jones, Senior Manager, Research [sljones@entnet.org](mailto:sljones@entnet.org). No applications for prizes will be considered unless an abstract is also submitted to the Translational & Basic Research Program via AMOS. **All manuscripts and abstracts must be submitted by February 29, 2008.**

#### **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

#### **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.

**Authors and co-authors are responsible for filling out Conflict of Interest/Financial Disclosure information by clicking "My Disclosures" from the left menu. If you enter an email address for a co-presenter, they will receive an email from the AAO-HNS that includes a unique link to AMOS. Each presenter must click on the link provided in this email in order to properly attach your presentation to their account, so that they may fill out the disclosure/disclaimer information. If they do not have an AAO-HNS account, they must create one through AMOS after clicking on the link in the email.**

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.