

Scientific (Clinical Research) Poster Presentation Submission Guidelines

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

The Program Advisory Committee of the AAO-HNS/F requests abstracts to be considered for oral presentations to take place at the 2008 Annual Meeting & OTO EXPO to be held in Chicago, IL, September 21-24, 2008. Please note that these abstracts should be Clinical in nature. Translational & Basic Research abstracts should be submitted to the Translational & Basic Research Program (formerly Research Forum).

Carefully evaluate your materials before submission and study the options. **Your abstract may only be submitted in one area – choose either oral or poster.** In the past, submissions for oral and/or poster presentations were acceptable – this is no longer the case. An abstract submitted for both oral and poster will not be reviewed for either.

Awards

The President's Award, the Foundation's Award and the Vice-President's Award will each be presented to the most outstanding poster presentations. Posters will be graded at 10:00am on Sunday, September 21, 2008.

Topic Areas

As the "World's Largest Gathering of Otolaryngologist" the scientific (clinical research) poster 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

Selection Criteria

- Material to be presented may have been presented or published previously.
- The subject area selected will be varied to so that a balanced program can be produced.
- The Program Advisory Committee strongly suggests that posters from residents be co-authored by a Fellow or Member of the Academy.
- Abstracts that identify the authors or institutional affiliations within the body of the abstract are usually assigned a low rating by the committee.
- Abstracts demonstrating clinical relevance or prospective studies with data analysis which comply with the criteria set forth in the instructions to authors are generally given preference.
- Case presentations are acceptable.
- All applications must be submitted using this online form.

- Abstracts rejected for the poster program will not be considered for the oral program.

Components of a Poster Presentation

1. Title
2. Subject Area
3. Evidence Based Medicine Level
4. Objective
5. Method
6. Result
7. Conclusion

Poster submissions will follow as the format as Scientific (Clinical Research) Oral presentations except you will be instructed to label the submission as "Poster" in the comments field. Do not include supplemental pages, photographs, tables, or references. The total length of your abstract **should not exceed 250 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.

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").

Poster Display & Schedule

- Poster kiosks and adequate lighting will be provided.
- Each poster is provided a display space of 48" (122cm) vertical by 30" (76cm) horizontal.



- Fasteners (push pins) are provided onsite for each poster.

- All poster display panels will be numbered by AAO-HNS/F. Please match your poster number before you display it, to ensure proper placement of your poster.
- Scientific (Clinical Research) and Translational & Basic Research Posters will be viewed throughout the meeting.
- Poster setup will begin on Saturday, September 20 at 8:00 am and must be completed no later than Sunday, September 21 at 10:00 am.
- Posters will be graded for Awards at 10:00am on Sunday, September 21, 2008.
- All posters must be removed on Wednesday, September 24 between 1:00 pm to 2:00 pm, or they will be discarded.

Poster Format Specifications

- Posters must be no larger than 48" (122cm) vertical by 30" (76cm) horizontal.
- A copy of the abstract (in large type) must be incorporated into the poster, or a copy of the abstract may be attached to the upper left-hand corner of the panel.
- A title section at the top of the poster must contain:
 - title of the poster
 - all authors
 - authors' affiliations

Lead Author and Co-Authors

You may identify up to seven authors 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 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.**

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

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.

Journal Manuscript Submissions

Authors of poster presentations are encouraged but not required to submit their paper to the "White Journal," *Otolaryngology-Head and Neck Surgery*. These non-mandatory paper may be sent in at any time via online submission to the editor Richard Rosenfeld, MD, Otolaryngology-Head and Neck Surgery, at <http://otohns.edmgr.com>.

Manuscripts submitted to the "White Journal" must meet Journal requirements for peer review. Review requirements can be found in the Authors Guidelines sections at <http://otohns.edmgr.com>.

Participant Responsibility

If your abstract is accepted, you are expected to participate at the meeting. Failure to have your poster in position by 10 AM on September 21 will result in a penalty. The penalty for this breach is that the author of the poster will be unable submit an abstract or present a poster presentation at the 2009 meeting in San Diego, CA.