

**1. Nominee Application Form**

**First Middle Last Credentials**

**Are you in private practice or an academic?**

**ELECTED POSITION FOR WHICH YOU ARE APPLYING:**

**Deadline for submission is midnight DECEMBER 7, 2015 (no extensions)**. Please note that if a nominee does not submit the requested items by the deadline date, he/she will not be considered for an elected position.

**Following is a list of documents which all nominees are required to submit.**

1. Nominee Application and Questionnaire Form and signed statement agreeing to adhere to all aspects of the AAO-HNS/F Code for Interactions with Companies *(see last page and item 1.4 / A full copy of the Code is published on the AAO-HNS website)*
2. Truncated CV (3 page maximum; Word format only; **must be submitted on the official CV template**)
3. One-page biographical sketch (World format only on provided template)
4. Confidential questionnaire which is modeled after hospital medical staff application forms
5. Completed online AAO-HNS Financial and Intellectual Disclosure form (can be located at  [www.entnet.org/disclose](http://www.entnet.org/disclose)); see AAO-HNS Disclosure Resolution Policy.

Your responses to the following questions will be reviewed by the Nominating Committee as part of the nominee application process. Responses must be submitted in writing and returned with the items noted above. ***All documents must be submitted via email to a member of the Nominating Committee by the December 7 deadline to qualify.***

**Please include your written responses to all of the following questions for the position for which you are applying. If more space is needed, you may add another page.**

* Do you fully understand the job description and are you willing to serve the full term of the position?

* Do you fully understand the time commitments for the position you are considering, and are you willing and able to meet the expected time commitments?

* What experience do you have with Academy committees, board membership, or other specialty organizations that uniquely qualify you for the position for which you are being considered?

* What experience do you have with hospital leadership, medical staff, community service, or other non-otolaryngology organizations that uniquely qualify you for the position for which you are being considered?"

* What is your primary motivation for considering running for this position?

* What problems, if any, do you anticipate in fulfilling the requirements for this position?

* Do you understand the aspects of the \*AAO-HNS/F Code for Interactions with Companies which directly applies to those in leadership positions, and if necessary, are you willing to relinquish those conflicts immediately prior and during your tenure in office?

**\*Code: 1.4.** Key AAO-HNS/F Leaders may not have Direct Financial Relationships with Companies during his or her term of service. Key AAO-HNS/F Leaders may provide uncompensated service to Companies and accept reasonable travel reimbursement in connection with those services. Key AAO-HNS/F Leaders may accept research support as long as grant money is paid to the institution or practice where the research is conducted, not to the individual. Research support, uncompensated services, and other permitted relationships are required to be disclosed.

*Annotation: Key AAO-HNS/F Leaders may receive wages or other compensation from a Company in exchange for providing or overseeing the provision of health services to Company personnel. Key AAO-HNS/F Leaders may accept reasonable compensation for serving on an independent data safety monitoring board in a Company study. Key AAO-HNS/F Leaders may own stock or stock options in a Company. Key AAO-HNS/F Leaders may receive royalties or similar fees relating to patents or other intellectual property. While permitted under Principle 1.4, all such relationships should nevertheless be disclosed and managed in accordance with Principles 2.3.*

*If a Key AAO-HNS/F Leader receives stock or stock options from a Company as wages, consulting fees, honoraria, or other compensation (other than the permitted payments as described in the prior paragraph), this is considered a Direct Financial Relationship. If a Key AAO-HNS/F Leader directs a Company honorarium, other fee or compensation (other than the permitted payments as described in the prior paragraph), to AAO-HNS/F, a charity, their practice or another entity, this is also considered a Direct Financial Relationship.*

I, , agree to support and uphold all aspects of the AAO-HNS/F Code for Interactions with Companies (“the Code”). I will voluntarily disclose any and all direct financial relationships with companies as described in the Code, and if necessary, am willing to relinquish those conflicts immediately prior to and during my tenure in an AAO-HNS/F elected position.

**Signature (REQUIRED)** Date

Print Name Member ID Number