INTERNATIONAL ADVISORY BOARD

AMERICAN ACADEMY OF OTOLARYNGOLOGY–HEAD AND NECK SURGERY

CALL FOR NOMINEES:

Chair-Elect, International Advisory Board (IAB)

Submission Deadline: March 1, 2022

Submit your application to **International@entnet.org**

To be considered, the following requirements must be met:

- The applicant must be a current international member of the AAO-HNS in good standing and have held membership the last 3 consecutive years
- Candidates must either self-nominate or be nominated by a colleague and/or associate. Candidate needs to complete the application.
- Completed application received by the designated deadline: **March 1, 2022**

A completed nomination/application packet must include:

Following is the list of application related materials which all nominees are required to submit. For those requiring a signature, a typed or handwritten name on the form is sufficient.

1. Nominee Application

2. Personal Statement

750 words maximum. One-page personal statement detailing credentials, experiences, achievement, and any other relevant information that demonstrates commitment to the specialty, to include a vision statement for the IAB and global otolaryngology. For ballot and website posting.

3. Curriculum Vitae (CV)

Three (3) page maximum. For ballot and website posting.

4. Recommendation Letters

A minimum of two (2) recommendation letters from the following sources:

- **REQUIRED**: From a professional associate who can speak to nominee's professional and/or scientific achievements
- **REQUIRED**: From a non-professional associate (cannot be a blood relative) who can attest to the nominee's personal background, character, spirit, and/or demeanor both in and out of the operating room
- **IF NOMINATED BY THIRD PARTY**: The nominator must submit a third letter of recommendation

5. "No Campaigning" Policy Statement

Must be signed and returned.

6. Color Photo

If selected, nominee will be required to submit a photo (minimum 300dpi) for use in ballot, website, and the *Bulletin*. Photo required within 5 days of official notification.

7. AAO-HNS Financial and Intellectual Disclosure Form

Access online at: **www.entnet.org/content/disclosure**. Contact **committees@entnet.org** for a copy of your current disclosure report. Report must indicate a date of November 1, 2020 or later.

Submit your application packet to **International@entnet.org**

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1. Nominee Application

Nominee Name:

Nominee Email:

Nominator Name - *if applicable*:

Nominator Email - *if applicable*:

Nominee Practice - *please check one and fill in the appropriate blank*:

☐ General Otolaryngology

☐ Subspecialty Otolaryngology - *please list subspecialty:*

☐ Hybrid: General with Subspecialty Concentration - *please list subspecialty:*

Nominee Residency:

Nominee Fellowship:

Your responses to the following questions will be carefully considered and weighed by the Nominating Committee as part of the nominee application review process. ***Please be as specific as possible in your written responses and use as much space for each response as needed.*** Input your information below or attach as a seperate Word document and submit with your application packet.

ACADEMY/FOUNDATION SERVICE

Committees: *List your experience on Academy/Foundation committees. Please include position(s) held and dates of service.*

Leadership: *List your Academy/Foundation leadership positions. Please include position(s) held and dates of service.*

Other Academy Service: *List other service to the Academy/Foundation outside of the categories listed above.*

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NON-ACADEMY SERVICE

List your affiliation with the AAO-HNSF's International Corresponding Society affiliated network and experience with other specialty organizations or board memberships:

List your experience with leadership in your hospital, medical staff, community, or other non-otolaryngology organizations:

Have you read, and do you understand the job description(s) for which you are applying and are you willing and able to- serve the full term of the position(s) and meet all expected time commitments, including attending meetings and participating on calls? ☐ Yes ☐ No

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?*** ☐ Yes ☐ No

> ***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: _____

NOTE: Signature may be in the form of an "e-signature" (typed) or handwritten and will signify agreement to the statement noted above.

Submit your application packet to **International@entnet.org**

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2. Personal Statement

Limited to 750 words detailing credentials, experiences, achievement, and any other relevant information that demonstrates commitment to the specialty, to include a vision statement for the IAB and global otolaryngology. Copy and paste below or attach your personal statement as a seperate Word document and submit with your application packet. *For ballot and website posting.*

3. Curriculum Vitae (CV)

Three (3) page maximum. Copy and paste below or attach your CV as a seperate Word document and submit with your application packet. *For ballot and website posting.*

Submit your application packet to **International@entnet.org**

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4. Recommendation Letters

Please attach recommendation letters as seperate documents and submit with your application packet to International@entnet.org.

A minimum of two (2) recommendation letters from the following sources:

- **REQUIRED**: From a professional associate who can speak to nominee's professional and/or scientific achievements
- **REQUIRED**: From a non-professional associate (cannot be a blood relative) who can attest to the nominee's personal background, character, spirit, and/or demeanor both in and out of the operating room
- **IF NOMINATED BY THIRD PARTY**: The nominator must submit a third letter of recommendation

5. "No Campaigning" Policy Statement

CAMPAIGNING PROHIBITED It is a **violation** of Academy policy for candidates for office to engage in personal campaigning. Candidates are also prohibited from asking others to campaign on their behalf. This includes engaging in all forms of communications, including, but not limited to mail, flyers, phone calls, and all forms of electronic media (including, but not limited to Twitter, Doximity, LinkedIn, Facebook, ENTConnect, email, text messaging, etc.) ***A candidate who engages in a personal campaign or who knowingly grants permission to others to conduct a campaign on their behalf will be immediately investigated with the possibility of disqualification.***

The AAO-HNS is the sole entity for sharing information concerning all candidates running for elected positions and provides an appropriate venue to introduce candidates to the AAO-HNS membership.

The AAO-HNS Nominating Committee accepts your signature as confirmation of your willingness to serve the AAO-HNS if elected, and of your understanding and acceptance to comply with the Academy's policy on prohibition of campaigning throughout the election period.

Signature **(REQUIRED)**: _____ Date: _____

Print Name: _____ Member ID Number: _____

NOTE: Signature may be in the form of an "e-signature" (typed) or handwritten and will signify agreement to the statement noted above.

6. Color Photo

If selected, nominee will be required to submit a photo (minimum 300dpi) for use in ballot, website, and the *Bulletin*. Photo required ***within 5 days of official notification***. Please email color photo to Rebecca Dobbins, Director, Global Affairs, **International@entnet.org**.

7. AAO-HNS Financial and Intellectual Disclosure Form

Access online at: **www.entnet.org/content/disclosure**. Contact **committees@entnet.org** for a copy of your current disclosure report. Report must indicate a date of March 1, 2022 or later.

A completed nomination/application packet must include:

- ☐ Nominee Application Form
- ☐ Personal Statement to include vision statement for the IAB and global otolaryngology
- ☐ Curriculum Vitae (CV)
- ☐ Letters of Recommendation
- ☐ Signed statement agreeing to abide by the "no campaigning" policy
- ☐ Completed AAO-HNS Financial and Intellectual Disclosure form

Please email completed application packet (with any neccessary attachments) to Katie Stouffs Grimes, Director, Global Affairs, International@entnet.org. The deadline to receive completed application and other related materials is March 1, 2022.