



AAO-HNSF 2023

ANNUAL MEETING & OTO EXPERIENCE
SEPT. 30 - OCT. 4 | NASHVILLE, TN

Call for Science Submission Guidelines

Eligibility Requirements:

- Members and nonmembers of the AAO-HNS are eligible to submit.
- If a proposal is accepted, all speakers are required to do the following:
 - Agree to present at the AAO-HNSF 2023 Annual Meeting & OTO Experience. Submission of a proposal constitutes a commitment by the speaker(s) to present if selected. Failure to present may result in exclusion from the program for up to two years.
 - Complete a “Financial and Intellectual Relationship Disclosure.” Failure or refusal to complete the form or disclose any potential conflicts of interest will result in cancellation of the session and exclusion of content from the online meeting archive on OTO Logic, the AAO-HNSF education platform.
 - Complete all tasks listed within the Speaker Management Portal. Failure to complete these required tasks may result in cancellation of the session.
 - Provide permission to record your presentation.
 - Agree to only present in a maximum of five sessions during the 2023 Annual Meeting.
 - Register for the 2023 Annual Meeting and pay all applicable fees.
- **Please note:** The Annual Meeting Program Committee reserves the right to change any component of an accepted proposal. Submissions must be completed online by the deadline. Changes to proposals may not be made once the deadline passes.
- **Communication and email:** Presenters are identified in the speaker management system by their email addresses. For those presenters on multiple submissions, please ensure that the same email address is used on all submissions. Submitters, please double-check the accuracy of email addresses. Please ensure that the email address selected is not subject to an institutional firewall that will reject communications from the AAO-HNSF. Please check your mail settings to ensure that programs@entnet.org does not filter to a spam/junk folder. Finally, please use an email address that will be active from the opening of the Call for Science through the dates of the Annual Meeting, particularly for those graduating or in a job transition.
- **Presentation and publication embargo:** All Scientific Oral and Scientific Poster presentations during the 2023 Annual Meeting become property of the AAO-HNSF. Oral presentations **MUST BE SUBMITTED** to *Otolaryngology-Head and Neck Surgery*. If publication is intended, Poster presentations must be submitted to *Otolaryngology-Head and Neck Surgery* or *OTO Open*.

ACCEPTED ORAL AND POSTER PRESENTATIONS MAY NOT BE SUBMITTED ELSEWHERE FOR PUBLICATION

unless rejected for publication by *Otolaryngology-Head and Neck Surgery* and *OTO Open*. Published papers may be presented elsewhere after the Annual Meeting, provided that *Otolaryngology-Head and Neck Surgery* or *OTO Open* is cited.

- Submission Deadline: January 23, 2023, at 11:59 pm (ET).

Submission Review Process:

After the submission deadline, all completed abstracts and proposals will be peer reviewed by the Annual Meeting Program Committee. “Incomplete” abstracts or proposals will not be reviewed. To ensure the integrity of the review process, revisions to abstracts and proposals will not be accepted after the submission deadline—no exceptions.

Submission Status Notifications:

The AAO-HNSF will notify all submitters in May 2023 of the status of their submissions upon the final review and decision of the Annual Meeting Program Committee and Program Chair. The AAO-HNSF graciously requests that all interested parties please refrain from directly contacting the AAO-HNSF staff to obtain information regarding the decision status, notification distribution, or publication dates. Please check the Annual Meeting website regularly for the most up-to-date information.

Key Dates:

December 1, 2022	Call for Science Submission Site Opens
January 23, 2023	2023 Call for Science Submission Site Closes
January to April 2023	Submissions Reviewed by the Annual Meeting Program Committee
May 2023	Submission Status Notifications Sent

SUBMISSION TYPES AND COMPONENTS

Panel Presentations

Panel Presentations are discussions led by a panel of experts, involving interactive, indepth, state-of-the-art presentations. They include a maximum of three presenters, in addition to one moderator. Presenters should be well recognized experts with extensive knowledge of the topic being presented.

Submissions should address one or more of the following:

- Alternative treatment options
- Case-based education
- Controversial topic debates
- Cutting-edge research

Submission Steps:

- Log in to the [submission site](#) using your AAO-HNS member ID number and password
- Read and provide consent for the Privacy Notice
- Select "Click Here to Begin a New Submission"
- **Enter Proposal Title** (10-word limit) – Please be sure your title is listed as you would like it to be published (if selected) on the website and other promotional and marketing pieces, including correct grammar, capitalization, and punctuation. While a catchy session title can attract the attention of meeting attendees, the proposal itself should be clear and complete to be favorably viewed by the Annual Meeting Program Committee. (AAO-HNSF journals follow *AMA Manual of Style*, 11th edition)
- **Select Submission Type** – *Please note that the committee reserves the right to change any component of an accepted proposal*
- **Select Submission History** – Select "New" if it has not been previously submitted or select "Previously Presented" if submitted at a previous AAO-HNSF Annual Meeting.
- **Enter Presenters** – Please create the list of presenters for this submission. It is important that you have each presenters full professional name as they would want it to be published including middle initials and credentials when adding presenters.
To add a presenter:
 - ➔ Type the presenter's first name, middle initial, last name, credential(s), email address and select a role
 - ➔ Important notes about email addresses:
 - ✦ Please verify that you are using the most current email address for all presenters.
 - ✦ Please ask presenters to use the same email address for all submissions as their identity in the speaker management system is linked to their email address.
 - ✦ Please consider using an email address that is not restricted by institutional firewalls.
 - ✦ For transitioning physicians (graduation, employment change), please use a permanent email address that will still be active after the transition.

- ➔ Click "Add Presenter" – To complete a presenter's profile:
 - ✦ Click on the "Edit Presenter" button to complete the profile.
 - ✦ A **green check mark** indicates a complete profile.
 - ✦ Once the profile is complete, click "Save Presenters" to complete the task.

You are allowed a maximum of three panelists in addition to one moderator. To adjust the role of a previously added presenter, please click "Edit Profile".

- Enter **Proposal Information**

SPECIALTY AREA – Proposals must be submitted in one of the following subject areas that best describes your presentation:

- Business of Medicine/
Practice Management
- Comprehensive Otolaryngology
- Endocrine Surgery
- Facial Plastic and
Reconstructive Surgery
- Head and Neck Surgery
- Laryngology/Broncho-
Esophagology
- Otology/Neurotology
- Patient Safety and Quality
Improvement
- Pediatric Otolaryngology
- Professional and Personal
Development
- Rhinology/Allergy
- Sleep Medicine

PROGRAM DESCRIPTION (limited to 1,800 characters) – Provide a concise description that will explain the focus and significance of your proposed session. You should provide a succinct description of the relevance of this program to the practice of otolaryngology and the purpose (goals) of the presentation. If selected, your description will be published online to help attendees choose among sessions.

OUTCOME OBJECTIVES (three objectives required, limited to 250 characters) – Objectives focus participants' attention on the expected behavioral outcomes from the presentation. You should state clearly and succinctly what attendees should be able to practice upon completion of the session. Begin each statement with a verb (e.g., analyze, compare, demonstrate, examine, explain, implement, interpret, recognize, etc.). If selected, your objectives will be published online to help attendees choose among sessions. Please note, the outcome objectives are different from the description/goals of your presentation.

BACKGROUND STATEMENT (limited to 250 characters) – Provide a succinct statement explaining why this topic should be addressed at the 2023 Annual Meeting. What general clinical or patient need led you to submit this abstract? (Example: Need for a more effective treatment for benign paroxysmal positional vertigo or need for a review of techniques for thyroid surgery.) The background statement is an opportunity to provide additional information to the Annual Meeting Program Committee on the clinical relevance or timeliness of your presentation. The text will not be published and is for the use of the selection committee.

- Enter **Audience Polling** preference – Presentation would include the opportunity for audience members to respond to polling questions. Please consider this option only if your presentation is suited to audience participation in the discussion. Only those presenters who request audience polling in their original submission will be set up to use the official polling software in the Annual Meeting speaker ready room. Will your presentation use audience polling?

Yes

No

- Enter **Audience** (choose up to 4)

<input type="checkbox"/> Academic Otolaryngologists	<input type="checkbox"/> Non-Physician Clinicians
<input type="checkbox"/> Advanced Practice Providers	<input type="checkbox"/> Physicians in Training
<input type="checkbox"/> Comprehensive Otolaryngologists	<input type="checkbox"/> Medical Students
<input type="checkbox"/> International Physicians	<input type="checkbox"/> Researchers
- Select **Audience Professional Level: *The target professional levels may be considered during the selection process and may be published in the Annual Meeting program.***
 - Basic** – This is an introductory level and assumes little or no prior knowledge of the subject matter. The basic category provides an introduction to the subject including a practical and user-friendly definition of terms. The education activity includes discussion of concepts that are commonly used in the field. The presentation and supplemental material provide a solid foundation on which to build a working knowledge of the subject. The primary focus of a basic activity is to bring those individuals who may not be familiar with the subject matter to a level of knowledge that facilitates further learning.
 - Intermediate** – The intermediate level of the education activity assumes some degree of prior knowledge of the subject. Participants are expected to be somewhat familiar with the terminology frequently used but may be unfamiliar with the methods used. The subject matter includes both working concepts and background or theory. The intent of the intermediate activity is to build on an individual's working knowledge of the subject to a point of expertise.
 - Advanced** – The advanced level of education activity provides an in depth and up-to-date treatment of the subject. A strong working knowledge and a theoretical background are expected of those who attend. The intent is to provide the participant with the latest developments in the field. Those in attendance can expect to be brought up-to-date and advance their knowledge of the subject. Activities in this category provide a quick way to learn more about a subject; however, those who are not familiar with the terminology and methods employed should prepare prior to attending. This category provides an efficient updating of the subject for those who have special interest.
- Select **Professional Practice Gap** – Please select the competency where the professional practice gap exists.
- Select **Educational Gap Topics** – Does this proposal specifically address one of the [2023 AAO-HNSF educational gap topics](#)?
- Select **Standard AV Equipment** – Each room will include a presentation laptop, a mouse stationed at the lectern, a data projector with remote control, one projection screen, one lectern microphone, one table microphone, and one laser pointer. Unless assigned to a simulation session room, no additional audiovisual equipment or computer software will be available. Will you require any additional AV equipment? (Note, the AAO-HNSF reserves the right to evaluate and deny a request)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- Enter other **Audio Visual or Large Equipment Needs**
- Enter any **AAO-HNS/F Committee/Specialty Society/International Society Sponsor** and the name of the endorsing person. Please note that the supporting representative will also receive the subjective and objective feedback for the Panel Presentation. The intention of the Committee/Section Sponsorship process is to support the specific work of the AAO-HNS/F Committees, Sections, and supporting related organizations. A sponsorship is NOT required for a Panel Presentation to be accepted, and multiple endorsements

also do not favor a submission unless specifically prepared jointly between the organizations. Committee/Section chairs have been asked not to sponsor/endorse submissions prepared outside the scope of their committee/section activities and have been limited in the number of submissions they may sponsor. Please do not request committee sponsorship for proposals prepared outside of the committee/section processes.

- Enter **Presenter Residency** – Have all presenter(s) completed their residency and/or terminal training at least five years ago?

<input type="checkbox"/> Yes	<input type="checkbox"/> Some Have	<input type="checkbox"/> No
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- Enter **References** (one is required) – Applicants who can illustrate specific experience presenting or publishing on the submission topic will be given preference by the Annual Meeting Program Committee in their review. Please list any conferences or publications that demonstrate the proposed presenters'/panelists' experience. For presentations, please ensure that the type of setting is clearly delineated (grand rounds, invited lecture, department meeting, medical school curriculum, etc.)
- **Respond to Additional Requested Questions:**
 1. Are there presenters on this submission from Underrepresented in Medicine (URM) communities? According to the AMA and AAMC, URM means “those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population.”
 2. Are there presenters on this submission who identify as women (cisgender or transgender) or as nonbinary?
 3. Does your submission specifically and predominantly address issues of cultural competency or diversity, equity, and inclusion in healthcare or health professions? If yes, please consider explaining explicitly in the “Submission Comments” section.
 4. Are there other ways in which your submission specifically supports the AAO-HNSF goal of producing an Annual Meeting that is reflective of our full Academy membership and the communities we serve? If yes, please consider explaining explicitly in the “Submission Comments” section.
 5. Are you presenting in Spanish?
 6. **Presentation Duration** – All Panel Presentations will be scheduled in one-hour time slots. If you would like the Annual Meeting Program Committee to consider a second one-hour slot for your panel, **you must submit separate Part 1 and Part 2 proposals with a clear explanation of the reasoning for each hour including separate objectives if applicable.** The Annual Meeting Program Committee may choose to offer one or two hours in this instance. Is this submission part of a multi-hour proposal?
 7. AAO-HNSF Other Education Offerings – AAO-HNS members have access to a catalog of education offerings and resources. If your proposal is accepted, please let us know if you would be willing to contribute content in any of these areas: AAO-HNS *Bulletin*, Online Courses, *Otolaryngology-Head and Neck Surgery* or *OTO Open* journals.
 8. Travel Honoraria – Travel honoraria may be requested for Panel Presentation presenters. Honoraria will not be considered for those who would typically attend the AAO-HNSF Annual Meeting including otolaryngologists, advanced practice providers or administrators from otolaryngology-related practices, and colleagues from ancillary fields including audiology and speech and language pathology. If a travel honorarium is being requested, please enter the name of the presenter needing the honorarium, the amount requested, and an explanation in detail, for the need for the honorarium. If approved, a maximum of \$1,500 will be awarded per Panel Presentation.

9. Submission Comments – Please use this section to enter additional information about your submission that you deem important for the Annual Meeting Program Committee to consider during the review process.

- **Acknowledge Standard Non-Exclusive Agreement** – All meeting participants are required to submit the Standard Non-Exclusive Agreement for Meeting Presenters (permission to record). The AAO-HNSF Standard Non-Exclusive Agreement for Meeting Presenters is the legal document that records our mutual agreement and understanding about what you are giving us permission to

do with your presentation. By agreeing, you make it possible for the AAO-HNSF to share your presentation and/or presentation materials with our members and other interested individuals. “Non-Exclusive” in the title of the document means that you retain the right to use your own materials.

- Select “**Preview & Submit**”
- Review and click “**Submit**” – *Abstracts will not be complete and considered for presentation unless formally submitted. Incomplete information including presenter disclosures may prevent the “Submit” function.*

Expert Lectures

Expert Lectures are presentations led by experts on current diagnostic or therapeutic approaches and practice management topics. They include a maximum of two speakers, with the lead presenter counting as one. Beginning In 2023, all previously presented Expert Lectures will have the option of transitioning one speaker into a “Mentor” role and bringing on a new “Speaker” with the aim of developing our next generation of expert teachers and bringing new voices to the meeting faculty. The mentor will not deliver didactic content but will be available on the podium for discussion, commentary, and the Q&A portion of the session. The mentor should actively assist in lecture preparation and revision. It is preferred that ALL presenters be well recognized experts on the topic with a presentation and/or publication history specific to the topic and be a minimum of five years out of residency/fellowship training for most topics.

Submissions should address the following:

- Present knowledge and approaches
- State-of-the-art diagnosis and therapeutic approaches for patient care
- Evidence-based data and expert opinion synthesis

Submission Steps:

- Log in to the [submission site](#) using your AAO-HNS member ID number and password
- Read and provide consent for the Privacy Notice
- Select “Click Here to Begin a New Submission”
- **Enter Proposal Title** (10-word limit) – Please be sure your title is listed as you would like it to be published (if selected) on the website and other promotional and marketing pieces, including correct grammar, capitalization, and punctuation. While a catchy session title can attract the attention of meeting attendees, the proposal itself should be clear and complete to be favorably viewed by the Annual Meeting Program Committee. (AAO-HNSF journals follow *AMA Manual of Style*, 11th edition)
- **Select Submission Type** – *Please note that the committee reserves the right to change any component of an accepted proposal*
- **Select Submission History** – Select “New” if it has not been previously submitted or select “Previously Presented” if submitted at a previous AAO-HNSF Annual Meeting.
- **Enter Presenters** – Please create the list of presenters for this submission. It is important that you have each presenters full professional name as they would want it to be published including middle initials and credentials when adding presenters.

To add a presenter:

- Type the presenter’s first name, middle initial, last name, credential(s), email address and select a role

→ Important notes about email addresses:

- ✦ Please verify that you are using the most current email address for all presenters.
- ✦ Please ask presenters to use the same email address for all submissions as their identity in the speaker management system is linked to their email address.
- ✦ Please consider using an email address that is not restricted by institutional firewalls.
- ✦ For transitioning physicians (graduation, employment change), please use a permanent email address that will still be active after the transition.

→ Click “**Add Presenter**” – To complete a presenter’s profile:

- ✦ Click on the “Edit Presenter” button to complete the profile.
- ✦ A **green check mark** indicates a complete profile.
- ✦ Once the profile is complete, click “**Save Presenters**” to complete the task.

You are allowed a maximum of two speakers for new Expert Lectures. Previously presented lectures may include two speakers and one mentor. To adjust the role of a previously added presenter please click “Edit Profile”.

- Enter **Proposal Information**

SPECIALTY AREA – Proposals must be submitted in one of the following subject areas that best describes your presentation:

- Business of Medicine/
Practice Management
- Comprehensive Otolaryngology
- Endocrine Surgery
- Facial Plastic and
Reconstructive Surgery
- Head and Neck Surgery
- Laryngology/Broncho-
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- Professional and Personal
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- Rhinology/Allergy
- Sleep Medicine

PROGRAM DESCRIPTION (limited to 1,800 characters) – Provide a concise description that will explain the focus and significance of your proposed session. You should provide a succinct description of the relevance of this program to the practice of otolaryngology and the purpose (goals) of the presentation. If selected, your description will be published online to help attendees choose among sessions.

OUTCOME OBJECTIVES (three objectives required, limited to 250 characters) – Objectives focus participants’ attention on the expected behavioral outcomes from the presentation. You should state clearly and succinctly what attendees should be able to practice upon completion of the session. Begin each statement with a verb (e.g., analyze, compare, demonstrate, examine, explain,

implement, interpret, recognize, etc.). If selected, your objectives will be published online to help attendees choose among sessions. Please note, the outcome objectives are different from the description/goals of your presentation.

BACKGROUND STATEMENT (limited to 250 characters) – Provide a succinct statement explaining why this topic should be addressed at the 2023 Annual Meeting. What general clinical or patient need led you to submit this abstract? (Example: Need for a more effective treatment for benign paroxysmal positional vertigo or need for a review of techniques for thyroid surgery.) The background statement is an opportunity to provide additional information to the Annual Meeting Program Committee on the clinical relevance or timeliness of your presentation. The text will not be published and is for the use of the selection committee.

- Enter **Presentation Format** (*Hands on: Beginning in 2023, all hands on expert lectures should be submitted as Simulation Sessions.*)

- Didactic lecture: Large audience lecture setting
- Mini Expert series: Presentation includes active small group discussion and is limited to 25 participants. If small group discussions are not planned, please select didactic lecture

- Enter **Audience** (choose up to 4)

- Academic Otolaryngologists
- Non-Physician Clinicians
- Advanced Practice Providers
- Physicians in Training
- Comprehensive Otolaryngologists
- Medical Students
- International Physicians
- Researchers

- Select **Audience Professional Level: *The target professional levels may be considered during the selection process and may be published in the Annual Meeting program.***

Basic – This is an introductory level and assumes little or no prior knowledge of the subject matter. The basic category provides an introduction to the subject including a practical and user-friendly definition of terms. The education activity includes discussion of concepts that are commonly used in the field. The presentation and supplemental material provide a solid foundation on which to build a working knowledge of the subject. The primary focus of a basic activity is to bring those individuals who may not be familiar with the subject matter to a level of knowledge that facilitates further learning.

Intermediate – The intermediate level of the education activity assumes some degree of prior knowledge of the subject. Participants are expected to be somewhat familiar with the terminology frequently used but may be unfamiliar with the methods used. The subject matter includes both working concepts and background or theory. The intent of the intermediate activity is to build on an individual's working knowledge of the subject to a point of expertise.

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- Select **Professional Practice Gap** – Please select the competency where the professional practice gap exists.

- Select **Educational Gap Topics** – Does this proposal specifically address one of the [2023 AAO-HNSF educational gap topics](#)?
- Enter **Audience Polling** preference – Presentation would include the opportunity for audience members to respond to polling questions. Please consider this option only if your presentation is suited to audience participation in the discussion. Only those presenters who request audience polling in their original submission will be set up to use the official polling software in the Annual Meeting speaker ready room. Will your presentation use audience polling?
- Select **Standard AV Equipment** – Each room will include a presentation laptop, a mouse stationed at the lectern, a data projector with remote control, one projection screen, one lectern microphone, one table microphone, and one laser pointer. Unless assigned to a simulation session room, no additional audiovisual equipment or computer software will be available. Will you require any additional AV equipment? (Note, the AAO-HNSF reserves the right to evaluate and deny a request)
- Enter other **Audio Visual or Large Equipment Needs**
- Enter **Presenter Residency** – Have all presenter(s) completed their residency and/or terminal training at least five years ago?
 - Yes
 - Some Have
 - No
- Enter **References** (one is required) – Applicants who can illustrate specific experience presenting or publishing on the submission topic will be given preference by the Annual Meeting Program Committee in their review. Please list any conferences or publications that demonstrate the proposed presenters'/panelists' experience. For presentations, please ensure that the type of setting is clearly delineated (grand rounds, invited lecture, department meeting, medical school curriculum, etc.)
- **Respond to Additional Requested Questions:**
 1. Are there presenters on this submission from Underrepresented in Medicine (URM) communities? According to the AMA and AAMC, URM means “those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population.”
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International Symposium

International Symposium are discussions led by international panelists (i.e., from outside the United States) involving interactive, in-depth, state-of-the-art presentations. They include a maximum of three presenters, in addition to one moderator.

Submissions should address one or more of the following:

- Alternative treatment options
- Case-based education
- Controversial topic debates
- Cutting-edge research

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- Enter **Audience Polling** preference – Presentation would include the opportunity for audience members to respond to polling questions. Please consider this option only if your presentation is suited to audience participation in the discussion. Only those presenters who request audience polling in their original submission will be set up to use the official polling software in the Annual Meeting speaker ready room. Will your presentation use audience polling?

Yes No

- Enter **Audience** (choose up to 4)

Academic Otolaryngologists Non-Physician Clinicians
 Advanced Practice Providers Physicians in Training
 Comprehensive Otolaryngologists Medical Students
 International Physicians Researchers

- Select **Audience Professional Level: *The target professional levels may be considered during the selection process and may be published in the Annual Meeting program.***

Basic – This is an introductory level and assumes little or no prior knowledge of the subject matter. The basic category provides an introduction to the subject including a practical and user-friendly definition of terms. The education activity includes discussion of concepts that are commonly used in the field. The presentation and supplemental material provide a solid foundation on which to build a working knowledge of the subject. The primary focus of a basic activity is to bring those individuals who may not be familiar with the subject matter to a level of knowledge that facilitates further learning.

Intermediate – The intermediate level of the education activity assumes some degree of prior knowledge of the subject. Participants are expected to be somewhat familiar with the terminology frequently used but may be unfamiliar with the methods used. The subject matter includes both working concepts and background or theory. The intent of the intermediate activity is to build on an individual's working knowledge of the subject to a point of expertise.

Advanced – The advanced level of education activity provides an in depth and up-to-date treatment of the subject. A strong working knowledge and a theoretical background are expected of those who attend. The intent is to provide the participant with the latest developments in the field. Those in attendance can expect to be brought up-to-date and advance their knowledge of the subject. Activities in this category provide a quick way to learn more about a subject; however, those who are not familiar with the terminology and methods employed should prepare prior to attending. This category provides an efficient updating of the subject for those who have special interest.

- Select **Professional Practice Gap** – Please select the competency where the professional practice gap exists.
- Select **Educational Gap Topics** – Does this proposal specifically address one of the [2023 AAO-HNSF educational gap topics](#)?

- Select **Standard AV Equipment** – Each room will include a presentation laptop, a mouse stationed at the lectern, a data projector with remote control, one projection screen, one lectern microphone, one table microphone, and one laser pointer. Unless assigned to a simulation session room, no additional audiovisual equipment or computer software will be available. Will you require any additional AV equipment? (Note, the AAO-HNSF reserves the right to evaluate and deny a request)

Yes No

- Enter other **Audio Visual or Large Equipment Needs**

- Enter any **AAO-HNS/F Committee/Specialty Society/International Society Sponsor** and the name of the endorsing person. Please note that the supporting representative will also receive the subjective and objective feedback for the Panel Presentation.

- Enter **Presenter Residency** – Have all presenter(s) completed their residency and/or terminal training at least five years ago?

Yes Some Have No

- Enter **References** (one is required) – Applicants who can illustrate specific experience presenting or publishing on the submission topic will be given preference by the Annual Meeting Program Committee in their review. Please list any conferences or publications that demonstrate the proposed presenters'/panelists' experience. For presentations, please ensure that the type of setting is clearly delineated (grand rounds, invited lecture, department meeting, medical school curriculum, etc.)

- **Respond to Additional Requested Questions:**

1. Are there presenters on this submission from Underrepresented in Medicine (URM) communities? According to the AMA and AAMC, URM means “those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population.”
2. Are there presenters on this submission who identify as women (cisgender or transgender) or as nonbinary?
3. Does your submission specifically and predominantly address issues of cultural competency or diversity, equity, and inclusion in healthcare or health professions?
4. Are there other ways in which your submission specifically supports the AAO-HNSF goal of producing an Annual Meeting reflective of our full Academy membership and the communities we serve?
5. Are you presenting in Spanish?
6. **Presentation Duration** – All International Symposium presentations will be scheduled in one-hour slots. If you would like the Annual Meeting Program Committee to consider a second 1-hour slot for your panel, **you must submit separate Part 1 and Part 2 proposals with a clear explanation of the reasoning for each hour including separate objectives if applicable.** The Annual Meeting Program Committee may choose to offer one or two hours in this instance. Is this submission part of a multi-hour proposal?
7. AAO-HNSF Other Education Offerings – AAO-HNS members have access to a catalog of education offerings and resources. If your proposal is accepted, please let us know if you would be willing to contribute content in any of these areas: AAO-HNS *Bulletin*, Online Courses, *Otolaryngology-Head and Neck Surgery* or *OTO Open* journals.
8. Submission Comments – Please use this section to enter additional information about your submission you deem important for the Annual Meeting Program Committee to consider during the review process.

- **Acknowledge Standard Non-Exclusive Agreement** – All meeting participants are required to submit the Standard Non-Exclusive Agreement for Meeting Presenters (permission to record). The AAO-HNSF Standard Non-Exclusive Agreement for Meeting Presenters is the legal document that records our mutual agreement and understanding about what you are giving us permission to do with your presentation. By agreeing, you make it possible for the AAO-HNSF to share your presentation and/or presentation

materials with our members and other interested individuals. “Non-Exclusive” in the title of the document means that you retain the right to use your own materials.

- Select “**Preview & Submit**”
- Review and click “**Submit**” – *Abstracts will not be complete and considered for presentation unless formally submitted. Incomplete information including presenter disclosures may prevent the “Submit” function.*

Master of Surgery Video Presentations

Master of Surgery Video Presentations are seven-minute, short demonstration videos of key surgical procedures performed by otolaryngologist-head and neck surgeons. Each presentation will conclude with two minutes of audience questions and answers. Submissions should be high-quality videos, narrated by the lead presenter, and limited to seven minutes. All submissions will be reviewed initially for the quality of video and sound clarity. Submissions with poor video and sound clarity will be excluded from consideration regardless of the quality of their content.

Submission Steps:

- Log in to the [submission site](#) using your AAO-HNS member ID number and password
- Read and provide consent for the Privacy Notice
- Select “Click Here to Begin a New Submission”
- **Enter Proposal Title** (10-word limit) – Please be sure your title is listed as you would like it to be published (if selected) on the website and other promotional and marketing pieces, including correct grammar, capitalization, and punctuation. While a catchy session title can attract the attention of meeting attendees, the proposal itself should be clear and complete to be favorably viewed by the Annual Meeting Program Committee. (AAO-HNSF journals follow *AMA Manual of Style*, 11th edition)
- **Select Submission Type** – *Please note that the committee reserves the right to change any component of an accepted proposal*
- **Select Submission History** – Select “New” if it has not been previously submitted or select “Previously Presented” if submitted at a previous AAO-HNSF Annual Meeting.
- **Enter Presenters** – Please create the list of presenters for this submission. It is important that you have each presenters full professional name as they would want it to be published including middle initials and credentials when adding presenters.

To add a presenter:

- Type the presenter’s first name, middle initial, last name, credential(s), email address and select a role
- Important notes about email addresses:
 - ✦ Please verify that you are using the most current email address for all presenters.
 - ✦ Please ask presenters to use the same email address for all submissions as their identity in the speaker management system is linked to their email address.
 - ✦ Please consider using an email address that is not restricted by institutional firewalls.
 - ✦ For transitioning physicians (graduation, employment change), please use a permanent email address that will still be active after the transition.

→ Click “**Add Presenter**” – To complete a presenter’s profile:

- ✦ Click on the “Edit Presenter” button to complete the profile.
- ✦ A **green check mark** indicates a complete profile.
- ✦ Once the profile is complete, click “**Save Presenters**” to complete the task.

You are allowed a maximum of three panelists in addition to one moderator. To adjust the role of a previously added presenter please click “Edit Profile”.

- Enter **Proposal Information**

SPECIALTY AREA – Proposals must be submitted in one of the following subject areas that best describes your presentation:

- Business of Medicine/
Practice Management
- Comprehensive Otolaryngology
- Endocrine Surgery
- Facial Plastic and
Reconstructive Surgery
- Head and Neck Surgery
- Laryngology/Broncho-
Esophagology
- Otology/Neurotology
- Patient Safety and Quality
Improvement
- Pediatric Otolaryngology
- Professional and Personal
Development
- Rhinology/Allergy
- Sleep Medicine

PROGRAM DESCRIPTION (limited to 1,800 characters) – Provide a concise description that will explain the focus and significance of your proposed session. You should provide a succinct description of the relevance of this program to the practice of otolaryngology and the purpose (goals) of the presentation. If selected, your description will be published online to help attendees choose among sessions.

- **Respond to Additional Requested Questions:**

1. Are there presenters on this submission from Underrepresented in Medicine (URM) communities? According to the AMA and AAMC, URM means “those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population.”
2. Are there presenters on this submission who identify as women (cisgender or transgender) or as nonbinary?
3. Does your submission specifically and predominantly address issues of cultural competency or diversity, equity, and inclusion in healthcare or health professions?
4. Are there other ways in which your submission specifically supports the AAO-HNSF goal of producing an Annual Meeting reflective of our full Academy membership and the communities we serve?
5. **Submission Comments** – Please use this section to enter additional information about your submission you deem important for the Annual Meeting Program Committee to consider during the review process.

- **Upload Your Video** – The video should be submitted in HD format to allow for the highest possible video quality. The absolute minimum specifications that must be met are:
 - 720×480 pixels
 - 30 frames per second (29.97 fps based on drop frames)
 - Acceptable file type:
 - ✦ MPEG-2
 - ✦ MP4
 - ✦ QuickTime H-264
 - ✦ Windows Media Files
 - ✦ Raw video files (.avi with little or no spatial compression)
 - **Content:** There must be only one subject per presentation. All digital videos must be recorded in English and have some sound; music is not required or encouraged and is often found to be distracting. Submissions of presentations that are exceedingly commercial in character are discouraged, and such submissions are less likely to be accepted for presentation. Submissions funded by commercial companies must be identified as such in a disclaimer at the start of the presentation. In addition, the opening of the presentation must begin with the exact title and include the authors' names.
- **Length:** 7 minutes
- **Acknowledge Standard Non-Exclusive Agreement** – All meeting participants are required to submit the Standard Non-Exclusive Agreement for Meeting Presenters (permission to record). The AAO-HNSF Standard Non-Exclusive Agreement for Meeting Presenters is the legal document that records our mutual agreement and understanding about what you are giving us permission to do with your presentation. By agreeing, you make it possible for the AAO-HNSF to share your presentation and/or presentation materials with our members and other interested individuals. “Non-Exclusive” in the title of the document means that you retain the right to use your own materials.
- Select “**Preview & Submit**”
- Review and click “**Submit**” – *Abstracts will not be complete and considered for presentation unless formally submitted. Incomplete information including presenter disclosures may prevent the “Submit” function.*

Scientific Oral Presentations

Scientific Oral Presentations are short oral presentations focusing on current evidence-based research, surgical procedures, and approaches in clinical sciences and their application to patient care. *Based on merit, oral submissions will be **selected** and recognized as Best of within each specialty area.*

- Original basic science and clinical work related to the broad area of otolaryngology ailments and diseases may be submitted. Submitters will select the best description of their study type from Study Type (Basic/lab science, Clinical/Translational science, Small Case Series/Case report, Metanalysis, Database study).
- Scientific abstracts should be the following:
 - Unpublished
 - Timely, contain innovative information and present findings on scientific research, surgical procedures, and practices.
 - Submitted once and not as multiple abstracts or to multiple program types (i.e., Scientific Oral Presentations and Scientific Poster). If your proposal is not accepted as an oral presentation, it will be reviewed and considered as a Poster Presentation unless told otherwise.
- Therefore, if the abstracts in question are not different enough to be considered separate studies (specifically, if they address the same research question or present the same results), they may all be rejected.
- **Database Studies** – Studies involving collaborative databases are increasingly important in our field. With new scientific methods available including artificial intelligence algorithms, these projects can allow unparalleled levels of data analysis. However, we recognize that special care must be taken to maintain scientific integrity and to consider the relevant clinical impact of findings rather than just statistical significance. Please consider the following if submitting a database study:
 - The research process should still be hypothesis-driven with conclusions reflecting both the hypothesis and the clinical significance of the findings. Submissions that make this clear will be favored in the review process.
 - Splitting/unbundling of related findings between multiple submissions will result in rejection of both submissions.
- An individual author is limited to 5 Scientific Oral or Scientific Poster database abstract submissions for the Annual Meeting as first author. If an individual author submits more than 5 database abstracts, all may be ruled ineligible.
- Abstracts must reflect original writing. We strongly discourage copying and editing of database study abstract templates from similar projects and consider this practice to be related to plagiarism, even within the same research group. Evidence of this activity may disqualify relevant abstracts.
- Database study submitters will be asked to answer the following questions in addition to their abstract:
 1. Database name
 2. Data sources? (single institution, multiple institutions)
 3. Government database?
 4. Who owns and maintains this database?
 5. Please provide the web address for information about this database.
 6. With what institution is the senior author affiliated?

Submission Steps:

- Log in to the [submission site](#) using your AAO-HNS member ID number and password
- Read and provide consent for the Privacy Notice
- Select “Click Here to Begin a New Submission”
- **Enter Proposal Title** (10-word limit) – Please be sure your title is listed as you would like it to be published (if selected) on the website and other promotional and marketing pieces, including correct grammar, capitalization, and punctuation. While a catchy session title can attract the attention of meeting attendees, the proposal itself should be clear and complete to be favorably viewed by the Annual Meeting Program Committee. (AAO-HNSF journals follow *AMA Manual of Style*, 11th edition)
- **Select Submission Type** – *Please note that the committee reserves the right to change any component of an accepted proposal*

- **Select Study Type** – Please select the description that best matches the type of research performed.

- | | |
|--|--|
| <input type="checkbox"/> Basic/lab science | <input type="checkbox"/> Metanalysis |
| <input type="checkbox"/> Clinical/Translational science | <input type="checkbox"/> Database study |
| <input type="checkbox"/> Small Case Series/
Case report | <input type="checkbox"/> Other: Describe |

- **Database Study Requirements** – Please provide the following if you've selected a database study:

1. Database name (Text answer)
2. Data sources? (single institution, multiple institutions)
3. Government database? (Yes/No)
4. Who owns and maintains this database? (Text answer)
5. Please provide the web address for information about this database. (Text answer)
6. With what institution is the senior author affiliated? (Text answer)

- **Enter Presenters** – Please create the list of presenters for this submission. It is important that you have each presenter's full professional name as they would want it to be published including middle initials and credentials when adding presenters.

To add a presenter:

- Type the presenter's first name, middle initial, last name, credential(s), email address and select a role
- Important notes about email addresses:
 - ✦ Please verify that you are using the most current email address for all presenters.
 - ✦ Please ask presenters to use the same email address for all submissions as their identity in the speaker management system is linked to their email address.
 - ✦ Please consider using an email address that is not restricted by institutional firewalls.
 - ✦ For transitioning physicians (graduation, employment change), please use a permanent email address that will still be active after the transition.
- Click **"Add Presenter"** – [To complete a presenter's profile:](#)
 - ✦ Click on the **"Edit Presenter"** button to complete the profile.
 - ✦ A **green check mark** indicates a complete profile.
 - ✦ Once the profile is complete, click **"Save Presenters"** to complete the task.

You are allowed to include 7 presenters including the first author and the senior author. To adjust the role of a previously added presenter please click "Edit Profile".

- Enter **Abstract Information**

SPECIALTY AREA – Proposals must be submitted in one of the following subject areas that best describes your presentation:

- | | |
|--|--|
| • Business of Medicine/
Practice Management | • Otolaryngology/Neurotology |
| • Comprehensive Otolaryngology | • Patient Safety and Quality Improvement |
| • Endocrine Surgery | • Pediatric Otolaryngology |
| • Facial Plastic and
Reconstructive Surgery | • Professional and Personal Development |
| • Head and Neck Surgery | • Rhinology/Allergy |
| • Laryngology/Broncho-
Esophagology | • Sleep Medicine |

INTRODUCTION – One or two sentences that explain the topic, purpose, and research question(s).

METHODS – Summarize the information listed below in paragraph form, not a bulleted list.

- | | |
|-------------------------------------|--|
| • Study design | • Intervention(s) |
| • Year(s)/month(s) study conducted | • Outcome measurement(s) |
| • Disease/condition studied | • Independent variables |
| • Subjects studied | • Preliminary analyses (analysis of ongoing study) |
| • Setting in which subjects studied | |

RESULTS – State the main outcome(s) of the study, including confidence levels or p values, if applicable.

CONCLUSION – Include a precise statement of conclusion(s) directly supported by the results, giving equal emphasis to positive and negative scientific findings.

• **Respond to Additional Requested Questions:**

1. Are there presenters on this submission from Underrepresented in Medicine (URM) communities? According to the AMA and AAMC, URM means "those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population."
2. Are there presenters on this submission who identify as women (cisgender or transgender) or as nonbinary?
3. Does your submission specifically and predominantly address issues of cultural competency or diversity, equity, and inclusion in healthcare or health professions?
4. Are there other ways in which your submission specifically supports the AAO-HNSF goal of producing an Annual Meeting reflective of our full membership and the communities we serve?
5. Submission Comments – Please use this section to enter additional information about your submission you deem important for the Annual Meeting Program Committee to consider during the review process.

• **Acknowledge Terms and Conditions**

- **Journal Submission Policy** – All Scientific Oral Presentations at the Annual Meeting become the property of the AAO-HNSF. In accordance with AAO-HNSF Annual Meeting presentation requirements, the abstract must be submitted as a full-length manuscript to *Otolaryngology-Head and Neck Surgery*, the official journal of the AAO-HNSF, or *OTO Open*, the official open access journal of the AAO-HNSF. Submissions must also comply with all [journal author instructions for peer review](#) (website available after January 1, 2023). The journal has the right of first refusal. While under review for AAO-HNSF publication, **accepted presentations are prohibited from being published elsewhere**. Papers may be presented (but unpublished) elsewhere after the Annual Meeting, provided *Otolaryngology-Head and Neck Surgery* is cited. Contact otomanager@entnet.org for more details.
- Manuscript submission deadline dates for 2023 are determined by the last name of the senior author:

Friday, August 25	Last names begin with A-G
Friday, September 22	Last names begin with H-M
Friday, October 20	Last names begin with N-Z

- Authors must submit abstract ID along with the manuscript.
- **Submission Waiver Requests** – If you would like to request a waiver of submission, please email otomanager@entnet.org, providing the reason for requesting a waiver and the name of the publication to which you would like to submit. The Annual Meeting Program Coordinator and the journal's Editor in Chief will review the request. *Waiver requests must be submitted by Friday, August 11, 2023.* Requests received after August 11, 2023, may not be considered. Submitting a request for a waiver does not guarantee that the waiver will be granted.
- **Waiver Exception for Residents Only** – Senior authors of Scientific Oral Presentations who are residents may request an automatic waiver if they do not plan to submit a research paper based on their presentation to any journal.
- **Noncompliance** – Senior authors of Scientific Oral Presentations who do not submit their required 2023 Annual Meeting manuscripts will not be allowed to present at the Annual Meeting or submit papers to *Otolaryngology-Head and Neck Surgery* for two years. The last author listed is considered the senior author.
- **Copyright** – The AAO-HNSF holds copyright on all material presented at the AAO-HNSF Annual Meeting & OTO Experience. The AAO-HNSF will not consider material that has already been published or submitted for publication.
- **Confidentiality and Embargo Policy** – Submitted abstracts are considered **CONFIDENTIAL** and **EMBARGOED** from the time of submission. For a study to be eligible for presentation, information contained in the abstract, as well as additional data and information to be presented about the study, may not be made public before the findings have been presented/published in compliance with the embargo policy. The one exception to these policies applies to abstract information that has been previously made public through presentation at another meeting. In these cases, the confidentiality and embargo policies apply only to any updated information. The confidentiality and embargo policies require that, prior to the embargo being lifted, the senior author, and coauthors of the research not:
 - ✦ Publish the information or provide it to others who may publish it,
 - ✦ Release the findings to news media, and
 - ✦ Use the information for trading in the securities of any issuer or provide it to others who may use it for securities trading purposes.
- Select “**Preview & Submit**”
- Review and click “**Submit**” – *Abstracts will not be complete and considered for presentation unless formally submitted. Incomplete information including presenter disclosures may prevent the “Submit” function.*

Scientific Poster Presentations

Scientific Posters are visual displays detailing the latest advancements in otolaryngology research that allow the viewers the opportunity to appraise and assimilate scientific evidence for improved patient care practices. *Based on merit, posters submissions will be **selected** and recognized as a Best of within each specialty area.*

- Original basic science and clinical work related to the broad area of otolaryngology ailments and diseases may be submitted. Submitters will select the best description of their study type from Study Type (Basic/lab science, Clinical/Translational science, Small Case Series/Case report, Metanalysis, Database study).
- Scientific abstracts should be the following:
 - Unpublished
 - Timely, contain innovative information and present findings on scientific research, surgical procedures, and practices.
 - Submitted once and not as multiple abstracts or to multiple program types (i.e., Scientific Oral Presentations and Scientific Poster). If your proposal is not accepted as an oral presentation, it will be reviewed and considered as a Poster Presentation unless told otherwise.
- Therefore, if the abstracts in question are not different enough to be considered separate studies (specifically, if they address the same research question or present the same results), they may all be rejected.
- **Database Studies** – Studies involving collaborative databases are increasingly important in our field. With new scientific methods available including artificial intelligence algorithms, these projects can allow unparalleled levels of data analysis. However, we recognize that special care must be taken to maintain scientific integrity and to consider the relevant clinical impact of findings rather than just statistical significance. Please consider the following if submitting a database study:
 - The research process should still be hypothesis-driven with conclusions reflecting both the hypothesis and the clinical significance of the findings. Submissions that make this clear will be favored in the review process.
 - Splitting/unbundling of related findings between multiple submissions will result in rejection of both submissions.
 - An individual author is limited to 5 scientific oral or scientific poster database abstract submissions for the annual meeting as first author. If an individual author submits more than 5 database abstracts, all may be ruled ineligible.
 - Abstracts must reflect original writing. We strongly discourage copying and editing of database study abstract templates from similar projects and consider this practice to be related to plagiarism, even within the same research group. Evidence of this activity may disqualify relevant abstracts.
 - Database study submitters will be asked to answer the following questions in addition to their abstract:
 1. Database name
 2. Data sources? (single institution, multiple institutions)
 3. Government database?
 4. Who owns and maintains this database?
 5. Please provide the web address for information about this database.
 6. With what institution is the senior author affiliated?

Submission Steps:

- Log in to the [submission site](#) using your AAO-HNS member ID number and password
- Read and provide consent for the Privacy Notice
- Select “Click Here to Begin a New Submission”
- **Enter Proposal Title** (10-word limit) – Please be sure your title is listed as you would like it to be published (if selected) on the website and other promotional and marketing pieces, including correct grammar, capitalization, and punctuation. While a catchy session title can attract the attention of meeting attendees, the proposal itself should be clear and complete to be favorably viewed by the Annual Meeting Program Committee. (AAO-HNSF journals follow *AMA Manual of Style*, 11th edition)
- **Select Submission Type** – Please note that the committee reserves the right to change any component of an accepted proposal
- **Select Study Type** – Please select the description that best matches the type of research performed.
 - Basic/lab science
 - Clinical trial
 - Case series (with or without literature review)
 - Case report (with or without literature review)
 - Metanalysis
 - Database study (multi-institution; single institution database study should select case series or clinical trial as appropriate).
- **Database Study Requirements** – Please provide the following if you’ve selected a database study:
 1. Database name (Text answer)
 2. Data sources? (single institution, multiple institutions)
 3. Government database? (Yes/No)
 4. Who owns and maintains this database? (Text answer)
 5. Please provide the web address for information about this database. (Text answer)
 6. With what institution is the senior author affiliated? (Text answer)
- Enter **Presenters** – Please create the list of presenters for this submission. It is important that you have each presenters full professional name as they would want it to be published including middle initials and credentials when adding presenters.
To add a presenter:
 - Type the presenter’s first name, middle initial, last name, credential(s), email address and select a role
 - Important notes about email addresses:
 - ✦ Please verify that you are using the most current email address for all presenters.
 - ✦ Please ask presenters to use the same email address for all submissions as their identity in the speaker management system is linked to their email address.
 - ✦ Please consider using an email address that is not restricted by institutional firewalls.
 - ✦ For transitioning physicians (graduation, employment change), please use a permanent email address that will still be active after the transition.

- Click “**Add Presenter**” – To complete a presenter’s profile:
 - ✦ Click on the “Edit Presenter” button to complete the profile.
 - ✦ A **green check mark** indicates a complete profile.
 - ✦ Once the profile is complete, click “**Save Presenters**” to complete the task.

You are allowed a maximum of three panelists in addition to one moderator. To adjust the role of a previously added presenter please click “Edit Profile”.

- Enter **Abstract Information**

SPECIALTY AREA – Proposals must be submitted in one of the following subject areas that best describes your presentation:

- Business of Medicine/ Practice Management
- Comprehensive Otolaryngology
- Endocrine Surgery
- Facial Plastic and Reconstructive Surgery
- Head and Neck Surgery
- Laryngology/Broncho-Esophagology
- Otology/Neurotology
- Patient Safety and Quality Improvement
- Pediatric Otolaryngology
- Professional and Personal Development
- Rhinology/Allergy
- Sleep Medicine

INTRODUCTION – One or two sentences that explain the topic, purpose, and research question(s).

METHODS – Summarize the information listed below in paragraph form, not a bulleted list.

- Study design
- Year(s)/month(s) study conducted
- Disease/condition studied
- Subjects studied
- Setting in which subjects studied
- Intervention(s)
- Outcome measurement(s)
- Independent variables
- Preliminary analyses (analysis of ongoing study)

RESULTS – State the main outcome(s) of the study, including confidence levels or p values, if applicable.

CONCLUSION – Include a precise statement of conclusion(s) directly supported by the results, giving equal emphasis to positive and negative scientific findings.

- **Respond to Additional Requested Questions:**

1. Are there presenters on this submission from Underrepresented in Medicine (URM) communities? According to the AMA and AAMC, URM means “those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population.”
2. Are there presenters on this submission who identify as women (cisgender or transgender) or as nonbinary?
3. Does your submission specifically and predominantly address issues of cultural competency or diversity, equity, and inclusion in healthcare or health professions?
4. Are there other ways in which your submission specifically supports the AAO-HNSF goal of producing an Annual Meeting reflective of our full Academy membership and the communities we serve?
5. Submission Comments – Please use this section to enter additional information about your submission you deem important for the Annual Meeting Program Committee to consider during the review process.

- **Acknowledge Terms and Conditions**

- **Journal Submission Policy** – If publication is intended, Poster presentations must be submitted to *Otolaryngology-Head and Neck Surgery* or *OTO Open*. Poster presentations may not be submitted elsewhere for publication unless rejected for publication by *Otolaryngology-Head and Neck Surgery* and *OTO Open*. Published papers may be presented elsewhere after the Annual Meeting, provided that *Otolaryngology-Head and Neck Surgery* or *OTO Open* is cited.
- **Copyright** – The AAO-HNSF holds copyright on all material presented at the AAO-HNSF Annual Meeting & OTO Experience. The AAO-HNSF will not consider material that has already been published or submitted for publication.
- **Confidentiality and Embargo Policy – Submitted abstracts are considered CONFIDENTIAL and EMBARGOED from the time of submission. For a study to be eligible for presentation, information contained in the abstract, as well as additional data and information to be presented about the study, may not be made public before the findings have been presented/published**

in compliance with the embargo policy. The one exception to these policies applies to abstract information that has been previously made public through presentation at another meeting. In these cases, the confidentiality and embargo policies apply only to any updated information. The confidentiality and embargo policies require that, prior to the embargo being lifted, the senior author, and coauthors of the research not:

- ✦ Publish the information or provide it to others who may publish it,
 - ✦ Release the findings to news media, and
 - ✦ Use the information for trading in the securities of any issuer or provide it to others who may use it for securities trading purposes.
- Select “**Preview & Submit**”
 - Review and click “**Submit**” – *Abstracts will not be complete and considered for presentation unless formally submitted. Incomplete information including presenter disclosures may prevent the “Submit” function.*

Simulation Presentations

Simulation Presentations are one-hour education presentations with simulation tools at the core. Unlike other education adjuncts, such as “audience response,” the simulation tools should be integral to the conception and structure of the presentation. Presenters should have expertise in the topic and experience with the simulation platform. The presenters would be responsible for securing all needed simulation materials and coordinating with AAO-HNSF staff regarding audiovisual needs and room setup.

Submitters will need to select one of the following:

1. **Small Group Format:** Teach a specific topic through hands-on participation using one or more simulation tools by all or most attendees. Sessions should be limited to 35 attendees. They include one moderator and up to three faculty per simulation tool employed.
2. **Large Group Format:** Teach a specific topic through use of simulation tools in front of a larger audience, possibly with some audience members participating live for demonstration purposes. Examples may include tools such as live dissection, advanced imaging education platforms, or management of rare/difficult clinical scenarios. They include one moderator and up to three additional presenters. Although some role-playing workshops have been categorized as large group simulation in the past, we would encourage re-categorization as a Panel Presentation or Expert Lecture if simulation is not integral to the course.

Submission Steps:

- Log in to the [submission site](#) using your AAO-HNS member ID number and password
- Read and provide consent for the Privacy Notice
- Select “Click Here to Begin a New Submission”
- **Enter Proposal Title** (10-word limit) – Please be sure your title is listed as you would like it to be published (if selected) on the website and other promotional and marketing pieces, including correct grammar, capitalization, and punctuation. While a catchy session title can attract the attention of meeting attendees, the proposal itself should be clear and complete to be favorably viewed by the Annual Meeting Program Committee. (AAO-HNSF journals follow *AMA Manual of Style*, 11th edition)

- **Select Submission Type** – *Please note that the committee reserves the right to change any component of an accepted proposal*
- **Select Submission History** – Select “New” if it has not been previously submitted or select “Previously Presented” if submitted at a previous AAO-HNSF Annual Meeting.
- **Enter Instructors** – Please create the list of presenters for this submission. It is important that you have each presenters full professional name as they would want it to be published including middle initials and credentials when adding presenters.

To add an instructor:

- Type the presenter’s first name, middle initial, last name, credential(s), email address and select a role
- Important notes about email addresses:
 - ✦ Please verify that you are using the most current email address for all presenters.
 - ✦ Please ask presenters to use the same email address for all submissions as their identity in the speaker management system is linked to their email address.
 - ✦ Please consider using an email address that is not restricted by institutional firewalls.
 - ✦ For transitioning physicians (graduation, employment change), please use a permanent email address that will still be active after the transition.
- Click “**Add Instructor**” – To complete a presenter’s profile:
 - ✦ Click on the “Edit Instructor” button to complete the profile.
 - ✦ A **green check mark** indicates a complete profile.
 - ✦ Once the profile is complete, click “**Save Instructor**” to complete the task.

Simulation sessions must have one designated moderator who will be the point of contact for all operational issues. Sessions may designate up to three further faculty. If further faculty are required for separate simulation elements, please email programs@entnet.org and cc: pmerkel@entnet.org with the names, email addresses and reason for requesting further faculty. Please also notate the need for further faculty in the comments box at the end of the submission.. To adjust the role of a previously added presenter please click “Edit Profile”.

- Enter **Proposal Information**

SPECIALTY AREA – Proposals must be submitted in one of the following subject areas that best describes your presentation:

- Business of Medicine/
Practice Management
- Comprehensive Otolaryngology
- Endocrine Surgery
- Facial Plastic and
Reconstructive Surgery
- Head and Neck Surgery
- Laryngology/Broncho-
Esophagology
- Otology/Neurotology
- Patient Safety and Quality
Improvement
- Pediatric Otolaryngology
- Professional and Personal
Development
- Rhinology/Allergy
- Sleep Medicine

PROGRAM DESCRIPTION (limited to 1,800 characters) – Provide a concise description that will explain the focus and significance of your proposed session. You should provide a succinct description of the relevance of this program to the practice of otolaryngology and the purpose (goals) of the presentation. If selected, your description will be published online to help attendees choose among sessions.

OUTCOME OBJECTIVES (three objectives required, limited to 250 characters) – Objectives focus participants’ attention on the expected behavioral outcomes from the presentation. You should state clearly and succinctly what attendees should be able to practice upon completion of the session. Begin each statement with a verb (e.g., analyze, compare, demonstrate, examine, explain, implement, interpret, recognize, etc.). If selected, your objectives will be published online to help attendees choose among sessions. Please note, the outcome objectives are different from the description/goals of your presentation.

BACKGROUND STATEMENT (limited to 250 characters) – Provide a succinct statement explaining why this topic should be addressed at the 2023 Annual Meeting. What general clinical or patient need led you to submit this abstract? (Example: Need for a more effective treatment for benign paroxysmal positional vertigo or need for a review of techniques for thyroid surgery.) The background statement is an opportunity to provide additional information to the Annual Meeting Program Committee on the clinical relevance or timeliness of your presentation. The text will not be published and is for the use of the selection committee.

- **Enter Presentation Format** – Please select any additional information about your planned presentation format.
 - Small Group Format:** Teach a specific topic through hands-on participation using one or more simulation tools by all or most attendees. Sessions should be limited to 35 attendees. They include one moderator and up to three faculty per simulation tool employed.
 - Large Group Format:** Teach a specific topic through use of simulation tools in front of a larger audience, possibly with some audience members participating live for demonstration purposes. Examples may include tools such as live dissection, advanced imaging education platforms, or management of rare/difficult clinical scenarios.

- Enter **Audience** (choose up to 4)

- Academic Otolaryngologists
- Advanced Practice Providers
- Comprehensive Otolaryngologists
- International Physicians
- Non-Physician Clinicians
- Physicians in Training
- Medical Students
- Researchers

- Select **Audience Professional Level:** *The target professional levels may be considered during the selection process and may be published in the Annual Meeting program.*

Basic – This is an introductory level and assumes little or no prior knowledge of the subject matter. The basic category provides an introduction to the subject including a practical and user-friendly definition of terms. The education activity includes discussion of concepts that are commonly used in the field. The presentation and supplemental material provide a solid foundation on which to build a working knowledge of the subject. The primary focus of a basic activity is to bring those individuals who may not be familiar with the subject matter to a level of knowledge that facilitates further learning.

Intermediate – The intermediate level of the education activity assumes some degree of prior knowledge of the subject. Participants are expected to be somewhat familiar with the terminology frequently used but may be unfamiliar with the methods used. The subject matter includes both working concepts and background or theory. The intent of the intermediate activity is to build on an individual’s working knowledge of the subject to a point of expertise.

Advanced – The advanced level of education activity provides an in depth and up-to-date treatment of the subject. A strong working knowledge and a theoretical background are expected of those who attend. The intent is to provide the participant with the latest developments in the field. Those in attendance can expect to be brought up-to-date and advance their knowledge of the subject. Activities in this category provide a quick way to learn more about a subject; however, those who are not familiar with the terminology and methods employed should prepare prior to attending. This category provides an efficient updating of the subject for those who have special interest.

- Select **Professional Practice Gap** – Please select the competency where the professional practice gap exists.

- Select **Educational Gap Topics** – Does this proposal specifically address one of the [2023 AAO-HNSF educational gap topics](#)?

- **Standard AV Equipment** – Each room will include a presentation laptop, a mouse stationed at the lectern, a data projector with remote control, one projection screen, one lectern microphone, one table microphone, and one laser pointer. Will you require any additional AV equipment or other technical support (Wi-Fi needs, special projectors, etc). (Note, the AAO-HNSF reserves the right to evaluate and deny a request)

- Yes No

- **Additional AV Equipment** – Please describe the additional AV equipment and any other tech support (Wi-Fi for example) required for this presentation in granular detail. Please note that you may be required to provide special equipment if required (3D projectors/glasses for example).

- **Room Setup** – Please describe your ideal room setup for this course in as much detail as possible. If you will require individual or group work stations, please describe how many and what tables/chairs will be required at each site. Please specify if you will require stretchers or other large tables/equipment.

- Presenters planning to use other simulation and/or large equipment will need to arrange for availability of equipment at the meeting. Academy staff may be able to assist with logistics surrounding delivery of materials, but do not have access to surgical supplies. It will be critical that you arrange for **all supplies required for your course**. Please list all equipment required for your course and the source providing the equipment.

- The AAO-HNSF Staff will be able to provide receipts for in-kind donations and acknowledgment for industry partners and institutions that provide material support for your simulation course. Please list the specific supporting company/institution, contact person, email address, and phone number for each piece of supported equipment.
- **Budget** – While we encourage in-kind industry sponsorship of simulation course materials, the AAO-HNSF may be able to provide limited financial support for materials required at the personal expense of the simulation presenters. Please list materials required, itemized cost, and total requested material support. We will review requests and contact you about possible support soon after the call for science review process ends in mid April 2023.
- **Number of Hands-on Participants** – How many hands-on participants can your course accommodate?
- **Number of Observing Participants** – How many observing (non-hands on) participants can your course accommodate?
- Enter **References** (one is required) – Applicants who can illustrate specific experience presenting or publishing on the submission topic will be given preference by the Annual Meeting Program Committee in their review. Please list any conferences or publications that demonstrate the proposed presenters’/panelists’ experience. For presentations, please ensure that the setting is clearly delineated (grand rounds, invited lecture, department meeting, medical school curriculum, etc.)
- **Respond to Additional Requested Questions:**
 1. Are there presenters on this submission from Underrepresented in Medicine (URM) communities? According to the AMA and AAMC, URM means “those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population.”
 2. Are there presenters on this submission who identify as women (cisgender or transgender) or as nonbinary?
 3. Does your submission specifically and predominantly address issues of cultural competency or diversity, equity, and inclusion in healthcare or health professions?
 4. Are there other ways in which your submission specifically supports the AAO-HNSF goal of producing an Annual Meeting reflective of our full Academy membership and the communities we serve?
 5. AAO-HNSF Other Education Offerings – AAO-HNS members have access to a catalog of education offerings and resources. If your proposal is accepted, please let us know if you would be willing to contribute content in any of these areas: AAO-HNS *Bulletin*, Online Courses, *Otolaryngology-Head and Neck Surgery* or *OTO Open* journals
 6. Submission Comments – Please use this section to enter additional information about your submission you deem important for the Annual Meeting Program Committee to consider during the review process.
- **Acknowledge Standard Non-Exclusive Agreement** – All meeting participants are required to submit the Standard Non-Exclusive Agreement for Meeting Presenters (permission to record). The AAO-HNSF Standard Non-Exclusive Agreement for Meeting Presenters is the legal document that records our mutual agreement and understanding about what you are giving us permission to do with your presentation. By agreeing, you make it possible for the AAO-HNSF to share your presentation and/or presentation materials with our members and other interested individuals. “Non-Exclusive” in the title of the document means that you retain the right to use your own materials.
- Select “**Preview & Submit**”
- Review and click “**Submit**” – *Abstracts will not be complete and considered for presentation unless formally submitted. Incomplete information including presenter disclosures may prevent the “Submit” function.*