

## 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.

*Note, all abstracts must be submitted in English.*

### Submission Steps:

Log in to the [submission site](#) using your AAO-HNS member ID and password

Read and provide consent for the Privacy Notice

Select "Click Here to Begin a New Submission"

**Enter Proposal Title** (15-word limit) – 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 AMPC.

**Select Submission Type** – *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 presented at a previous AAO-HNSF Annual Meeting.

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

• **To add a presenter:**

- Type the presenter's first name, middle initial, last name, email address and select a role
- Important notes about email addresses:
  - ✦ Verify that you are using the most current email address for all presenters.
  - ✦ 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.
  - ✦ Consider using an email address that is not restricted by institutional firewalls.
  - ✦ For transitioning physicians (graduation, employment change), 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, 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/<br>Practice Management | → Laryngology/Broncho-<br>Esophagology     |
| → Care Equity, Quality,<br>and Safety          | → Otolaryngology                           |
| → Comprehensive<br>Otolaryngology              | → Pediatric Otolaryngology                 |
| → Endocrine Surgery                            | → Professional and<br>Personal Development |
| → Facial Plastic and<br>Reconstructive Surgery | → Rhinology/Allergy                        |
| → Head and Neck Surgery                        | → 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 any women presenters on this submission?
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** – Use this section to enter additional information about your submission you deem important for the AMPC 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 presenters are required to submit the Standard Non-Exclusive Agreement for Meeting Presenters (permission to record), which 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.*

