

Panel Presentations

Panel Presentations are ideally a discussion of a controversial or multifaceted topic by a panel of up to three expert presenters and one moderator. The AMPC favors panels that can bring a multitude of perspectives and experience to the presentation.

Note, all abstracts must be submitted in English.

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 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/ Practice Management
 - Care Equity, Quality, and Safety
 - Comprehensive Otolaryngology
 - Endocrine Surgery
 - Facial Plastic and Reconstructive Surgery
 - Head and Neck Surgery
 - Laryngology/Broncho-Esophagology
 - Otology/Neurotology
 - 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. 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 2024 Annual Meeting. What general clinical or patient need led you to submit this abstract? (e.g., need for a more effective treatment for BPPV or need for a review of techniques for thyroid surgery.) The background statement is an opportunity to provide additional information to the AMPC on the clinical relevance or timeliness of your presentation. The text will not be published and is for the use of the AMPC only.

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

- Academic Otolaryngologists
- Advanced Practice Providers
- Comprehensive Otolaryngologists
- International Physicians
- Medical Students
- Nonphysician Clinicians
- Physicians in Training
- 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** - This level 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** - This level 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** - Select the competency where the professional practice gap exists.

Select **Educational Gap Topics** - Does this proposal specifically address one of the [2024 AAO-HNSF educational gap topics](#)?

Enter **Audience Polling** preference - Does the presentation include the opportunity for audience members to respond to polling questions. 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 the following standard AV equipment: Presentation laptop, Projector with remote control, Projection screen, One (1) lectern microphone, One (1) table microphone. Unless assigned to a simulation session room, no additional audiovisual equipment or computer software will be available. Will you require any additional AV equipment or other technical support (Wi-Fi needs, special projectors, etc.)? AAO-HNSF reserves the right to evaluate and deny a request outside of the standard set-up.

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

Enter any **AAO-HNS/F Committee/Section/Specialty Society/International Society Sponsor** and the name of the endorsing person. Note that the supporting representative will also receive the subjective and objective feedback for the submission. The intention of the 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 do not favor a submission unless specifically prepared jointly between the entities. Committee/Section chairs have been asked not to sponsor/endorse submissions prepared outside the scope of their activities and have been limited in the number of submissions they may sponsor. 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?

Enter **References** (one is required) - Applicants who can illustrate specific experience presenting or publishing on the submission topic will be given preference by the AMPC in their review. List any conferences or publications that demonstrate the proposed presenters'/panelists' experience. For presentations, 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 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? If yes, 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, consider explaining explicitly in the "Submission Comments" section.
5. Are you presenting in Spanish?
6. **Presentation Duration** - All Panel Presentations will be scheduled in 45 - 60 minute session slots depending availability at the discretion of the AMPC. If you would like the AMPC to consider a second 45 - 60 minute session for your panel, **you must submit separate Part 1 and Part 2 proposals with a clear explanation of the reasoning for each session including separate objectives if applicable.** The AMPC may choose to offer one or two sessions in this instance. Is this submission part of a multi-session 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, let us know if you would be willing to contribute content in any of these areas: AAO-HNS *Bulletin*, Online Courses, and *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, 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** – Use this section to enter additional information about your submission that you deem important for the AMPC to consider during the review process.

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.*

