

## 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, Systematic Review/Meta-analysis, 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- Unpublished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 may be 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. 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?
  3. Government database?
  4. Who owns and maintains this database?
  5. What is the web address for information about this database?
  6. Which institution is the senior author affiliated?

*Note, database answers should not include personal information. If the submitting author is involved in the study, please list “First author on study” or “Senior author at institution.”*

### 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. (AAO-HNSF journals follow *AMA Manual of Style*, 11th edition)

**Select Submission Type** – *Note that the committee reserves the right to change any component of an accepted proposal*

**Select Study Type** – 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)
- Systematic Review/ Meta-analysis
- Database Study (multi-institution; single institution database study should select case series or clinical trial as appropriate).
- Other: Describe

**Database Study Requirements** – 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. What is the web address for information about this database? (Text answer)
6. Which institution is the senior author affiliated? (Text answer)

*Note, database answers should not include personal information. If the submitting author is involved in the study, please list “First author on study” or “Senior author at institution.”*

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 **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
- 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

- **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 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.

**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* or *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 EXPO. 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.*