Simulation Education

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 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 Instructors – Create the list of presenters for this submission. It is important that you have 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 an instructor:**

  → Type the presenter's first name, middle initial, last name, email address and select a role

  → Important notes about email addresses:

    ✦ 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 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, email **programs@entnet.org** and cc: **pmerkel@entnet.org** with the names, email addresses, and reason for requesting further faculty. 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, 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 Presentation Format – 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
- 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**?

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 different 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.

Additional AV Equipment – If additional AV equivalent is needed, describe in granular detail any additional AV equipment and/or any other technology support required for this presentation. Note, you may be required to provide special equipment if required (3D projectors/glasses for example).

Simulation Equipment - Will your course require the use of simulation and/or large equipment for your course? If yes, list all equipment required for your course and the specific supporting company/institution, contact person, email address, and phone number for each piece of supported equipment..

Securing Supplies and Equipment Acknowledgement - Presenters must arrange for availability of all equipment and supplies for their course. This includes shipping to/from the convention center. Academy staff may be able to assist with the logistics surrounding delivery of materials. The AAOHNS does not have access to surgical supplies, mannequins, or other simulation equipment, and will have limited funds to financially support simulation courses. Presenters should also secure in kind or industry financial support if necessary. Failure to do so may result in course cancellation.

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?

Room Setup – AAO-HNSF recognizes each simulation course has an ideal room-set. However, to reduce reset time between each course, all simulation courses will be limited to the certain standard room set ups. Select the best set-up for your simulation and consider this when conceptualizing the course.

- **Theater Style**: Chairs arrangement in rows facing front of room, includes head table, projector, and screen.
- **"L" Shape Workstations**: Rectangular tables set with two chairs in a u-shape in half of the room, the other half set in eight L-shaped workstations.
- **Rectangle Tables for 6**: Nine rectangular tables set with six chairs, includes head table, projector, and screen.

Budget – Historically, simulation courses have often required significant financial support. The AAO-HNS has very limited ability to directly support simulation sessions financially. We encourage faculty to secure in-kind or direct industry sponsorship of simulation course materials, shipping, and other costs. AAOHNS staff will work with faculty to submit grant paperwork as requested, but will not identify sponsors for individual sessions. Please consider financial feasibility as you formulate your course. The AAO-HNSF can entertain some limited budgetary requests. AAO-HNSF staff will review all requests and contact you about possible support after the Call for Science review process ends in March 2024. Would you like to request financial support from AAO-HNSF for

your simulation course? If financial assistance is requested, provide an itemized budget and total requested financial support.

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) – Simulation courses that can illustrate specific experience presenting or publishing on the topic will be given preference by the Annual Meeting Program Committee in their review. List any conferences where this course has been previously offered by these faculty or presentations/publications that demonstrate the proposed instructor's experience. 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 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. **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, *Otolaryngology–Head and Neck Surgery* or *OTO Open* journals

6. **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 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.*