



AAO-HNSF 2024
ANNUAL MEETING
& OTO EXPO™ MIAMI, FLORIDA
SEPT. 28 • OCT. 1

CALL FOR SCIENCE

SUBMISSION
GUIDELINES

www.entannualmeeting.org



DEAR COLLEAGUES,

We can't wait to welcome you to the AAO-HNSF 2024 Annual Meeting & OTO EXPO in Miami, Florida, next fall to renew friendships, engage the vibrant global otolaryngology community, learn from trusted experts, debate the most pressing issues in the field, and push our science ever forward.

The American Academy of Otolaryngology-Head and Neck Surgery Foundation (AAO-HNSF) invites you to submit an education proposal and/or scientific abstract for presentation during the AAO-HNSF 2024 Annual Meeting & OTO EXPO. The Annual Meeting presents otolaryngologist-head and neck surgeons and related healthcare professionals worldwide a full breadth of education opportunities focused on leading-edge clinical techniques, tools, and groundbreaking scientific discoveries, shared by experts in the otolaryngology community.

Before submitting your proposal, please be sure to read the Submission Guidelines in their entirety, as they will help guide you through the criteria and requirements that are applicable to each of the submission categories. You are also encouraged to review and submit a topic based on the list of **promoted gaps** in practice.

The Call for Science submission site will be open through **January 22, 2024, 11:59 pm (ET)**. This timeframe is inclusive of all program formats:

- Expert Lectures
- International Symposium
- Master of Surgery Video Presentations
- Panel Presentations
- Scientific Oral Presentations
- Scientific Posters
- Simulation Education

To request a copy of your abstract from last year, please email programs@entnet.org.

Although the presentation platforms offered at the 2024 Annual Meeting will not change from this past year, there are a few important updates to consider:

1. **CARE EQUITY:** This year, we will be refocusing our Patient Safety and Quality Improvement track as the new Care Equity, Quality, and Safety track. The Annual Meeting Program Committee is seeking submissions to the track that broadly address the problem of care inequity. We will particularly favor Scientific and Panel Presentations that consider solutions to move our field forward and ensure that patients have access to equitable care regardless of their social determinants of health.
2. **LATE-BREAKING SCIENTIFIC SUBMISSIONS:** The number of accepted late-breaking abstracts for Scientific Oral Presentation will be quite limited and there will be no late-breaking Poster Presentations. We therefore expect that the late-breaking scientific presentation review will be considerably more competitive than the regular submission review.
3. **COMMUNITY VOICES:** We continue to seek broad expertise from our field during the Expert Lecture series and Panel Presentations and encourage submissions that incorporate voices representative of the diversity of our community and the patients we serve.

Thank you for your willingness to share your expertise with colleagues around the world at this historic meeting.

Sincerely,
Daniel C. Chelius, Jr., MD
AAO-HNSF Annual Meeting Program Coordinator

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Important Information

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 2024 Annual Meeting & OTO EXPO. Submission of a proposal constitutes a commitment by the speakers(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 2024 Annual Meeting.
- Register for the 2024 Annual Meeting and pay all applicable fees.
- All Poster presentations must include at least one registered attendee as well or may be withdrawn.

Note: The Annual Meeting Program Committee (AMPC) 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:

- Ensure that the same email address is used on all submissions.
- Double-check the accuracy of email addresses.

- Ensure that the email address selected is not subject to an institutional firewall that will reject emails from the AAO-HNSF.
- Check your mail settings to ensure that programs@entnet.org does not filter to a spam/junk folder.
- 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 2024 Annual Meeting become property of the AAO-HNSF. A full manuscript for each Oral presentation MUST BE SUBMITTED to *Otolaryngology-Head and Neck Surgery*. If publication is intended for Poster presentations, a full manuscript 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.

Late-Breaking Scientific Oral Abstract Submissions: While there will be a call for late-breaking Scientific Oral abstracts in the spring of 2024, only high impact reports that can clearly justify late submission will be considered. We will only accept approximately 30 late-breaking abstracts for Oral presentation this year and will not accept any abstracts for Poster presentation. We expect the acceptance rate for late-breaking presentation spots to be lower than the general call for science.

General Call for Science Submission Deadline: **January 22, 2024, at 11:59 pm (ET)**.

Submission Review Process:

After the submission deadline, all completed abstracts and proposals will be peer reviewed by the AMPC. 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. Make sure you have clicked the final "submit" button after all aspects of the submission are complete.

Submission Status Notifications:

The AAO-HNSF will notify all submitters in May 2024 of the status of their submissions upon the final review and decision of the AMPC and Program Chair. Refrain from directly contacting the AAO-HNSF

staff to obtain information regarding the decision status, notification distribution, or publication dates. Check the [Annual Meeting website](#) regularly for the most up-to-date information.

Key Dates:

December 1, 2023	Call for Science Submission Site Opens	May 2024	Submission Status Notifications Sent
January 22, 2024	2024 Call for Science Submission Site Closes	May 21 to June 10, 2024	Late-Breaking Abstracts Submission Period
January to April 2024	Submissions Reviewed by the Annual Meeting Program Committee	November/December 2024	Publication of the Annual Meeting Program Abstracts Supplement

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 one-hour time slots. If you would like the AMPC 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 AMPC 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, 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.*



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. 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.

Note, all abstracts must be submitted in English.

Submissions Should Address One or More of 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 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 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, 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.

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Enter **Presentation Format** (*Hands on: 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, select didactic lecture

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.

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

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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 Expert Lecture.

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 Organizations. 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:

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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. Are you presenting in Spanish?
6. **Presentation Duration** – All Expert Lectures will be scheduled in one-hour slots. If you would like the AMPC to consider a second one-hour slot for your lecture, **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 AMPC 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, 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. **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.*

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.

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

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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 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.

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 International Symposium.

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

Organizations. 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?
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 AMPC 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 AMPC 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, 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. **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.*

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/ 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.

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.*



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, 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? (single institution, multiple institutions)
 3. Government database?
 4. Who owns and maintains this database?
 5. 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/Translational Science
- Small Case Series/Case Report
- Systematic Review/Meta-analysis
- Database Study
- 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 to include seven (7) presenters including the first author and the senior author. 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 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** - 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**. AAO-HNSF journals have 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 2024 are determined by the last name of the senior author:

Friday, September 20

+ Last names begin with A-G

Friday, October 18

+ Last names begin with H-M

Friday, August 18

+ 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, 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 9, 2024.* Requests received after August 9, 2024, 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 2024 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 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.

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?
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 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:

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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)

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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.*

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 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 | → Laryngology/Broncho-
Esophagology |
| → Care Equity, Quality,
and Safety | → Otolaryngology |
| → Comprehensive
Otolaryngology | → Pediatric Otolaryngology |
| → Endocrine Surgery | → Professional and
Personal Development |
| → Facial Plastic and
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.

- **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.

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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.*