



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

# LATE-BREAKING SUBMISSION GUIDELINES

Submission Deadline: June 10, 2024

## Submitting an Abstract:

The 2024 Annual Meeting Program Committee (AMPC) recognizes that the results of some exciting research may not have been available in time to meet the general abstract submission deadline. To further enrich the Annual Meeting scientific program, the committee has opened a call for late-breaking abstract submissions seeking ALL research that is novel, innovative, contemporary, and of high scientific significance for presentation at the AAO-HNSF 2024 Annual Meeting & OTO EXPO, September 28 – October 1, in Miami, Florida. Late-breaking Scientific Oral Presentations will be five-minutes in length. Submissions should be either clinical or basic/translational. They are limited to a maximum of six authors, including the presenting and senior authors identified at the time of submission.

### Specific Criteria:

- A limited number of late-breaking abstracts will be accepted for Scientific Oral Presentation.
- The research must be novel, innovative, contemporary, and of high scientific significance to deserve special consideration after the original abstract deadline.
- Abstracts should describe either large clinical investigations or high-impact translational research that could not be completed prior to the original deadline.
- You will be required to answer the question, “Why is this abstract considered late-breaking?”

- Late-breaking abstracts must not be a revision of an abstract submitted prior to the original submission deadline unless previously withdrawn for consideration or given specific permission.
- Late-breaking abstracts must not have been presented or accepted for presentation at any other scientific meeting or published in any other journal at the time of submission and are subject to the same Annual Meeting presentation and publication embargo rules outlined in the original 2024 Call for Science.
- **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.

**Note:** 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](mailto: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.

### Accepted Scientific Oral Publication Requirements

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.*

**ORALS:** All accepted Scientific Orals must be submitted as a full-length manuscript to *Otolaryngology-Head and Neck Surgery* or *OTO Open*. While under review for AAO-HNSF publication,

accepted Oral Presentations are prohibited from being submitted and published elsewhere.

**NEW:** All accepted and presented Scientific Oral Presentations will be published in a supplement to *Otolaryngology-Head and Neck Surgery* in an issue after the 2024 Annual Meeting.

Published papers of Scientific Orals may only be presented elsewhere after the Annual Meeting, provided that *Otolaryngology-Head and Neck Surgery* or *OTO Open* is cited.

After submission to the Annual Meeting, Scientific Oral Presentations may NOT be submitted for publication other than to *Otolaryngology-Head and Neck Surgery* or *OTO Open* unless rejected for presentation. Submission anywhere other than *Otolaryngology-Head and Neck Surgery* or *OTO Open* will result in immediate withdrawal from the Annual Meeting.

Late-Breaking Call for Science Submission Deadline: **June 10, 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 June 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.

## 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
- Otolaryngology
- Pediatric Otolaryngology
- Professional and Personal Development
- Rhinology/Allergy
- Sleep Medicine

- **WHY IS THIS STUDY BEING SUBMITTED AS LATE-BREAKING?** Please explain to the AMPC why this study should specifically be considered late-breaking in terms of timing and impact.

- **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:

Scientific submissions are reviewed in a blinded fashion. The information below is used for informational purposes outside of abstract selection.

- 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](mailto: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-F
Friday, October 18	✦ Last names begin with G-L
Friday, August 16	✦ Last names begin with M-S
Friday, July 19	✦ Last names begin with T-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](mailto: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.