



AAO-HNSF [∞]2018 OCTOBER ANNUAL MEETING 7-10 & OTO EXPERIENCESM 2 ATLANTA, GA

Submission Opens: November 20, 2017

Submission Closes: January 17, 2018

*(All proposals/abstracts must be submitted during this period
– guidelines are subject to change)*

The American Academy of Otolaryngology—Head and Neck Surgery Foundation (AAO-HNSF) invites you to submit an education proposal for presentation at the AAO-HNSF 2018 Annual Meeting & OTO Experience. This meeting is the premier education and networking event for the otolaryngologist–head and neck surgery community. More than 5,000 of the brightest and most talented medical experts from around the globe will convene for this unique once-a-year opportunity to share practical and comprehensive knowledge that will advance the specialty.

Each year, the AAO-HNSF receives and reviews hundreds of abstracts and proposals submitted by otolaryngologists and healthcare professionals. It is the goal to ensure education programs offered at the Annual Meeting are engaging, significant, relevant, and of high quality, leaving attendees feeling equipped with the knowledge, tools, and resources to advance patient care and implement real change within the otolaryngologist–head and neck surgery community. AAO-HNSF encourages submissions that endorse inclusion of minorities and women in the sessions and topics relevant to diversity and that contribute to cultural competence for all members.

Before submitting your proposal, please thoroughly read the following 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.

PROGRAM TYPES:

- **International Symposia** Presentations from Scholars from around the world. International symposia 55-minute panel discussions featuring expert international panelists (i.e., from outside the United States) involving interactive, in-depth, state-of-the-art presentations employing a variety of didactic and interactive education formats. They include a maximum of three presenters per hour in addition to a moderator. Submissions should address one or more of the following:
 - Case-based education
 - Controversial topic debates
 - Alternative treatment options
 - Presentation of cutting-edge research
- **Panel Discussions** are one- or two-hour sessions presented by panelists involving interactive, in-depth, state-of-the-art presentations. They include a maximum of three presenters in addition to a moderator. Submissions should address one or more of the following:
 - Case-based education
 - Controversial topic debates
 - Alternative treatment options
 - Presentation of cutting-edge research
- **Expert Series** are one- or two-hour sessions led by recognized experts on current diagnostic approaches, therapeutic approaches, and practice management topics. They include a maximum of two speakers per hour with the lead presenter counting as one. It is preferred that ALL presenters be a minimum of five years out of residency/fellowship training. Submissions should address the following:
 - Review of present knowledge and approaches

- Review of state-of-the-art diagnosis and therapeutic approaches for patient care
- Presentation of evidence-based data and expert opinion synthesis
- **Scientific Oral Presentations** are a series of three to six-minute presentations focusing on current evidence-based research, surgical procedures, and approaches in clinical sciences and their application to patient care. Each presentation will conclude with two minutes of questions and answers. Submissions should be either Clinical or Basic/Translational. They are limited to a maximum of six authors including the presenting and lead author, whom should be listed first and identified at the time of submission. ***We are seeking research from around the world***
- **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. Submissions should be either Clinical or Basic/Translational. They are limited to a maximum of six authors including the presenting and lead author, who should be listed first and identified at the time of submission.
- **Masters of Surgery Video Presentations** are short-lecture demonstration videos of key surgical procedures performed by otolaryngologist–head and neck surgeons. A 60-minute time slot will include six lectures. Each presentation will conclude with two minutes of 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.

Please note: The committee reserves the right to change any component of an accepted proposal.

ELIGIBILITY REQUIREMENTS:

- Members and non-members of the AAO-HNS are eligible to submit.
- Abstracts describing original basic science and clinical work related to the broad area of otolaryngology ailments and diseases may be submitted.
- A scientific submission/paper should be timely, contain innovative information and present findings on scientific research, surgical procedures, and practices.
- The same study should not be submitted as multiple abstracts or to multiple program types (i.e., Scientific Oral and Scientific Poster). 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.
- Abstracts must be unpublished.
- If not accepted as a Scientific Oral presentation, abstracts in this category will be reviewed and considered for Scientific Poster presentation.
- Presenters must 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.
- If a proposal is accepted, all presenting authors are required to do the following:
 - Complete all tasks listed within the submission site. Failure to complete these required tasks will result in the senior author being prohibited from participating.
 - Agree to present at the Annual Meeting in Atlanta, GA. Submission of a proposal constitutes a commitment by the presenter(s) to present if selected. Failure to present will result in exclusion from the program for up to two years.
 - Only present in up to five sessions during the Annual Meeting.
 - Register for the Annual Meeting and pay all applicable fees. An exception to this rule will only be made for non-otolaryngologists who are also not AAO-HNS members. Please contact programs@entnet.org for details.
- Submissions must be made online by the deadline. Changes to proposals may not be made once the deadline passes. **Submission Deadline: Wednesday, January 17, 2018, at 11:59 pm ET – no exceptions.**

SUBMISSION REVIEW PROCESS:

After the submission deadline, all completed abstracts and proposals will be peer-reviewed by the responsible committee per subject category. “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.

NOTIFICATION:

The AAO-HNSF will notify all submitters of the status of their submissions upon the final review and decision of the committee and Program Chair. The AAO-HNSF graciously requests that all interested parties please refrain from directly contacting the AAO-HNSF to obtain information regarding the decision status, notification distribution, or publication dates. Please check the Annual Meeting website regularly for the most up-to-date information.

PROPOSAL COMPONENTS**PROGRAM TYPE:**

You will be asked to identify which program type best describes your presentation from the following choices:

- International Symposia
- Expert Series
- Panel Discussion
- Scientific Oral Presentation
- Scientific Poster Presentation
- Masters of Surgery Video Presentation

SESSION TITLE: (limited to 10 words)

Make 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 Annual Meeting Program Committee.

SPECIALTY AREA:

Proposals must be submitted in one of the following subject areas that best describes your presentation:

- Business of Medicine/Practice Management
- Endocrine Surgery
- Facial Plastic and Reconstructive Surgery
- General Otolaryngology
- Head and Neck Surgery
- Laryngology/Broncho-Esophagology
- Maintenance of Certification (Expert Series only)
- Otology/Neurotology
- Patient Safety and Quality Improvement
- Pediatric Otolaryngology
- Rhinology/Allergy
- Sleep Medicine

PRESENTERS, AUTHORS, AND MODERATORS:

Depending on which presentation format you have selected, you are allowed a maximum number of presenters per hour. The AAO-HNSF requires you to provide the full name, email address, and presenting role for each presenter. Lead presenters will be required to do the following:

- Enter residency graduation and Board Certification year
- Enter how many years ago they have completed their residency
- List conferences where they have presented and provide the publications on which the lead presenter or co-presenter was an author on this topic

FINANCIAL DISCLOSURE:

The American Academy of Otolaryngology—Head and Neck Surgery/Foundation (AAO-HNS/F) supports fair and unbiased participation of our volunteers in Academy/Foundation activities. Any actual or potential conflicts of interest must be identified and managed. All direct financial relationships with a company that directly impact and/or might conflict with Academy/Foundation activities must be disclosed, or you must disclose that you have no direct financial relationships. Other relationships that could cause private interests to conflict with professional interests must also be identified. This policy is intended to openly identify any potential conflict so that any potential bias may be identified, and the risk thereof mitigated. Failure or refusal to complete the disclosure form or disclose any potential conflicts of interest will result in disqualification to participate in the AAO-HNS/F specified activity.

EXPERT SERIES, PANEL DISCUSSIONS, AND INTERNATIONAL SYMPOSIA**STATUS OF SUBMISSION:**

- **New:** The session is being submitted for the FIRST time for consideration in the Foundation's program.
- **Previously Presented:** The session has been offered within the last three years. Resubmitted sessions will compete with all new applications; it will have no special priority because of its previous presentation.

All selected sessions will be offered for one year. If a session has been offered previously it will be reviewed by the Annual Meeting Program Committee to determine if:

- it is continuing to fulfill the needs of the Foundation's Annual Meeting attendees;
- it is attracting reasonably-sized audiences;
- there is meeting room space available.

HOURS REQUESTED:

One hour or two hours. The selection committee will determine the number of hours based on your request and the abstract. Priority will be given to sessions that can be successfully presented in the least amount of time.

PROGRAM DESCRIPTION:

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:

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 (i.e., analyze, compare, demonstrate, examine, explain, implement, interpret, recognize, etc.). If selected, your objectives will be published online to help attendees choose among sessions. Please note, the outcome objectives are different from the description/goals of your presentation.

AUDIENCE:

Identify what audience segment from the list below would benefit most from this presentation?

- Academic Physicians
- Advance Practice Providers
- International Physicians
- Medical Students
- Non-Physician Clinicians
- Private Practitioners
- Researchers
- Physicians in Training

AUDIENCE PROFESSIONAL LEVEL:

- 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 educational 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 - The intermediate level of educational activity 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 - The advanced educational activity 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.

FORMAT:

- Didactic Lecture – Will be presented in a large audience lecture setting.
- Audience Polling – Presentation would include the opportunity for audience members to respond to polling questions. Please consider this option only if your presentation is suited to audience participation in the discussion.
- Hands-on (Expert Series Only) – These Expert Series are classroom-set and limited to 40 participants.
- Mini-Expert Series – Mini-Expert Series are designed for one on one interaction and discussion among a small group of participants. These Expert Series will be limited to 25 participants.

CLINICAL TOPICS:

The following topics were identified in a comprehensive gap analysis conducted by the Foundation education committees. A clear learning need has been identified for each of these topics. Abstracts addressing one or more of these topics will be given special consideration during the review and selection process.

- Chronic Rhinosinusitis
- Complications of Chemoradiotherapy
- Dizzy Patient
- Emerging role of HPV
- Endoscopic Skull Base Surgery
- Facial Trauma
- Healthcare Reform, Managed Care, Reimbursement
- Immunotherapy
- Laryngeal Laser Surgery
- Nasal Valve Problems
- Non-allergic Rhinitis
- OSA Surgical Treatment Options
- Otitis Media and Ear Tubes
- Patient Satisfaction and Compliance

- Pediatric OSA
- Pediatric Postoperative Pain Management
- Reflux: GERD and LPR
- Sialoendoscopy
- Soft Tissue Engineering and Application to the Head and Neck
- Stroboscopy
- Sudden Hearing Loss
- Thyroid Carcinoma
- Tinnitus
- Vocal Fold Paralysis and Injections

PROFESSIONAL PRACTICE GAP:

You will need to indicate from the list below the competency where the professional practice gap exists.

- Patient Care and Procedural Skills
- Medical Knowledge
- Interpersonal and Communication
- Professionalism
- Systems-Based Practice

BACKGROUND STATEMENT:

Provide a succinct statement explaining why this topic should be addressed at the Foundation’s Annual Meeting. What general clinical or patient need led you to submit this abstract? You may use up to 250 characters. (Examples: Need for a more effective treatment for benign paroxysmal positional vertigo or need for a review of techniques for thyroid surgery).

The background statement is an opportunity to provide additional information to the Annual Meeting Program Committee on the clinical relevance of your presentation. The text will not be published and is for the use of the selection committee.

REFERENCES:

Related specifically to this proposal, please list conferences where the presenter(s) presented and/or provide the publications where the presenter(s) was an author on this topic. Please list other examples of your experience presenting these materials, as well, such as on grand rounds and in clinic. Applicants who can illustrate experience presenting their materials will be given preference by the review committee.

- Reference 1:
- Reference 2:
- Reference 3:

AAO-HNS/F OTHER EDUCATION OFFERINGS:

AAO-HNS members have access to a catalog of education offerings and resources. If your proposal is accepted, please let us know if you would be willing to contribute content in any of these areas:

- Online courses and lectures
- *Otolaryngology–Head and Neck Surgery* journal
- *AAO-HNS Bulletin*

LANGUAGE:

Please let us know if you plan to present your presentations in a language other than English.

COMMITTEE/INTERNATIONAL SOCIETY/SPECIALITY SOCIETY INVOLVEMENT: (Panel Discussions Only)

If your proposal is supported by an AAO-HNS/F committee, International Society, and/or Specialty Society you will be asked to identify the committee/society. Co-sponsored sessions may not be submitted without the prior knowledge and approval of the co-sponsoring organization.

COMMENTS: (limited to 50 words)

You can use this section to provide additional background information on the material to be presented. This information will not be published online and will only be read by the Annual Meeting Program Committee during the review process.

SCIENTIFIC ORALS AND POSTERS PRESENTATIONS

- **Abstract Body:** (limited to 250 words)
Provide an abstract with the following sections: Objectives, Methods, Results, and Conclusion. Do not include supplemental pages, photographs, tables, or references. The abstract should be written for online publication.
- **Objectives:** 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 (i.e., analyze, compare, demonstrate, examine, explain, implement, interpret, recognize, etc.). If selected, your objectives will be published online to help attendees choose among sessions. Please note, the objectives are different from the description/goals of your presentation.
- **Methods:** Summarize the information listed below. Please include this information in paragraph form, rather than as 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.

JOURNAL SUBMISSION POLICY:

In accordance with AAO-HNSF Annual Meeting presentation requirements, all Scientific Oral presentations must be submitted as full-length articles (not just an abstract) to *Otolaryngology–Head and Neck Surgery*, the official journal of the AAO-HNSF. All Scientific Oral presentations at the Annual Meeting become the property of the AAO-HNSF. Submissions must also comply with all journal author instructions

<https://www.editorialmanager.com/otohns/accounts/AuthorPg.htm> for peer review, and the journal has the right of first refusal. Once accepted for presentation, papers may not be published elsewhere. Papers may be presented elsewhere after the Annual Meeting provided *Otolaryngology–Head and Neck Surgery* is cited. Your submission deadline date is determined by the last name of the lead author/presenting author:

- Presenting authors whose last names begin with H-M must submit by **Monday, August 27.**
- Presenting authors whose last names begin with N-Z must submit by **Monday, September 24.**
- Presenting authors whose last names begin with A-G must submit by **Monday, October 29.**

SUBMISSION WAIVER REQUESTS:

If you would like to request a waiver of submission, please email otomanager@entnet.org, providing your reason for requesting the waiver and the name of the publication to which you would like to submit. The Program Chair for the Annual Meeting Program Committee and the journal's Editor in Chief will then review the request. **Waiver requests must be submitted by May 31, 2018.** Requests received after May 31, 2018, will not be considered. Submitting a request for a waiver does not guarantee that the waiver will be granted.

WAIVER EXCEPTION FOR RESIDENTS ONLY:

Presenting 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.

NON-COMPLIANCE:

Senior authors of Scientific Oral presentations who do not submit their required 2018 Annual Meeting manuscripts will not be allowed to present at the Annual Meeting or submit to the *Otolaryngology–Head and Neck Surgery* journal for two years. The last author listed is considered the senior author.

MASTERS OF SURGERY VIDEO PRESENTATIONS

VIDEO SUBMISSION REQUIREMENTS:

- Video should be submitted in HD format to allow for the highest possibly video quality. The absolute minimum specifications that must be met are:
 - 720x480 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. 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:** 6 minutes.

TERMS AND CONDITIONS

Please review and confirm the terms and conditions listed below.

STANDARD EQUIPMENT:

Each session room will be equipped with a lectern to include: a presentation laptop, mouse stationed, microphone, and laser pointer; a data projector with remote control, one projection screen, head table and one table microphone. No additional audiovisual equipment or computer software will be available. Hands-on rooms will be set with one cot and bedding. Will you be using or require any items from the list below?

Please note: the Foundation reserves the right to deny any request.

- Will present using your own MAC laptop
- Large equipment (please describe)
- 3D equipment
- Simulation equipment
- No additional equipment

ACADEMY FUNDING:

- Have you or any fellow panelists of this proposal received any funding from the Academy? YES/NO
- If “yes,” through what mechanism and/or program (i.e., CORE, Research, etc.)?

TRAVEL HONORARIA: (Panel Discussions Only)

Travel honoraria may be requested for Panel Discussions presenters. If a travel honorarium IS being requested, please enter the name of the presenter needing the honorarium and explain, in detail, the need for the honorarium. Note: if approved by the Annual Meeting Education Committee, a maximum of \$1,500 will be awarded per Panel Discussion. **Please note:** the Foundation reserves the right to deny any request)

COPYRIGHT:

The AAO-HNSF holds copyright on all material presented at the AAO-HNSF Annual Meeting & OTO Experience. The AAO-HNSF will not consider material that has already been published or submitted for publication.

STANDARD NON-EXCLUSIVE AGREEMENT FOR MEETING PRESENTERS:

All meeting participants are required to submit the Standard Non-Exclusive Agreement for Meeting Presenters (permission to record). The AAO-HNSF Standard Non-Exclusive Agreement for Meeting Presenters 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.

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 first author, and co-authors of the research not

- publish the information or provide it to others who may publish it;
- release the findings to news media;
- use the information for trading in the securities of any issuer, or provide it to others who may use it for securities trading purposes.

QUESTIONS?

For general inquiries regarding the submission process: Please email us at programs@entnet.org.