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 2020 Annual Meeting & OTO Experience taking place September 13-16, 2020, in Boston, Massachusetts. Each fall, the Annual Meeting offers a full breadth of sessions representing the vast array of otolaryngology and its specialty areas, while celebrating and advancing the accomplishments of our members by providing opportunities for experts in the field to share research and science. It is the largest gathering of otolaryngologist-head and neck surgeons and related healthcare professionals focused on leading-edge clinical techniques and tools and groundbreaking scientific discoveries. The official program will begin at 8:30 am on Sunday, September 13, and concludes at 12:15 pm on Wednesday, September 16.

Each year, the AAO-HNSF Annual Meeting Program Committee (AMPC) receives and reviews over 1,500 hundred abstracts and proposals submitted by otolaryngologists and healthcare professionals worldwide. The committee provides comprehensive leadership and oversight for the Annual Meeting education program and ensures that the quality criteria required of the AAO-HNSF as a continuing medical education provider are not only being met but are exceeding those requirements. The AMPC selects over 800 presentations and must, at times, make difficult decisions on submissions of high merit. However, it is the continued goal of the AMPC 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 needed to advance patient care and implement real change within the otolaryngologist-head and neck surgery community.

Before submitting your proposal, please read the following Submission Guidelines, in its entirety, as it will help guide you through the criteria and requirements that are applicable to each of the submission categories.
Submission Types

In 2020, all sessions will be 60 minutes in length and are scheduled Sunday, September 13, through Wednesday, September 16. The AMPC schedules the Annual Meeting program by specialty track designated to specific session rooms.

Panel Presentations are panel discussions lead by individuals involving interactive, in-depth, state-of-the-art presentations. They include a maximum of three presenters in addition to one moderator. Submissions should address one or more of the following:

- Alternative treatment options
- Case-based education
- Controversial topic debates
- Presentation of cutting-edge research

Presenters should be well recognized experts with special knowledge in the area of presentation. They should have extensive knowledge of the material and recognition by their peers.

Flash Talks feature TED-style presentations followed by a moderator-driven discussion of case management studies to spark audience participation. *Presentations for this type are pre-selected based on merit. Invitations will be sent to those selected.*

Expert Lectures are one-hour sessions led by recognized experts on current diagnostic or 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:

- Present knowledge and approaches
- State-of-the-art diagnosis and therapeutic approaches for patient care
- Evidence-based data and expert opinion synthesis

International Symposium are 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 one moderator. Submissions should address one or more of the following:

- Alternative treatment options
- Case-based education
- Controversial topic debates
- Cutting-edge research

Master of Surgery Video Presentations are short (seven minute) demonstration videos of key surgical procedures performed by otolaryngologist-head and neck surgeons. Each presentation will be five-minutes and conclude with two minutes of questions and answers. These are short demonstration videos of key surgical
procedures performed by otolaryngologist–head and neck surgeons. A 60-minute time slot will include seven video demonstrations. 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.

NEW! Mixed Clinical Presentations will consist of a series of scientific oral presentations and an accompanying expert panel discussion of the topic. **Invitations for this type will be selected by the Annual Meeting Program Committee. Invitations will be sent late Spring 2020.**

**Scientific Oral Presentations** are 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 audience questions and answers. Based on merit, oral submissions will be selected to present during both the regular tract and the Best of Oral session.

**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. Poster authors will be at their board during specific times on Monday and Tuesday to discuss their findings. Based on merit, posters submissions will be selected to present during the Rapid Poster session.

**Simulation Presentations** are one-hour educational presentations with simulation tools as the core. Unlike other educational 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-HNS/F staff regarding audiovisual needs and room setup. Submitters will need select one of the following:

- **Small Group Format** are one-hour sessions to teach a specific topic through hands-on participation using one or more simulation tools by all or most attendees. Sessions will be limited to 35 attendees. Abstracts may include one moderator and up to three faculty per simulation tool employed. Presenters should have expertise in the topic and experience using the simulation platform.

- **Large Group Format** are one-hour sessions to 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. Abstracts may include one moderator and up to three additional presenters. Presenters should have expertise in the topic and experience with the simulation platform.

**Monday Simulation Showcase Abstracts** are table-top simulator demonstrations that must provide factual evidence of the simulator model or simulation activity’s effectiveness and value (i.e., success rates, usefulness, etc.). Submissions must involve the following:

- Development, validation or study of a simulator
- Simulation
- Simulation-based curriculum

*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 presentations 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 your proposal is not accepted as a Scientific Oral presentation, abstracts in this category will be reviewed and considered for Scientific Poster presentation.
▪ All faculty listed on a submission 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 speakers are required to do the following:
  ▪ Agree to present at the AAO-HNSF 2020 Annual Meeting in Boston, Massachusetts. Submission of a proposal constitutes a commitment by the speakers(s) to present if selected. Failure to present will result in exclusion from the program for up to two years.
  ▪ 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.
  ▪ May only present in up to five sessions held at the AAO-HNSF 2020 Annual Meeting.
  ▪ Register for the Annual Meeting and pay all applicable fees.
  ▪ Submissions must be completed online by the deadline. Changes to proposals may not be made once the deadline passes. Submission Deadline: Tuesday, January 14, 2020, at 11:59 pm ET – no exceptions.

Proposal Components

PROGRAM TYPE: You will be asked to identify which program type best describes your presentation from the following choices:
▪ Panel Presentations
▪ Expert Lectures
▪ International Symposia
▪ Master of Surgery Video Presentations
▪ Scientific Oral Presentations
▪ Scientific Poster Presentations
▪ Simulation Presentations

SESSION TITLE (100 characters): 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 (choose 1):** 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
- Comprehensive Otolaryngology
- Head and Neck Surgery
- Laryngology/Broncho-Esophagology
- 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. Expert Series 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 bibliography/publication

**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.

**INTERNATIONAL SYMPOSIA, EXPERT LECTURES, PANEL PRESENTATIONS, SIMULATION PRESENTATIONS**

**STATUS OF SUBMISSION:**

- **New:** The session is being submitted for the FIRST time for consideration in the AAO-HNSF 2020 Annual Meeting Education program.
- **Previously Presented:** The session has been offered within the last three years.

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 AAO-HNSF Annual Meeting attendees;
- it is attracting reasonably sized audiences;
- there is meeting room space available.

**HOURS REQUESTED:** Submitters will only be able to submit a one-hour presentation. Should the presentation require more time you will need to submit another presentation as a part II and clear justification for each part.
Please note, the committee reserves the right not to accept either part 1 or part II of the submission. Only a limited number of consecutive sessions will be offered.

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.

BACKGROUND STATEMENT: Provide a succinct statement explaining why this topic should be addressed at the AAO-HNSF 2020 Annual Meeting. What general clinical or patient need led you to submit this abstract? You may use up to 250 characters. (Example: 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.

AUDIENCE (choose up to 3): Identify what audience segment from the list below would benefit most from this presentation?

- Academic Otolaryngologists
- Advance Practice Providers
- Comprehensive Otolaryngologists
- Internationals Physicians
- Medical Students
- Non-Physician Clinicians
- Physicians in Training
- Researchers

AUDIENCE PROFESSIONAL LEVEL (choose 1):

- 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.

PROGRAM FORMAT:
- **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.
- **Didactic Lecture** - Will be presented in a large audience lecture setting.
- **Hands-on (Expert Series Only)** - Classroom-set and limited to 40 participants.
- **Mini-Expert Series** - Designed for one-on-one interaction and discussion among a small group of participants; and are limited to 25 participants.
- **Simulation** – Presentations that will include simulation as an integral aspect.

CLINICAL TOPICS: The following topics were identified in a comprehensive gap analysis conducted by the AAO-HNSF 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.

- Biologics in the management of chronic rhinosinusitis
- Chronic cough: evaluation and management
- Complications of facial plastic surgery procedures
- Current management of acid reflux in children and adults
- Enhancing patient safety in the operating room
- Evaluation and management of pediatric head and neck infections
- Evaluation of children with SNHL
- Functional nasal surgery (including nasal valve problems)
- Head and neck cancer survivorship and rehabilitation
- Healthcare reform, managed care, reimbursement
- HIPAA: what to do if concerned about privacy breach
- Immunotherapy for head and neck cancer
- Incorporating advanced practice providers into your practice
- Issues that arise at end of career: transitioning out of practice, assessing competency, patient safety
- Laryngeal manifestations of rheumatologic disorders
- Management of anticoagulants in the perioperative period
- Management of complications of thyroid and parathyroid surgery
- Management of facial trauma in children and adults
- Management of head and neck cancers with unknown primary
- Management of HPV positive head and neck cancer
- Management of the chronic draining ear
- Management of thyroid nodules and cancer in the age of molecular testing
- Managing complications in ambulatory surgical center
- Opioids and other analgesics
- Pediatric OSA
- Pediatric rhinosinusitis
- Physician wellness
- Revision endoscopic sinus surgery
- Salivary gland malignancies
- Tonsillectomy in Children (Clinical Practice Guideline)
- Treatment options for OSA
- Update on implantable hearing devices
- Upper airway stimulation therapy for OSA
- Vestibular testing and neurotologic surgery
PROFESSIONAL PRACTICE GAP: You will need to indicate from the list below the competency where the professional practice gap exists.

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

LANGUAGE (International Symposia ONLY): Please let us know if you plan to present your presentation in a language other than English.

COMMITTEE/INTERNATIONAL SOCIETY/SPECIALITY SOCIETY INVOLVEMENT (Panel Presentation and International Symposia 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. Committee sponsorship is taken into account at the time of review. It is not a guarantee of acceptance.

STANDARD Equipment: Each room will include a presentation laptop, a mouse stationed at the lectern, a data projector with remote control, one projection screen, one lectern microphone, one table microphone, and one laser pointer. Unless assigned to a simulation session room, 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? (Note, the Foundation reserves the right to evaluate and deny a request)

- No additional equipment
- 3-D equipment
- Other simulation equipment (Presenters should arrange for availability of equipment at the meeting. Academy staff may be able to assist with logistics surrounding delivery of materials), please describe:

  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

- Specific audiovisual needs, please describe:

  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

- Will present using your own MAC laptop
- Utilizing large equipment, please describe:

  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

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.
MASTER OF SURGERY VIDEO PRESENTATIONS

VIDEO SUBMISSION REQUIREMENTS:
- Video should be submitted in HD format to allow for the highest possible 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 usually found to be distracting and discouraged. 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: 5 minutes

SCIENTIFIC ORALS AND POSTERS PRESENTATIONS

Abstract Body (limited to 1800 characters): Provide an abstract with the following sections: Introduction, Methods, Results, and Conclusion. Do not include supplemental pages, photographs, tables, or references. The abstract should be written for online publication.

- **INTRODUCTION**: The introduction should be one to two sentences that explain the topic, purpose, and research question(s).
- **MATERIALS and 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: All Scientific Oral presentations at the Annual Meeting become the property of the AAO-HNSF. In accordance with AAO-HNSF Annual Meeting presentation requirements and must be submitted as full-length articles (not just an abstract) to Otolaryngology–Head and Neck Surgery, the official journal 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.

While under review for AAO-HNSF publication, accepted presentations are prohibited from being published elsewhere. Papers may be presented (but unpublished) elsewhere after the conference, provided the Otolaryngology–Head and Neck Surgery journal is cited. Contact otomanager@entnet.org for more details.

Manuscript submission deadline date is determined by the last name of the Senior Author:
- Presenting authors whose last names begin with A-G must submit by Monday, October 26.
- Presenting authors whose last names begin with H-M must submit by Monday, August 31.
- Presenting authors whose last names begin with N-Z must submit by Monday, September 28.

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 Friday, August 28, 2020. Requests received after August 28th, 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.

NON-COMPLIANCE: Senior authors of Scientific Oral Presentations who do not submit their required 2020 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.

ADDITIONAL REQUESTED INFORMATION

AAO-HNS/F OTHER EDUCATION OFFERINGS (Expert Lectures/International Symposia/Panel Presentations):
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

ACADEMY FUNDING (Panel Presentations Only):
- 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.)?

CONFIDENTIALITY AND EMBARGO POLICY (Scientific Oral and Poster Presentations Only): 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.

COPYRIGHT (Scientific Oral and Poster Presentations Only): 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.

PRESENTER RESIDENCY (Expert Series): Has the presenter(s) completed their residency more than five (5) years? YES/NO

REFERENCES (Expert Series): Related specifically to this proposal, please list any 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 where you have presented these materials, such as on grand rounds and in the clinic. Applicants who can illustrate experience presenting their materials will be given preference by the review committee.

Reference 1:
Reference 2:
Reference 3:

SPEAKER INFORMATION:
Does this session include women speakers/panelists? YES/NO
Does the session include underrepresented minorities (URM) as speakers/panelists? YES/NO

Underrepresented minorities (URM) is defined by the AMA and AAMC as “those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population”. This includes traditionally defined underrepresented minority groups, African Americans, Mexican Americans, Native Americans (American Indians, Alaska Natives, and Native Hawaiians), and mainland Puerto Ricans, in addition to other minority groups.

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.

TRAVEL HONORARIA (Panel Presentation 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, the amount you are requesting and explain, in detail, the need for the honorarium. If approved, a maximum of $1,500 will be awarded per Panel Presentation.

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

Submission Status Notification

The AAO-HNSF will notify all submitters early May of the status of their submissions upon the final review and decision of the Annual Meeting Program Committee and Program Chair. The AAO-HNSF graciously requests that all interested parties please refrain from directly contacting the AAO-HNSF staff 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.

Helpful Submissions Tips

- High impact proposals focus on quality data
- Identify a specific topic/knowledge gap and systematically addresses it
- Appeal to the specific audience of the specialty track
- Be direct, clear, and concise

AMPC reviewer will focus on

1. Strength of overall topic
2. Spelling and grammar
3. Concept of presentation
4. History (evaluation score and past attendance) if previous presented at the Annual Meeting

Don’t be discouraged if you are not accepted the first time out of the gate. Persistence pays off.
**Key Dates**

Please be sure to confirm dates closer to the time as they can occasionally shift.

- **Abstract Submission Site Open**
  *November 2019*
- **Abstract Submission Site Close**
  *January 14, 2020*
- **Submission Under Peer Review**
  Mid-January – Late April 2020
- **Submission Status Notifications Sent**
  Early May 2020
- **2020 AAO-HNSF Annual Meeting & OTO**
  Experience schedule posted within the Annual Mobile
  Early May 2020

*(All proposals/abstracts must be submitted during this period)*

**Questions?**

For questions or concerns regarding your presentation, please contact Joyce Gray, Program Manager via email: programs@entnet.org.

For technical issues, please contact Support via email: aisubmission@attendeeinteractive.com or call: (888) 480-2031.