



AMERICAN ACADEMY OF  
OTOLARYNGOLOGY–  
HEAD AND NECK SURGERY

# **CALL FOR PAPERS**

## **2011**

2011 ANNUAL MEETING & OTO EXPO  
SEPTEMBER 11-14, 2011

**SAN FRANCISCO, CA**

## **Scientific Program Oral & Posters**

### **Submission Guidelines**

Submission Opens:	January 19, 2011
Submission Closes:	February 14, 2011
Notification:	April 2011



**AMERICAN ACADEMY OF  
OTOLARYNGOLOGY–  
HEAD AND NECK SURGERY**

The AAO-HNSF Annual Meeting & OTO EXPO offers otolaryngologists and other health professionals a series of unique and dynamic educational experiences designed to broaden and enrich their understanding of otolaryngology-head and neck surgery and to provide a foundation for continued learning.

We **strongly** suggest that you compose your abstract OFFLINE in a separate word processing program before beginning the submission. You can check your spelling, count your words or characters, and then "copy and paste" the text into the appropriate areas on the online form. Do not apply any character attribute codes (i.e., do not use bold, italics, or underline) and use uppercase and lowercase letters appropriately. Refrain from using mathematic or other symbols or Greek characters; if necessary, please describe the symbol rather than inserting the character (e.g., type "Greek alpha", "copyright symbol", or "greater than").

A structured abstract includes completion of all components and should adhere to the total length requirements. Do not include supplemental pages, photographs, or tables. **The abstract should be suitably written for publication on the Academy's website and/or the Official Program.**

**All applications must be completed prior to the submission deadline. No edits will be permitted after the submission deadline.**

Thank you for your submission!

John H. Krouse, MD, PhD  
Coordinator, Scientific Program  
American Academy of Otolaryngology – Head and Neck Surgery Foundation



**Components of a Scientific Program Oral & Poster Application**

<b>Step 1</b>	<b>Proposal</b>
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**1. Title** (limited to 60 characters)

**2. Subject Area**

Choose ONE of the following categories that best describes your presentation.

- ☐ Business of Medicine
- ☐ Facial Plastic and Reconstructive Surgery
- ☐ General Otolaryngology
- ☐ Head and Neck Surgery
- ☐ Laryngology/Broncho-Esophagology
- ☐ Otology/Neurotology
- ☐ Pediatric Otolaryngology
- ☐ Rhinology/Allergy
- ☐ Sleep Medicine

**3. Presentation Format**

Select your preferred presentation format.

- ☐ **Oral Presentation** – A scientific paper should be timely, contains innovative information and presents findings on scientific research, surgical procedures, practices, and approaches to practicing surgeons, residents, and medical students. These paper presentations may include clinical work that has not been previously presented or published elsewhere. During a session at the 2011 Annual Meeting & OTO EXPO, the author will present a brief presentation and take questions from the audience.
- ☐ **Poster Presentation** - A poster submission should be timely, contain innovative information and findings on original scientific research, case studies, surgical procedures, practices, and approaches to practicing surgeons, residents and medical students. Young investigators and trainees are strongly encouraged to submit.
- ☐ **Either Poster or Oral Presentation** as determined by the Program Advisory Committee.

**4. Research Type**

- ☐ **Clinical** (required mandatory submission to the Journal)
- ☐ **Basic/Translational** (optional submission to the Journal, must provide publication plan)

**5. IRB Approval**

Has this abstract received IRB approval? An institutional review board (IRB), also known as an independent ethics committee (IEC) or ethical review board (ERB), is a committee that has been formally designated to approve, monitor, and review biomedical and behavioral research involving humans with the aim to protect the rights and welfare of the research subjects. An IRB performs critical oversight functions for research conducted on human subjects that are *scientific, ethical, and regulatory*.



- ☐ Yes  
☐ No

**6. Abstract**

Provide a structured abstract that includes the objectives, methods, results and conclusion of the oral/poster presentation. Do not include supplemental pages, photographs, tables, or references. **The total length of your abstract may not exceed 250 words.** The abstract should be written for online publication.

- **Objective (limited to 50 words)**  
A precise statement of the primary objective(s) or purpose of the study/study question; we recommend at least two objectives in a numbered format, starting with a verb (i.e., Learn, Understand, Be able to, etc.).
- **Methods (limited to 50 words)**  
Summarize the follow:
  - 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 (limited to 100 words)**  
State the main outcome(s) of the study, including confidence levels or P values.
- **Conclusion (limited to 50 words)**  
A precise statement of conclusion(s) directly supported by the results, giving equal emphasis to positive and negative scientific findings.



## 7. Keywords

Select as many of the following keywords that best describe your course and/or enter your own keyword. Keywords will be published online to help attendees choose among presentations.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Adult                      | <input type="checkbox"/> Health Services        | <input type="checkbox"/> Reconstructive |
| <input type="checkbox"/> Advocacy                   | <input type="checkbox"/> Research               | <input type="checkbox"/> Surgical       |
| <input type="checkbox"/> Allergy                    | <input type="checkbox"/> Hearing Loss           | <input type="checkbox"/> Procedures     |
| <input type="checkbox"/> Anatomy                    | <input type="checkbox"/> Hypopharynx            | <input type="checkbox"/> Residents      |
| <input type="checkbox"/> Antibiotics                | <input type="checkbox"/> Immunotherapy          | <input type="checkbox"/> Sinus          |
| <input type="checkbox"/> Antigens                   | <input type="checkbox"/> Larynx                 | <input type="checkbox"/> Skin           |
| <input type="checkbox"/> Audiology                  | <input type="checkbox"/> Lasers                 | <input type="checkbox"/> Skull Base     |
| <input type="checkbox"/> Basic Science              | <input type="checkbox"/> Medical Device         | <input type="checkbox"/> Sleep Medicine |
| <input type="checkbox"/> Carcinoma                  | <input type="checkbox"/> Nasal Cavity           | <input type="checkbox"/> Snoring        |
| <input type="checkbox"/> Case Reports               | <input type="checkbox"/> Neck                   | <input type="checkbox"/> Speech         |
| <input type="checkbox"/> Clinical Science           | <input type="checkbox"/> Oncology               | <input type="checkbox"/> Thyroid Gland  |
| <input type="checkbox"/> Cochlea                    | <input type="checkbox"/> Oropharynx             | <input type="checkbox"/> Vocal Cords    |
| <input type="checkbox"/> Computer/<br>Technology    | <input type="checkbox"/> Patient Education      |   |
| <input type="checkbox"/> Cost-Benefit               | <input type="checkbox"/> Pediatric              |   |
| <input type="checkbox"/> Ear                        | <input type="checkbox"/> Pharmaceuticals        |   |
| <input type="checkbox"/> Economics                  | <input type="checkbox"/> Pharynx                |   |
| <input type="checkbox"/> Ethics                     | <input type="checkbox"/> Physiology             |   |
| <input type="checkbox"/> Evidence-Based<br>Medicine | <input type="checkbox"/> Practice<br>Guidelines |   |
|   | <input type="checkbox"/> Practice<br>Management |   |

<b>Step 2</b>	<b>Identify the Lead Author</b>
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The first author listed on your submission is considered the Lead Author. All correspondence from the AAO-HNSF regarding this submission will be directed to the Lead Author.

<b>Step 3</b>	<b>Identify Additional Authors</b>
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You may identify up to six (6) Authors for this application. In all cases, the first author listed is considered the Lead Author. All correspondence from the AAO-HNSF regarding this submission will be directed to the Lead Author.

<b>Step 4</b>	<b>Terms and Conditions</b>
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## 8. Publication

All presentations at the Annual Meeting & OTO EXPO become property of the AAO-HNS. Once accepted for presentation, papers may not be published elsewhere. Papers may be presented elsewhere after the annual meeting provided that *Otolaryngology-Head and Neck Surgery* is cited.



## AMERICAN ACADEMY OF OTOLARYNGOLOGY– HEAD AND NECK SURGERY

Oral presentations (**basic/translational and clinical**) must be submitted to the journal, *Otolaryngology-Head and Neck Surgery*. Submissions must comply with author guidelines (<http://otojournal.org>) for peer review, and the journal has the right of first refusal.

Submissions are due August 26, 2011. Those requesting a waiver must e-mail [otomanager@entnet.org](mailto:otomanager@entnet.org) for the editor's approval and waivers will not necessarily be granted. Submit manuscripts online at <http://otohns.edmgr.com>.

### 9. **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 Program Advisory Committee during the review process.

<b>Step 5</b>	<b>Review &amp; Submit</b>
<b>Step 6</b>	<b>Conflict of Interest/Financial Disclosure</b>

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 real or potential conflicts of interest<sup>1</sup> must be identified and managed. All relevant financial relationships with commercial interests<sup>2</sup> that directly impact and/or might conflict with Academy/Foundation activities must be disclosed, or disclosure that you have no relevant financial relationships must be documented. Other relationships that could cause private interests to conflict with professional interests must also be disclosed.

**1. Significant Financial Relationship:** Significant financial relationships are defined as anything of monetary value (within the past 12 months) including, but not limited to:

- Salary or other payments for services (employment, Speaker's Bureau, Advisory Panel, Expert Witness, etc.)
- Consulting fees or honoraria
- Equity interests including stocks, stock options, or ownership interests (*excluding* diversified mutual funds)
- Intellectual property rights including patents, copyrights, royalties from such rights
- Research funding
- Or other financial benefit

[**Note:** Significant financial relationships extend to financial relationships of your family and/or business partner(s).]

**2. Other Relationships:** Other relationships that could cause private interests to conflict with professional interests.

#### **AAO-HNSF Independence in Continuing Medical Education (CME) Activities:**

Any individual who may be **in a position to control CME content** must disclose all relevant financial relationships or disclose that he/she has no relevant financial relationships.

<sup>1</sup> "Conflict of interest" is defined as any real or potential situation that has competing professional or personal interests that would make it difficult to be unbiased. A conflict of interest may occur when: (1) an individual's private interest differs from his/her professional obligations, or (2) professional actions or decisions occur that an independent observer might reasonably question. **A conflict of interest depends on the situation and not on the character of the individual.**

<sup>2</sup>A "Commercial interest" is any proprietary entity producing health care goods or services consumed by, or used on patients.



# AMERICAN ACADEMY OF OTOLARYNGOLOGY– HEAD AND NECK SURGERY

✓ Continuing Medical Education Planner/Teacher/Author/Administrator/Reviewer

**Name of Presenter:**

**Date of Presentation:**

**Title of Program :**

(Check one (1) box only)

☐ I have the following significant  
financial/other relationship(s):

☐ I have nothing to disclose.

Name of Commercial Interest(s):

Nature of relationship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other relationship(s) that could cause private interests to conflict with professional interests:

\_\_\_\_\_

**ACADEMY ID#**

**NAME:**

### **3. DISCLOSURE OF DISCUSSION OF “OFF-LABEL” USES OF DRUGS AND DEVICES:**

☐ This educational activity will include discussion of the following drugs or devices, or uses of the following drugs or devices that have not been approved by the Food and Drug Administration:

Name of Drug(s) or Device(s):

Nature of off-label discussion:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **4. Validation Of Clinical Recommendations In Accredited Continuing Medical Education**

Definition of Continuing Medical Education

The ACCME defines continuing medical education (CME) as “educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public.”

In any accredited CME activity: (1) all recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients, and (2) all scientific research referred to, reported or used in CME support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.

*I have read the description for validation of clinical recommendations presented in an accredited CME activity and declare that any recommendations, treatments, and manners of practicing medicine promulgated in this CME activity are efficacious in the care of patients.*

**Please Initial Here:** \_\_\_\_\_