

ASPO 2021 Abstract Submission Guidelines

ASPO Annual Meeting ASPO Summer Meeting (Frontiers in Pediatric Otolaryngology)

The last year has brought unprecedented times as we have all borne witness to the COVID-19 pandemic. With this came the cancellation of our 2020 Annual Meeting. Given that the future still holds much uncertainty regarding when we will next be able to safely find ourselves in each other's company, be assured that the 2021 Annual & Summer Meeting will stay true to providing safe CME for our membership while being responsive to our respective public health authorities and responsible to the communities we serve.

All Abstracts and Mini-Seminar proposals for both the ASPO Annual Meeting and the ASPO Summer Meeting will be collected via the same abstract system. Video submissions will be collected via a separate online form available on the ASPO Website.

- Authors will have one user account for the submission system.
- There are separate links for submitting an Abstract or a Mini-Seminar; links are available on both the ASPO website and the system login screen.
- Authors should designate the meeting(s) they wish to be considered during the submission process and adhere to the submission deadlines listed below. You may indicate Annual Meeting, Summer Meeting, or Both.
- Authors submissions who are not selected for the Spring meeting will be transferred to the Summer program committee for consideration. If the summer meeting is in person, authors will have the opportunity to withdraw their submission if they are unable to attend.

Submission Formats:

You may submit your abstract for any of the following formats:

- Abstract Presentation includes:
 - Podium Presentation (7 minutes)
 - Quickshot Presentation (3 minutes)
 - Poster Abstract Presentation
- Mini-Seminar / Panel Proposals
- Video Presentation
 - Traditional video submission (as in prior years) (2-minute videos)
 - Competition adjudicated by the young members committee
 - How I do it: video submission (3-minute videos)

Submission Deadlines:

All deadlines occur at 11:59 pm PST. No extensions will be offered.



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The full site will remain open through February 2021; however, **abstracts intended for the Annual Meeting must be submitted by the deadline dates below**, with no exceptions. Please refer to the ASPO Website for approximate acceptance/notification dates.

November 15, 2021	Annual and Summer Meeting Mini-Seminars (Notification by January 2021)
November 15, 2021	Annual Meeting Abstracts (Podium, Poster, Quick Shot)- Notification by February 2021
November 15, 2021	Summer Meeting Abstracts (Poster, Quick Shot and Ask the Expert)- Notification by March 2021
January 15, 2021	Videos (Both Annual and Summer Meetings)-Notification by April 2021

ASPO Initiatives / Suggested Topics:

During the submission process, the author will be asked if the submission is related to any of the following initiatives or topics. *Please note: Submissions on a variety of topics are encouraged. All content will be ranked and reviewed by the Program Committee; however, self-designation of certain content below will help guide the Program Planning process.*

- ASPO Standing or Ad-Hoc Committee Initiative
- ASPO Research Committee-supported Study
 - Includes research from CORE Grant or ASPO Surveys

Abstract Requirements (For Podium, Poster, Quickshot):

- Abstracts are limited to 2000 characters and may not include tables or graphics.
- Structured abstracts are required for all submissions. Please use the IMRAD format with an Introduction (including objective), Methods, Results, and Discussion. (http://www.nlm.nih.gov/bsd/policy/structured_abstracts.html). A modified structure may be used for Case Reports (Introduction, Case Description, Discussion).
- The abstract should include objectives, methods, and results in sufficient detail to support the conclusion(s). Statements such as “results will be described” should be avoided.
- *Please do not:*
 - Show title or author information in the Abstract body.
 - Show department or institution information in the Abstract body or references to a hospital, medical center, city of origin, or any other phrase which could be used to identify the authors.
 - Acknowledge research grant support in the Abstract body.
 - Use capitals, highlighting, bolding, or underlining for emphasis within the Abstract body.



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Mini-Seminar Requirements:

- Mini-Seminar Session Proposals should include a Moderator and a minimum of 2, maximum of 4 Panelists.
- *Please note: Gender and Professional Rank of participants will be collected during the submission process. The diversity of mini-seminar participants, including but not limited to gender, race/ethnicity, and professional rank, will be considered by the Program Committee during the review process.*
- A good quality panel is one which:
 - Discusses an issue in detail
 - Presents two sides of a current issue, or
 - Debates new ideas for disease processes or new treatment regimens.
- Session Descriptions should include a brief summary of your proposed Mini-Seminar, including a succinct description of its relevance to the practice of pediatric otolaryngology and the purpose (goals).
- The total length of your Session Description should not exceed 3000 characters.

Ask the Expert Forum (Summer Meeting Only):

Individuals submit a clinical question to summer program committee. If accepted, the individual will make a brief case presentation at the summer meeting and an “expert” will provide the answer followed by an open discussion.

Video Requirements:

Authors are encouraged to submit clinical or surgical videos featuring interesting, innovative, and educational content. Videos must follow the following guidelines.

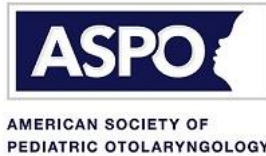
- Members and Non-Members may submit abstracts/videos for consideration. If the Presenting Author is a Non-Member, an ASPO Member must serve as the Senior Author.

Submission:

1. Title
2. Author
3. Institution/Affiliation
4. Abstract (word count 150)
 - a. Brief description of the video
5. Provide a novel, substantive approach to an existing clinical practice. Does not have to be a procedure/technique/clinical approach in its entirety, can be a portion of a procedure.

Video Requirements:

1. File format: MP4
2. File Size: 350mb maximum



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3. Length: 2 minutes for traditional videos 3 minutes for How I do It: video
4. Title page must include institution and author(s) and name of procedure
5. The video should demonstrate all key points of a procedure/technique/clinical approach
6. Video must be edited for flow and transitions.
7. Video should include annotations identifying all key landmarks and key steps.
8. Subtitles and/or narration is required (narration is preferred)
9. 720p minimum resolution
10. If the video contains patient footage, please follow the [Human Studies and Subjects](#) information section which applies also to videos.

Modification or withdrawal of abstracts:

Upon submission of your abstract, the submitting author will receive a confirmation email which includes a link to modify the abstract. Abstracts may be edited or withdrawn before the deadlines listed above via the abstract submission site. If you wish to withdraw your abstract after the deadline or after it has been accepted, please email ASPO Administration at aspo@facs.org.

Review of abstracts:

Abstracts are reviewed and ranked anonymously by the Program Committee (except Mini-Seminars). In the event of a conflict, committee members will recuse themselves.

ASPO Program Policies:

Duplicate Presentation / Publication Policy:

The Program Committee will withdraw abstracts if the material in the abstract has been:

- Presented previously at another regional, national or international meeting before the ASPO Meetings at which you wish to present (April or July 2021).
- Previously published or submitted for publication before the ASPO Meetings at which you wish to present (April or July 2021). Exceptions will be made for material submitted but not presented at the 2020 meeting which has since been published.

Since ASPO is a COSM society, it will uphold the COSM policy for duplicate presentation. The penalty for duplicate presentation/publication is a prohibition from presenting at a COSM society meeting for 3 years.

Financial Disclosure Policy:

It is the goal of ASPO to promote scientific integrity and transparency. Authors who fail to disclose conflicts of interest in the submission form, acceptance email, and/or presentation, will be censured at the discretion of the ASPO Board. All authors will be considered equally responsible.



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Registration & Travel Policy:

Upon acceptance, all presenting authors, moderators, and panelists of both oral and poster presentations must register for the meeting and are responsible for their registration and travel expenses. Any questions regarding this policy should be directed to ASPO Administration at aspo@facs.org.

Thank you for your contributions to ASPO's Scientific Programs! The ASPO Program Committees look forward to reviewing your submissions.