



INSTRUCTIONS FOR AUTHORS

Online Abstract Submissions
Deadline: **NOVEMBER 15, 2018**

The Scientific Program Committee is now accepting abstract submissions for the 73rd Annual Meeting of the Canadian Society of Otolaryngology-Head and Neck Surgery, to be held on Saturday, June 1 to Tuesday June 4, 2019 at Shaw Convention Centre / Fairmont MacDonald Hotel, Edmonton, AB.

Abstracts for the general scientific program and the Poliquin Competition will only be accepted via an ONLINE system at <http://otohns.ca>. To register you will need to submit a username and email address. Use the word "TINNITUS" as your invitation code. Once registered, a password will be emailed to you. You can use this information to log on and submit, review, or edit abstracts.

Presentation submissions can include: (1) scientific papers, (2) poster displays, and (3) 45 – 60-minute workshops. All submissions will be reviewed by the Scientific Program Committee. Final length of workshops will be at the discretion of the Scientific Program Committee. Note that medical students and residents may not be the lead speaker or corresponding author of a workshop. **IMPORTANT:** No names and/or affiliations should be included in the title or body of the abstract and those abstracts that have identifiers will be rejected without review. Abstract information may be submitted in either French or English, with a maximum length for submissions of 150 words. All submissions must include learning objectives. Guidelines on how to write suitable learning objectives are available on this website at <http://www.entcanada.org/education/active-members/>.



For 2019, submissions will be considered regardless of whether they have been presented or published elsewhere.

The deadline for submissions is **NOVEMBER 15, 2018**.

The entire program, including abstracts, will be published online at <http://www.entcanada.org>.

SPECIAL SUBMISSIONS:

1. **POLIQUIN RESIDENT RESEARCH COMPETITION:** Abstracts must be received by **NOVEMBER 15, 2018** via the online submission process for the general program at <http://otohns.ca>. An electronic copy of the completed presentation must be received by the Awards Chair, Dr. Danielle MacNeil, c/o cso.hns@sympatico.ca no later than **APRIL 8, 2019**. Instructions on how to do this will be included in the acceptance notification. The guidelines for this competition are available at <http://www.entcanada.org/fellowships-awards/awards-grants/poliquin-resident-competition/>.



Presentations accepted for the Poliquin Competition are encouraged but not required to be submitted to the *Journal of Otolaryngology Head and Neck Surgery* for possible publication. Please note that those submissions not accepted for the competition will be considered for the general program.

HODGE AWARD: Abstracts must be received via the online submissions process for the general program by **NOVEMBER 15, 2018**. Please inform Donna Humphrey at cso.hns@sympatico.ca of your intention to apply for this award. An electronic copy of the

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CANADIAN SOCIETY OF OTOLARYNGOLOGY - HEAD AND NECK SURGERY

73rd ANNUAL MEETING - June 1 to 4, 2019

Shaw Convention Centre / Fairmont MacDonald Hotel, EDMONTON, AB

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completed work must be received by the Society's office at cso.hns@sympatico.ca no later than **DECEMBER 10, 2018**. Complete instructions are available at <http://www.entcanada.org/fellowships-awards/awards-grants/hodge-memorial-award/>.

- 2. POSTER PRIZE:** Posters that are accepted for presentation will be considered for the Poster Prize Competition and must be submitted electronically to the Awards Chair, Dr. Danielle MacNeil, c/o cso.hns@sympatico.ca in its final format as a MS PowerPoint slide by **APRIL 15, 2019**. Only those posters submitted by this deadline date will have the opportunity to be short-listed by the selection committee prior to the meeting according to preset criteria. The top ten (10) posters will be reviewed by committee members and discussed with the principal authors during the meeting and a winner subsequently selected. For detailed instructions go to <https://www.entcanada.org/fellowships-awards/awards-grants/poster-prize/>

Authors are required to complete the DISCLOSURE DECLARATION. This declaration is included in the online abstract submission form. Please note that all podium and workshop presenters will be required to include a disclosure slide in their presentation. A slide template will be available on the Society's website.

Regarding the general program, students (medical/non-medical), residents, and fellows who are presenting podium papers must have an identifiable staff person from the affiliated department that is: 1) a contributor to the work being presented, 2) has registered for the meeting and 3) will be present in the audience during the presentation. If no staff person is available to meet all three criteria, the paper will not be accepted to the meeting.

Receipt of your submission will be confirmed automatically by email. It is very important to contact the office by phone (800-655-9533) immediately if you do not receive this acknowledgement.

IMPORTANT DATES

NOVEMBER 15, 2018 – Deadline, for *Paper, Poster, Workshop, Poliquin Resident Research Competition & Hodge Award* submissions

DECEMBER 10, 2018 – Electronic copy of the completed manuscript for the *Hodge Award* (cso.hns@sympatico.ca)

DECEMBER 15, 2018 – *Poliquin Competition* abstract withdrawal without penalty.

APRIL 8, 2019 – *Poliquin Competition* completed manuscripts to cso.hns@sympatico.ca

APRIL 15, 2019 – Final format in MS PowerPoint for the *Poster Prize* (cso.hns@sympatico.ca)