CALL FOR PAPERS
2011

2011 ANNUAL MEETING & OTO EXPO
SEPTEMBER 11-14, 2011
SAN FRANCISCO, CA

Miniseminar
Submission Guidelines

Submission Opens: November 8, 2010 - Submission Closes: December 6, 2010
Notification: March 2011
Over 70 Miniseminars are presented each year at the American Academy of Otolaryngology – Head and Neck Surgery Foundation’s Annual Meeting & OTO EXPO as part of the Scientific Program. A Miniseminar (presentations, case studies, interactive discussions) provides an in-depth, "state-of-the-art" look at a specific topic. Topics for Miniseminar presentations are suggested by the leadership, committees, or members.

Miniseminar abstracts for the 2011 Annual Meeting & OTO EXPO will be accepted online from November 8, 2010 to December 6, 2010. All Miniseminar applications will be peer-reviewed by the Program Advisory Committee and notifications will be made in March 2011. The online Miniseminar submission is the only official communication between the Program Advisory Committee and the author, so care must be taken to assure its completeness and accuracy.

A good quality Miniseminar is one which discusses an issue in detail, one which presents two sides of a current issue or one which debates new ideas for disease processes or new treatment regimens. Do not include supplemental pages, photographs, tables, or references. The total length of your abstract should not exceed 450 words. The abstract should be written for publication online, in the Final Program, and in the Official Program Abstracts, published in the Academy’s journal, Otolaryngology-Head and Neck Surgery. All applications must be completed prior to the submission deadline. No edits will be permitted after the submission deadline.

PLEASE NOTE NEW REQUIREMENT: All authors listed on abstract are required to complete the Conflict of Interest disclosure information before abstract is to be submitted. It is the responsibility of the abstract submitter to follow up with all co-authors listed on their abstract to ensure they have completed their disclosure information. If any disclosure information is incomplete at the time the abstract is submitted, the abstract will be disqualified from being reviewed for the 2011 AAO-HNSF Annual Meeting & OTO EXPO program.

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 Miniseminar Application

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<th>Step 1</th>
<th>Proposal</th>
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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.
   - **Regular** – Course will be presented in a large audience lecture setting.
   - **Interactive** – Interactive courses will use an Audience Response System allowing audience members to respond to the presenter during the course.

4. **Program Description**
   Provide a brief summary of your proposed miniseminar. In particular, you should provide a succinct description of the relevance of this program to the practice of otolaryngology and the purpose (goals). We also suggest that you describe the teaching style of presentation or format you will use. If selected, your description will be published online to help attendees choose among sessions.

5. **Learning Objectives**
   These objectives focus participant's attention on the expected outcome of your presentation. You should state clearly and succinctly what attendees can expect to learn during the miniseminar. Begin each statement as if it was preceded by "Upon completion of this session, participants should." Follow a numbered structure, starting with a verb (i.e., Learn, Understand, Be able to, etc.). We recommend that your objective contains at least two objectives. If selected, your objectives will be published online to help attendees choose among courses.

6. **Length Requested**
   Select either 50 or 80 minutes. The Program Advisory Committee reserves the right to adjust the length of the miniseminar if accepted.
   - 50 minutes
6. **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 courses.

- Adult
- Advocacy
- Allergy
- Anatomy
- Antibiotics
- Antigens
- Audiology
- Basic Science
- Carcinoma
- Case Reports
- Clinical Science
- Cochlea
- Computer/Technology
- Cost-Benefit
- Ear
- Economics
- Ethics
- Evidence-Based Medicine
- Health Services Research
- Hearing Loss
- Immunotherapy
- Larynx
- Lasers
- Neck
- Oncology
- Oropharynx
- Patient Education
- Pharmacueticals
- Pharynx
- Physiology
- Practice Guidelines
- Practice Management
- Reconstructive Surgical Procedures
- Residents
- Sinus
- Skin
- Skull Base
- Sleep Medicine
- Snoring
- Speech
- Thyroid Gland
- Vocal Cords

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**Step 2 | Select the Moderator**

You must identify a Moderator and may not skip this step in the submission process. If you intend to be the Moderator, you must select yourself in this step and enter the information in all required fields.

**Step 3 | Select the Presenter(s)**

You may identify up to seven presenters for a miniseminar. All correspondences from the AAO-HNSF regarding this submission will be directed to the MODERATOR. All fields are required for all Presenters. Please do not use the same email address for additional authors.

**Step 4 | Terms and Conditions**

7. **Non-Exclusive Agreement for Meeting Presenters**

   Gives the Academy permission to record your presentation and/or to reproduce your presentation materials.
   - I accept
   - I do not accept

8. **Committee Involvement**

   If an Academy/Foundation committee is involved in the creation of this proposal, please select the committee name(s) below (limited to two committees).
9. Otolaryngology-Related Society Involvement
   If an Otolaryngology-Related Society is involved in the creation of this proposal, please select the
   societies name below.

10. International Society Involvement
   If an International Society is involved in the creation of this proposal, please select the societies name
   below.

11. Travel Honorariums
   Travel honorariums may be requested for miniseminar presenters. Please state the name of the
   presenter needing the honorarium and explain, in detail, the need for the honorarium. Note: If approved
   by the Program Advisory Committee, a maximum of $1,500 will be awarded per miniseminar.

   □ A travel honorarium IS NOT being requested
   □ A travel honorarium IS requested.

12. Comments (limited to 50 words)
   You should 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 Instruction Course
   Advisory Committee during the review process.

   | Step 5 | Review & Submit |