

Abstract Submission Form Instructions

AMERICAN NEUROTOLOGY SOCIETY

54th Annual Spring Meeting

JW Marriott Austin

Austin, TX

May 3-4, 2019

ABSTRACTS ACCEPTED from July 20 - October 15, 2018

Abstract Submission Instructions: Please read all instructions carefully before you begin your submission. [Click here](#) to print a hard copy of the following instructions. Failure to comply with the instructions will disqualify your abstract submission. Please contact Kristen Bordignon or Ashley Eikenberry, ANS Administrative staff, if you have any questions prior to submitting your abstract.

Email: administrator@americanneurologysociety.com

Ph: 217-638-0801

Fax: 727-800-9428

Please note if you are not a member of the American Neurotology Society you will be required to create a username (email) and a password before you begin your abstract submission. Members may access the form when logged in.

The American Neurotology Society accepts on-line submission of abstracts only. You must comply with the submission process below.

You must indicate ONE of the following before submitting your abstract form.

- ORAL (will be considered for ORAL presentation only, a POSTER slot will *not* be offered as an alternative)
- POSTER (up to 30 will be selected)
- EITHER (Selecting this category does not lessen your chances of being selected for an ORAL presentation)

The preferred method of presentation (ORAL or POSTER) should be noted. If you select EITHER, the ANS Scientific Program Committee will make the final determination as to where to place your abstract. The same submission rules apply for both POSTER and ORAL submissions. The ANS abstracts are scored based on scientific merit, we do not accept every abstract submitted. Please follow instructions to ensure you submit the best possible abstract.

Acknowledgment of receipt of an electronic abstract submission will be sent to the primary author via email from the ANS website default email, ans@memberclicks-mail.net with subject line *ANS 2019 Abstract Form Submitted Successfully*. If you do not receive an email acknowledgement, we did not receive your abstract. Please contact the ANS Administrator at administrator@americanneurotologysociety.com.

Abstracts must be structured according to *Otology & Neurotology* Guidelines for Authors

General Format: A concise abstract of not more than 250 words or less is required for all original clinical and basic science contributions, including review articles. The ANS Scientific Program Committee reviews all abstracts blinded to author; please do not place any identifying information in the body of the abstract, such as referral to authorship or institution. Also, if the research in your paper is supported by a grant, or special financial arrangement, this must be identified at the time of submission. These should be organized according to the headings outlined below. The author(s) must accept sole responsibility for statements in their submitted abstract.

Choose an appropriate title (**USE OF TRADE NAMES IS PERMITTED ONLY WHEN A GENERIC TERM IS NOT AVAILABLE OR APPROPRIATE FOR THE PAPER**) reflecting the content of the abstract body, as this title will appear in all publications if chosen for presentation. Do not capitalize prepositions, a, an, the, etc. **Please do not enter abstract or headings in all upper case or in quotation marks.** Use same format for the body of the abstract. Do not include the author or institution's name(s) in the abstract title or body.

List all authors in proper sequence (limited to seven individuals including primary author) using first names, middle initials, and last names and exact designations (i.e. MD, PhD, MS, etc. for publication purposes) It will be assumed the primary author is the presenter, if the primary author is not the presenter, please name the presenter of the abstract at the time of submission. Please specify a corresponding author if different than the primary author to whom all correspondence will be directed.

The American Neurotology Society requires a completed manuscript be sent electronically to the *Otology & Neurotology* Journal one month before the scientific program. **Primary authors of BOTH ORAL AND POSTER submissions must comply with the manuscript requirement.** Members of the ANS Scientific Program Committee, the ANS Education Committee and the ANS Executive Council will review the manuscript for any commercial bias, conflict of interest, use of commercial names and any other identifying information that may conflict with the ACCME requirements. ANS reserves the right to ask you to revise, modify or amend the

submitted manuscript/presentation to ensure compliance with the ACCME requirements. ***Failure to comply or meet the deadline will disqualify your presentation from the ANS Scientific Program.**

To begin the Abstract submission process, the Primary author must complete the [Conflict of Interest/Disclosure form](#) electronically through the ANS website/SurveyMonkey® link. Upon successful completion of the COI Disclosure, you will be directly linked to the ANS website and Abstract Submission page. Be prepared to log in or create a user profile and submit your abstract at this time. YOU MAY NOT BYPASS THE COI/DISCLOSURE TO ACCESS THE ABSTRACT FORM! As the primary author, it is your responsibility to see that each author complies with the COI Disclosure guidelines.

Click [here](#) to print the COI/Disclosure to share with authors. (online)

To simplify the process, after each author has reviewed the Disclosure statement and you, as the primary author, have collected the COI disclosure information, you may proceed to the abstract submission site. All of the above information will be required of you at the time of submission. This is an ACCME requirement. **Once you begin the abstract submission process, please be prepared to complete it in its entirety.** YOU MUST LIST EACH AUTHOR'S FULL NAME, EMAIL ADDRESS AND DEGREE (i.e. MD, PhD, BS, etc...) INDIVIDUALLY IN A SEPARATE TEXT BOX, (THIS IS CLEARLY STATED ON THE SURVEYMONKEY FORM) AND STATE HIS OR HER DISCLOSURE. IF THERE IS NOTHING TO DISCLOSE, YOU MUST STILL NAME EACH AUTHOR SEPARATELY. Please consult with your co-authors on how they would like their full names to be published prior to the submission of the abstract. Please follow these directions for author disclosure correctly. If you have any questions about the manner in which to do this, please contact Kristen Bordignon *before* you begin. We do not have time to contact the primary authors to gather this information and modify the disclosure form. YOUR DISCLOSURE/ABSTRACT WILL BE REJECTED FOR NONCOMPLIANCE. ONLY AUTHORS NAMED ON THE ELECTRONIC DISCLOSURE WILL BE PUBLISHED IN ANY PROGRAM MATERIAL.

[Click here](#) or copy and paste the link below to begin the abstract submission process beginning with the mandatory Conflict of Interest/Disclosure form.
<https://www.surveymonkey.com/r/ANSCOI2019>

Disclosure will be stated in the scientific program and verbally from the podium or via the first slide of the presentation. If you do not have anything to disclose, you must

indicate this on the online form. The disclosure information you provide will not influence the review of your abstract. If your presentation describes the use of a device, product, or drug that is not FDA approved or the off-label use of an approved device, product, or drug or unapproved usage, it is your responsibility to disclose this information verbally to the learner during your presentation. The intent of this policy is not to discourage speakers who have relationships with commercial entities from presenting, but to identify these relationships to the listeners so that they may form their own judgments. Failure to disclose this information on submission forms, will result in disqualification of your abstract.

REMINDER: DO NOT ENTER ABSTRACT DATA IN ALL UPPER CASE OR IN QUOTATION MARKS.

For clinical studies:

Objective: Brief, clear statement of the main goals of the investigation.

Study design: Specify the type of study-randomized, prospective double blind; retrospective case review; etc.

Setting: Primary care vs. Tertiary referral center; ambulatory vs. hospital; etc.

Patients: Primary eligibility criteria and key demographic features.

Intervention(s): Diagnostic, therapeutic, and/or rehabilitative.

Main outcome measure(s): The most essential criterion that addresses the study's central hypothesis.

Results: Include statistical measures where appropriate.

Conclusions: Include only those directly supported by data generated from this study.

For basic science reports:

Hypothesis: Brief, clear statement of the main goals of the investigation.

Background: Concise orientation for the reader unfamiliar with this line of investigation.

Methods: Succinct summary of techniques and materials employed.

Results: Include statistical measures where appropriate.

Conclusions: Include only those directly supported by data generated from this study.

Emphasize clinical relevance wherever possible.

For reviews and meta-analysis:

Objective: Brief, clear statement of the goals of the review.

Data sources: Specify database, search methodology, languages covered, and time frame.

Study selection: Criteria used to select articles for detailed review.

Data extraction: Means of assessing quality, validity, and comparability of extracted data.

Data synthesis: Specify statistical techniques used for data analysis.

Conclusions: Concise statement of primary inferences with any recommendations.

Abstract Submission Form

The abstract form will include the following questions, please be prepared to answer each question/item. It is imperative that both the Abstract title and Primary author name *is an identical match* on both the Disclosure form and the Abstract Submission page. (No changes accepted after 10/15/18)

YOU WILL BE DIRECTED TO THE WEBSITE AND SUBMISSION FORM UPON COMPLETION OF THE COI DISCLOSURE.

TITLE OF ABSTRACT - (USE OF TRADE NAMES IS PERMITTED ONLY WHEN A GENERIC TERM IS NOT AVAILABLE OR APPROPRIATE FOR THE PAPER) Capitalize the first letter of each word in the title, (not prepositions); please do not enter information in all upper case or in quotation marks. Use same format for the body of the abstract. Do not include the author's name(s).

AUTHORS - List all authors in proper sequence, (primary first and up to 6 more for a total of 7 max) using FIRST NAMES, MIDDLE INITIALS, and LAST NAMES AND EXACT DESIGNATIONS (i.e. MD, PhD, etc...) AS THEY WOULD BE PUBLISHED.

NAME, ADDRESS, TELEPHONE, E-MAIL OF PRIMARY AUTHOR:

ONE ADDITIONAL EMAIL ADDRESS:

NAME, ADDRESS, TELEPHONE, FAX NUMBER, E-MAIL OF PRESENTER AT COSM IF OTHER THAN THE PRIMARY AUTHOR:

IDENTIFICATION OF PROFESSIONAL PRACTICE GAPS, LEARNING OBJECTIVES, & DESIRED RESULTS

Professional practice gaps are the variations or differences in the practice patterns of physicians when compared to current evidence, standards of care or clinical guidelines that are designed to provide optimum patient care. Learning Objectives are short, clear statements about specific outcomes expected of the learner. Lastly, list the desired results in terms of changes in physician knowledge, competence, performance, and/or patient outcome. You will be asked to identify the professional practice gaps, educational needs, learning objectives, and desired result.

LEVEL OF EVIDENCE

Levels of Evidence by Sackett

(RCT = Randomized Controlled Trial)

Level	Type of evidence
I	Large RCTs with clear cut results
II	Small RCTs with unclear results
III	Cohort and case-control studies
IV	Historical cohort or case-control studies
V	Case series, studies with no controls

**Adapted from Sackett DL. Rules of evidence and clinical recommendations on the use of antithrombotic agents. Chest 1989; 95:2S-4S*

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3124652/>

ABSTRACT– Due to HTML, this online form does not support mathematical symbols and some punctuation marks; **YOU MUST UPLOAD YOUR ABSTRACT IN WORD FORMAT ONLY. This WORD document MUST INCLUDE THE BODY OF THE ABSTRACT INCLUDING TITLE & HEADINGS.** Save as with last name and title **(250 words or less) You do not have to include title, headings, or gaps in word count).**

***For All Human and/or Animal Studies:**

Indicate IRB or IACUC Approval: Approval of your studies/research must be acquired before the data is collected. Any data collected prior to IRB approval is in violation of IRB rules. **IRB APPROVAL MUST BE DISCLOSED AT THE TIME OF SUBMISSION.** You must enter the IRB/IACUC number and/or the name of the entity providing approval. Simply entering YES is not acceptable. NO EXCEPTIONS.

If the study has qualified as exempt from an IRB formal review, authors may state EXEMPT on the abstract submission form.

OUT of USA SUBMISSIONS:

APPROVAL MUST BE OBTAINED & NOTED from the appropriate ethical entity at the time of submission. *Failure to comply will result in disqualification of your abstract.

Would you like to be considered for one of the available cash awards? (see meeting tab for details)

Was outside funding provided for this research/project? Is so, please name the source.

State Yes or No if this abstract is under consideration for or denied publication and/or presented at any other Scientific meeting:

(If you have submitted your abstract to O&N, please provide the date of submission & the number linked to the submission. The O&N will be notified that this abstract is under

consideration for presentation and may NOT be published until after the 2019 Scientific Program takes place or your abstract is denied).

Copyright Transmittal: Abstracts are received with the understanding that they are not under simultaneous consideration by another publication and that they are original contributions that have not been previously published. Accepted abstracts become the permanent property of *Otology & Neurotology* and may not be published elsewhere without permission from *Otology & Neurotology**

NEW THIS YEAR *On a rare occasion, submission of your manuscript to an alternative Journal may be considered. *Requests will be considered individually and no assurances of approval can be offered a priori.*

The intent of this exception is to allow authors to submit an abstract and present highly meritorious work to the ANS membership, yet ultimately publish the work in a journal that is deemed critical for the ongoing success of the work (e.g. compete for federal funding support).

*To request this exception, at the time of submission, please send a follow-up email to the ANS Administrative Office including (1) primary author name and abstract/title in word doc (2) a letter addressed to the O&N editor-in-chief, Dr. Lawrence Lustig, and the ANS Executive Council explaining the reason(s) for requesting for an exception to publish in **Otology & Neurotology** and (3) a link to (Dropbox) or pdf of the submitted manuscript. The request letter should include the name of the journal to which the work was submitted and the status of that submission (submitted, under revision, accepted, or rejected).*

Publication Statement: The material in this abstract must not have been published or presented previously at another national or international meeting and may not be under consideration for presentation at another national or international meeting including another COSM society. **The study detailed in this abstract *may be submitted for consideration for publication to *Otology & Neurotology* at any time after this call for papers begins. However, should the abstract be selected as a poster or an oral presentation, publication of the manuscript will be delayed until after the 2019 COSM meeting takes place.*** If this policy is violated, the ANS will prohibit presentation at the COSM meeting and the manuscript will be withdrawn from publication in print or online. The penalty for any duplicate presentation/publication is prohibition of the author from presenting at a COSM society meeting for up to three years.

Submitting author's signature/printed name required:

Signature indicates author will abide by the above Copyright and Publication statements.

The ANS Scientific Program Committee will not consider abstracts that do not contain all the required elements.

In summary, please review **all** instructions carefully. Failure to comply with the instructions could disqualify your abstract submission. Abstracts published, presented previously or considered for presentation at another national or international meeting may not be submitted. Duplicate submission to more than one COSM society will disqualify your paper.

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