

ASPO 2017 Abstract Submission Guidelines

- **Submission Deadline:** Midnight, November 1, 2016, PST
 - You may revise your abstract until Midnight, November 1, 2016, PST.
- **Program Theme:** The ASPO 2017 program will center on the theme of “Quality and Improved Outcomes in the Treatment of Pediatric ORL Disorders” Abstracts submissions which deal with this theme are encouraged!
- **Submission Formats:** You may submit your abstract for any/all of the following formats:
 - Podium Presentation
 - Quickshot Presentation
 - NEW: The Quickshot Presentation format includes a 3-minute presentation and 1 minute of transition time.
 - Abstracts submitted for Quickshot presentation should be clinical vignettes which deal with novel techniques, innovative management of clinical challenges, or diagnostic dilemmas.
 - Poster Presentation
- **Structured abstracts:** Structured abstracts are required for Podium and Quickshot presentations (http://www.nlm.nih.gov/bsd/policy/structured_abstracts.html).
 - Please use the IMRAD format with an Introduction (including objective), Methods, Results, and Discussion.
 - Structured abstracts are encouraged, but not required for poster presentations.
 - Unstructured abstracts will be considered only for poster presentations.
- There is a limit of 3 abstract submissions per author.
- **Confirmation email:** After submitting your abstract, you will receive a confirmation email, which includes an abstract ID number.
- **Duplicate publication:** The Program Committee will withdraw abstracts if the material in the abstract has been:
 - Submitted for publication prior to Midnight, November 1, 2016, PST or
 - Presented previously at another national or international meeting prior to May 2017 or
 - Published prior to May 2017.

Since ASPO is a COSM society, it will uphold the COSM policy for duplicate presentation, even at the breakout meeting. The penalty for duplicate presentation/publication is prohibition from presenting at a COSM society meeting for 3 years.
- **Withdrawal of abstract:** Abstracts may be withdrawn prior to Midnight, November 1, 2016, PST through this website using “My Dashboard”. If you wish to withdraw your abstract after it has been accepted, email the Program Chair

(dkmehta@texaschildrens.org); however, abstracts withdrawn after acceptance will not be removed from the published abstracts on the ASPO website and/or the printed program.

- **Review of abstracts:** Abstracts are reviewed anonymously by the Program Committee. The abstract should include an objective, methods, and results in sufficient detail to support the conclusion(s). Statements such as “results will be described” should be avoided.
- **ASPO 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.