

**AUSTRALIAN SOCIETY OF
OTOLARYNGOLOGY HEAD & NECK
SURGERY
SCIENTIFIC MEETING**

**08-11 April, 2008
Sheraton Perth Hotel
PERTH, WESTERN AUSTRALIA**



SUBMISSION OF ABSTRACTS

The Committee of the Australian Society of Otolaryngology Head and Neck Surgery - Annual Scientific Meeting invites abstract submissions for oral and poster presentations on all aspects of Otolaryngology.

The Committee will review abstracts suitable for presentation at the Meeting, based on scientific validity and subject matter. Given the limited number of oral presentation places available, the Committee may determine that some abstracts are better suited to poster rather than oral presentation.

Abstracts must be submitted by the closing date Friday 30 November 2007.

All presenters will be required to register for the Conference and pay the registration fee; the Early Bird registration deadline is **18 January 2008**.

ABSTRACT STYLE AND CONTENT REQUIREMENTS

1. Abstracts must include the following 5 headings: Introduction, Methods, Results, Discussion and References.
2. Length - Abstract body not including headings must be no more than **250** words in length.
3. Use **Arial** font, font size **10**
4. Presenting author must be in **bold**.
5. All authors to be listed with first name initials and surname.
6. Abstracts must not contain symbols, tables, diagrams or pictures.
7. Abstracts should be thoroughly checked for spelling and grammar.
8. Only abstracts submitted in English will be reviewed.

ABSTRACT SUBMISSION

- Abstract submission will only be available via the Conference website, www.asohns08.com.au
- ALL fields in the form must be completed.
- During the process of submitting your abstract – you will be asked to provide a 50 - 100 word biography of the presenting author for the session chair to use as a suitable introduction to the audience.
- Abstracts must fall under one of the themes listed below:

**Facial Aesthetic
General
Head & Neck**

**Laboratory Research
Otology
Paediatrics**

**Rhinology & OME
Skull Base
Snoring & OSA**

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As presentations may be taped (video or audio), the on-line submission process will seek your permission to re-produce your presentation in various mediums – being:

- Hard copy abstract in the Conference Handbook (program & abstracts)
- On video tape
- On audio tape

If you decline permission for reproduction for audio and video taping, your wishes will be respected.

ABSTRACT ACKNOWLEDGEMENT

When you complete your submission of abstract online you will receive a notice confirming receipt of abstracts submitted. Please note that all correspondence will be sent to the email address from which the submitted abstract was received.

ABSTRACT ASSESSMENT

Please be advised that although authors must indicate their preferred form of communication (oral or poster), the type of presentation offered will be the decision of the Organising Committee.

PUBLICATION OF ABSTRACTS

All abstracts accepted for presentation will be published in the Program Book given to delegates at the Conference.

PRESENTATION DETAILS

Oral Presentations – The length of oral presentations will be announced in due course.

Poster Presentations – Posters should be 1000mm wide and 1500mm high, and must be portrait style. Authors must attend their posters during the allocated time to answer questions.

ORGANISING COMMITTEE

Ian Mitchell: Convenor
Marcus Atlas: Scientific Convenor
Francis Chai: Scientific program
Harvey Coates: Scientific program
Tim Cooney: Scientific program
Phil Fisher: Scientific program
Richard Lewis: Scientific program
Jayson Oates: Scientific program

MEETING SECRETARIAT

Please address any queries to the Meeting Secretariat:

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