

**2007 ANNUAL POSTER
PRESENTATION
DURING THE
91ST ANNUAL CLINICAL ASSEMBLY
MAY 2-6, 2007
THE RITZ-CARLTON
SARASOTA, FLORIDA**

For further information, contact:
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INSTRUCTIONS FOR SCIENTIFIC POSTER PRESENTATIONS:

Scientific Poster Presentations provide you with the opportunity to exchange information in-depth on a one-to-one basis and are an excellent medium for unusual or multiple clinical case presentations. Simply prepared with photographs and laboratory information, scientific poster presentations encourage the exchange of findings and treatment results. Any aspect of ophthalmology or otolaryngology/facial plastic surgery may be presented in a scientific poster session. Only fixed posters can be presented. Audiovisuals such as slides and videotapes cannot be a part of your presentation.

A resident poster stipend of up to \$300.00 is available from the AOCOO-HNS Foundation, Inc. to the FIRST THREE RESIDENTS IN BOTH SPECIALTIES who submit their scientific poster application, along with itemized expenditures for preparation of the poster. The resident poster stipend will be paid following the presentation of the poster at the Annual Clinical Assembly.

In addition, members of the Awards Committee will judge all the scientific posters presented and a cash prize will be awarded for the best scientific poster presentations in each specialty. This cash award applies to resident members only.

Your presentation should contain succinct headings that organize and logically display the information. Graphics should be explicit and brief. Elaboration is best done verbally – just as if it were an oral presentation using slides.

The poster display should focus on:

1. Hypothesis or Objective
2. Methods
3. Results or Outcomes

The AOCCO-HNS Foundation will provide a work area for displaying each scientific poster presentation which is 4'x8' freestanding poster board. The poster board may be covered and will also accept longer pushpins.

All illustrations should be made up prior to the meeting. Keep illustrative material simple. Illustrations must be easily read from distances of about 3' or more. Charts, drawings and illustrations should be similar to those you would use in making slides. Prepare and bring with you to the meeting everything needed for your presentation – figures, tables, diagrams, equations, etc. Bring pushpins or thumbtacks for mounting your materials. **Do not mount your presentation materials on heavy board, as it may be difficult to keep in position.**

GUIDELINES:

This concept of presenting scientific posters affords an opportunity to have your work viewed by an audience in a simple and cost effective manner. The following suggestions are submitted to assist you in setting up a successful scientific poster presentation.

1. A short and legible introduction and a summary of conclusions are essential.
2. Keep the text and figure legends explicit and brief.
3. The simple use of color can add emphasis effectively.
4. Written material should be printed in a large typeface. Above all, use large print. Use heavy block letters where possible.
5. Roll poster materials and insert them in large mailing tubes for use in transporting them to the meeting. You should bring them yourself. You are required to mount your own display. Display boards will be provided by the Annual Clinical Assembly Committee.

IMPORTANT: In accordance with the AOCCO-HNS Basic Documents for Residency Training: In lieu of one (1) resident annual paper requirement, the resident may develop a scientific poster presentation at the Annual Clinical Assembly, reviewed and approved by the program director. An abstract of the poster presentation must be reviewed by the Council of Medical Education.

YEAR-END RESIDENCY REPORTING NOTES:

1. *The Council of Medical Education recommends that you photograph your poster and submit it along with your program director's critique and/or approval letter.*
2. *Several residents may be involved in the presentation of a poster, however, only ONE resident may receive credit toward the annual paper requirement.*
3. *The Award Committee, responsible for judging the posters, requests that the same poster not be submitted two years in a row. Exception: ongoing research approved by the program director presented with additional findings and newly collated research information.*

PRESENTATION PERIODS:

Presenters are encouraged to be present for the Official Opening, Thursday morning, May 3rd, 2007 and regular exhibit hours during the Annual Clinical Assembly. Presenters should be present to answer questions and expand on the material during the Awards Committee judging, which is TENTATIVELY scheduled for Friday morning, May 4th, 2007.

Material must be mounted on the display boards in your preassigned space by 6:00pm on Wednesday evening, May 2nd, 2007. This material must remain in place for the entire meeting. POSTER TEAR DOWN will begin along with the 10:00A.M. tear down/closing time for exhibits on Saturday, May 5th, 2007. **POSTER PRESENTERS ARE RESPONSIBLE TO TAKE DOWN POSTERS, conference staffers will not be responsible for your poster after the exhibit area has been torn down and cleaned. HELPFUL REMINDER: Save your shipping container/canister for ease of storage following poster tear down.**

APPLICATION FOR SCIENTIFIC POSTER PRESENTATION

91st Annual Clinical Assembly of the AOCOO-HNS Foundation, Inc.

Completed and return by April 1st, 2007

AOCOO-HNS Foundation

4764 Fishburg Rd., Suite F - Huber Heights, OH 45424 - OR FAX TO 937-233-5673

IMPORTANT: Please read the Instructions for Scientific Poster Presentation before completing this application. List the Title and Presenter, and an abstract to be published in the Official Program.

(Please type or print legibly)

Title: _____

Name(s): _____

Hospital _____

Program Director _____

City & State: _____

NOTE: In the space below, please type a 50-word summary of your Scientific Poster Presentation to be published in the Official Program.

POSTER CATEGORY: [] Ophthalmology [] Otolaryngology [] Facial Plastic Surgery