

2017 ANNUAL POSTER PRESENTATION
DURING THE
101ST ANNUAL CLINICAL ASSEMBLY
MAY 10-14, 2017
RED ROCK CASINO, RESORT & SPA
LAS VEGAS, NV

For further information, please contact:
Stephanie Whitmer, MNA, Administrative Director
AOCOO-HNS
142 E Ontario Suite 1500, Chicago, IL 60611
SWhitmer@aocooHNS.org • 800.455.9404

INSTRUCTIONS FOR SCIENTIFIC POSTER PRESENTATIONS:

Scientific poster presentations provide you with the opportunity to exchange in-depth information on a one-to-one basis, and are an excellent medium for presentations of research projects or unusual or multiple clinical cases. 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 may be presented. Audiovisuals such as slides and videotapes may not 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 (i.e., your receipt). The resident poster stipend will be paid following presentation of the poster at the Annual Clinical Assembly.

Your presentation should contain succinct headings that organize and logically display the information. Graphics should be explicit and brief. Elaboration is best done verbally, 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 AOCOO-HNS Foundation will provide a 4' x 8' freestanding poster board to display each scientific poster presentation. The covered poster board will accept longer pushpins, but not thumbtacks.

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. Pushpins will be provided for mounting your materials. **Do not mount your presentation materials on heavy board, as it may be difficult to keep in position on the poster boards.**

*The AOCOO-HNS strongly encourages residents that submit a poster presentation application, and then later find that they are unable to attend the May 2017 ACA, to make every effort to ask an attending or another resident to put up their poster. Alternative: Notify the College Office that the poster will not be presented. This will ensure that the appropriate number of poster boards will be ordered by the AOCOO-HNS Foundation. **If a resident fails to notify the College Office that their poster will not be presented and/or their poster is a no-show, the resident will be charged for the cost of the poster board.***

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 offered to assist you in setting up a successful scientific poster presentation.

1. A short and legible introduction and 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. Use heavy block letters where possible.
5. Roll poster materials and insert them in large mailing tubes for use in transporting them to and from 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.

YEAR-END RESIDENCY REPORTING NOTES:

1. Several residents may be involved in the presentation of a poster; however, **ONLY ONE** resident may receive credit toward the annual paper requirement. **The resident claiming credit must be listed as first author, secondary only to the Program Director.**
2. Since Residency Program Directors are responsible for reviewing and grading the posters, the AOCOO-HNS Council of Medical Education 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.

SETUP:

Materials must be mounted on the display board in your preassigned space between 1:00 PM and 5:00 PM on Wednesday, May 10, 2017. This material must remain in place for the entire meeting. **POSTER TEARDOWN** may begin any time after 10:30 AM on Saturday, May 13, 2017 (the teardown/closing time for the exhibits).

POSTER PRESENTERS ARE RESPONSIBLE FOR TAKING DOWN THEIR OWN POSTERS; conference staffers will not be responsible for your poster after the poster and exhibit areas have been torn down and cleaned.

HELPFUL REMINDER: Save your shipping container/canister for ease of storage following poster teardown.

APPLICATION FOR SCIENTIFIC POSTER PRESENTATION

101st Annual Clinical Assembly of the AOCCO-HNS Foundation, Inc.

Complete and Return by April 1, 2017

Stephanie Whitmer, MNA, Administrative Director, AOCCO-HNS

142 E Ontario Suite 1500, Chicago, IL 60611

SWhitmer@aoccohns.org • 800.455.9404

IMPORTANT: Please read the “Instructions for Scientific Poster Presentations” before completing this Application. List the title, presenter(s), and an abstract to be published in the Official Program. **Deadline for submission is April 1, 2017. Poster Applications submitted after April 1st will be accepted on a space-available basis only and may not be included in the Official Program.**

*The AOCCO-HNS strongly encourages residents that submit a poster presentation application, and then later find that they are unable to attend the May 2017 ACA, to make every effort to ask an attending or another resident to put up their poster. Alternative: Notify the College Office that the poster will not be presented. This will ensure that the appropriate number of poster boards will be ordered by the AOCCO-HNS Foundation. **If a resident fails to notify the College Office that their and/or their poster will not be presented poster is a no-show, the resident will be charged for the cost of the poster board.***

(PLEASE PRINT LEGIBLY)

Poster Categories: Ophthalmology Otolaryngology/Facial Plastic Surgery Otolaryngic Allergy

Title: _____

Resident Claiming Credit (must be listed as 1st author): _____

Email: _____ Other Participant Names: _____

Hospital: _____

City & State: _____ Program Director: _____

NOTE: In the space below (or attach your own page), please type a 50-word summary of your scientific poster presentation to be published in the Official Program.

Program Director’s signature verifies that they have read this Application and approve resident’s scientific poster presentation:

(Program Director’s Signature)

(Printed Name of Program Director)