Abstract Submission & Allocation Guidelines

Introduction

The abstract submission guidelines of the 10th International Conference on Cholesteatoma and Ear Surgery are intended to provide clear instructions before submitting an abstract. You are kindly requested to read the guidelines carefully.

The Scientific Program Committee (SPC) for the conference maintain the right to reject any abstract that does not meet below requirements or is in violation of them.

Deadline for abstract submission

The final deadline for abstract submission is 31st March 2016 at 23:59 GMT.

General abstract guidelines

1. The SPC encourages the submission of original scientific material. Authors should check with the editor of the relevant journal of the abstract has already been published as part of an article.

2. Submitted abstracts are considered embargoed from the point of closure of the abstract submission site (11 March 2016). Abstracts cannot be amended after this date.

3. In clinical studies the abstracts should have fulfilled appropriated ethical approval.

4. If “off label” use of drugs was involved, please state this clearly.

5. Do not submit the same study in multiple abstracts. Abstracts that appear as more than one version of a single study will be rejected.

6. The SPC assumes all presenting authors have proficiency in English, thus are able to present and respond to questions. Otherwise authors are encouraged to choose poster presentation as a preference.

Abstract format:

Full instructions on how to submit the abstract will be provided as you progress through the submission system.

1. The abstract submission should not be any more than 2000 characters in length including spaces. This length doesn’t include the title, learning objectives or any of the authors. The title should be no more than 200 characters including spaces.

2. All abstract body content sections are mandatory (Introduction, Methods, Results, Conclusions, Learning Objectives).

3. No images or tables can be used within the abstract.

4. There should be only one presenting author.

5. There are no limits on the number of authors within the abstract.
Abstract review, selection and publication

- All abstracts submitted before 31 March 2016 will be reviewed by a panel of experts.
- Abstracts will be selected for:
  - oral presentation
  - poster presentation
  - rejection

- The first/presenting author will receive a confirmation of acceptance for oral presentation, poster presentation, or a notice of rejection, by e-mail by 4th April 2016.

- Authors of abstracts selected for an oral presentation will be informed about the type and date of the session and presentation guidelines will be provided.

- Poster presenters will be informed about the date of the poster session and will receive guidelines for their presentation.

- All accepted abstracts will be published in the abstract book (supplement to the Journal of Laryngology & Otology, published by Cambridge Journals).

- Withdrawal policy: If authors wish to withdraw their abstracts from presentation or publication they are requested to send a letter via e-mail to the conference secretariat before 15 April 2016.

- Registration: All abstracts presenters are expected to register and pay their registration fee in full for the conference by 15 April 2016.

  Any abstracts submitted by presenters who have not registered and paid in full will be automatically withdrawn from publication.
Abstract Topics

**Topic A – Basic Science**
1. Subtopic – Genetics
2. Subtopic – Embryology, Anatomy and Physiology of Ear
3. Subtopic – Skin Biology
4. Subtopic – Bone and Cartilage Biology
5. Subtopic – Middle Ear Ventilation and Eustachian Tube
6. Subtopic – Inflammation process and immunity
7. Subtopic – Others

**Topic B – Surgery**
1. Subtopic – Cholesteatoma Surgery
2. Subtopic – Middle Ear Surgery
3. Subtopic – Skull Base Surgery
4. Subtopic – Hearing Rehabilitation
5. Subtopic – Eustachian tube surgery
6. Subtopic – Stapes Surgery
7. Subtopic – Bone conduction and middle ear implants
8. Subtopic - Others

**Topic C – Diseases of the ear, investigations and imaging**
1. Subtopic – Outer ear pathology
2. Subtopic – Middle ear pathology
3. Subtopic – Hearing, Balance and Tinnitus
4. Subtopic – Imaging
5. Subtopic - Others

**Topic D – Science of hearing and devices**
1. Subtopic – Science of bone conduction
2. Subtopic – Devices
3. Subtopic – Single Sided Deafness
4. Subtopic - Others

**Topic E - Others**
1. Subtopic – Reporting of outcome
2. Subtopic – Training and Education
3. Subtopic - Epidemiology
Contact information

Should you require further help with your abstract submission or have any questions, please contact the conference secretariat:

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