

ASPO 2025 Abstract Submission Guidelines

ASPO Annual Meeting 2025

Abstracts and Panel proposals for the ASPO Annual Meeting:

- There is one link for submitting an Abstract or a Panel; the link is available on the ASPO website.
- The ASPO Summer Meeting is not being held in 2025. All submissions will be considered for the Annual (breakout) Meeting in Montreal, Canada May 1-3, 2025.

Video submissions will be collected via an online form available on the ASPO Website.

Submission Formats:

You may submit your abstract in any of the following formats:

- Oral Scientific Abstract Presentations:
 - Podium Presentation (6 minutes)
 - Quickshot Presentation (3 minutes)
- Poster Scientific Abstract Presentation
- Panel Proposals (*Please note: Panels are intended to be a moderated, discussion-based forum with audience input/participation. Collaboration across geographic and specialty areas is encouraged. Panels comprised of sequential didactic presentations are discouraged.*)
 - *Debate & Discussion:* Panelists take differing and conflicting viewpoints on a controversial subject
 - *Mini-Seminar:* Panelists discuss the topic in-depth with a unifying message through case presentations, evidence-based discussion, expert opinion and/or personal reflection
- Peds VideOto Presentation
 - Video case presentation submission (2-minute videos)
 - Competition adjudicated by the Young Members Committee. Visit the ASPO website for links to submit a Video.

Submission Deadlines:

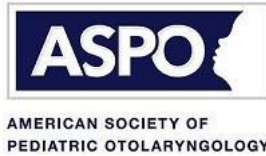
All deadlines occur at 11:59 pm CT. No extensions will be offered.

Please refer to the ASPO Website for approximate acceptance/notification dates.

July 29, 2024 - Open Call for Submissions for Annual Meeting

October 7, 2024 – Deadline Annual Meeting Panels (Debate & Discussion and Mini-Seminar) and Scientific Abstracts (Podium, Poster, Quickshot)

November 8, 2024 - Deadline Peds VideOto Competition



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ASPO Initiatives:

During the submission process, the author will be asked if the submission is related to any of the following initiatives. *Please note: Submissions on a variety of topics are encouraged. All content will be ranked and reviewed by the Program Committee; however, self-designation of certain content below will help guide the Program Planning process.*

- ASPO Standing or Ad-Hoc Committee Initiative
- ASPO Research Committee-supported Study
 - Includes research from CORE Grant or ASPO Surveys

Equity, Diversity, Inclusion (EDI):

The expertise and diversity (institution, discipline, gender, race, stage of career, etc.) of the presenters, moderators, and panelists will be taken into consideration during the review process.

Abstract Requirements (For Podium, Poster, Quickshot):

- Abstracts are limited to 350 words and may not include tables or graphics.
- Structured abstracts are required for all submissions. Please use the IMRAD format with an Introduction (including objectives), Methods, Results, and Discussion ([IMRAD format for structured abstracts](#)). A modified structure may be used for Case Reports (Introduction, Case Description, Discussion).
- The abstract should include objectives, methods, and results in sufficient detail to support the conclusion(s). Statements such as “results will be described” should be avoided.
- *Please **do not**:*
 - Show the title or author information in the abstract body.
 - Show department or institution information in the abstract body or references to a hospital, medical center, city of origin, or any other phrase that could be used to identify the authors.
 - Acknowledge research grant support in the abstract body.
 - Use capitals, highlighting, bolding, or underlining for emphasis within the abstract body.

Scientific Panels

- Session descriptions should include a summary of your proposed panel, at least two learning objectives and a succinct description that includes: background, description of panel, discussion points.
- The total length of your session description should not exceed 500 words.

Mini-Seminar Requirements:

- Mini-Seminar Session Proposals should include a Moderator and a minimum of 2 and a maximum of 3 Panelists.

Debate and Discussion Requirements:

- Debate and Discussion Proposals should include a Moderator and a minimum of 2 and a maximum of 3 Panelists.



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- Present a controversial topic and present the best evidence in the management and treatment of our patients. The moderator and panelist (at least one for and at least one against), **using case-based scenarios**, could highlight the controversy regarding the topic.
 - Discusses an issue in detail
 - Presents two sides of a current issue
 - Debates new ideas for disease processes or new treatment regimens
 - Discusses future directions with potential action plans and learning points for attendees

Panels will be judged based on the relevance to ASPO membership, quality of the proposal, clarity of objectives, the potential impact of the seminar, scientific merit and/or opportunity for professional and personal development.

Peds VideOto Requirements:

Authors are encouraged to submit clinical or surgical videos featuring interesting, innovative, and educational content. Videos must follow the following guidelines.

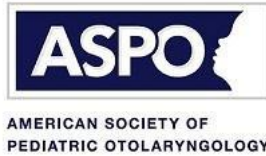
- Members and Non-Members may submit abstracts/videos for consideration. If the Presenting Author is a Non-Member, an ASPO Member must serve as the Senior Author.

Submission:

1. Title
2. Author
3. Institution/Affiliation
4. Abstract (word count 300)
 - a. Brief description of the video
5. Provide a novel, substantive approach to an existing clinical practice. It does not have to be a procedure/technique/clinical approach in its entirety; it can be a portion of a procedure.

Peds VideOto Requirements:

1. File format: MP4
2. File Size: 350MB maximum
3. Length: 2 minutes
4. The title page must include the institution, author(s), and name of the procedure.
5. The video should demonstrate all critical points of a procedure/technique/clinical approach.
6. The video must be edited for flow and transitions.
7. The video should include annotations identifying all key landmarks and critical steps.
8. Subtitles and/or narration are required (narration is preferred).
9. 720p minimum resolution
10. If the video contains patient footage, please follow the [Human Studies and Subjects](#) information section which also applies to videos.



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Modification or withdrawal of abstracts:

Upon submission of your abstract, the presenting and corresponding author will receive a confirmation email with a link to modify the abstract. Abstracts may be edited or withdrawn before the deadlines listed above via the abstract submission site. If you wish to withdraw your abstract after the deadline or after it has been accepted, please email ASPO Administration at aspo@facs.org.

Review of abstracts:

Abstracts are reviewed and ranked anonymously by the Program Committee (except Mini-Seminars). In the event of a conflict, committee members will recuse themselves.

ASPO Program Policies:

Duplicate Presentation / Publication Policy:

The Program Committee will withdraw abstracts if the material in the abstract has been:

- Presented previously at another regional, national, or international meetings before the ASPO Meetings at which you wish to present (May 2025).
- Previously published or submitted for publication before the ASPO Meetings at which you wish to present (May 2025).

Since ASPO is a COSM society, it will uphold the COSM policy for duplicate presentations at its 2025 breakout meeting. The penalty for duplicate presentation/publication is prohibition from presenting at an ASPO/COSM society meeting for three years.

Financial Disclosure Policy:

The goal of ASPO is to promote scientific integrity and transparency. Authors who fail to disclose conflicts of interest included 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.

Registration & Travel Policy:

Upon acceptance, all presenting authors, moderators, and panelists of both oral and poster presentations must register for the meeting and are responsible for their registration and travel expenses. Any questions regarding this policy should be directed to ASPO Administration at aspo@facs.org.

Thank you for your contributions to ASPO's Scientific Programs! The ASPO Program Committee looks forward to reviewing your submission(s).