

2027 ASPO-HNS ANNUAL MEETING SUBMISSION GUIDELINES

APRIL 9-11, 2027 | SEATTLE, WASHINGTON

ASPO-HNS invites submissions for the 2027 Annual Meeting at COSM. Submissions may be made as Scientific Abstract, Panel Proposal, or Mini-Symposia Featured Talk [here](#). Video Abstracts are collected separately; you can submit your video submission [here](#). The submission deadline is October 12th, 2026, at 11:59 PM CT. All submissions must be completed by the deadline.

Attendance Requirements

Presenting Authors, Moderators, Panelists, and Featured Talk presenters must be available to participate **in person in Seattle during the ASPO-HNS Annual Meeting at COSM, April 9-11, 2027**. ASPO-HNS does not provide travel honoraria for accepted presenters. Upon acceptance, presenters are responsible for meeting registration and associated travel expenses unless otherwise communicated by ASPO-HNS.

Scientific Abstract

Scientific Abstracts may be considered for the following presentation formats:

- [Podium Presentation](#): 6-minute oral presentation
- [Quick Shot Presentation](#): 3-minute oral presentation
- [Poster Presentation](#)

Authors may indicate their preferred presentation form or select *No Preference* during submission. Final presentation format will be determined by the ASPO-HNS Annual Meeting Program Committee.

Scientific Abstract Requirements

Scientific Abstracts are limited to **350 words**.

Structured abstracts are required and should include:

- Background/Hypothesis
- Methods
- Results
- Discussion

A modified structure may be used for Case Reports:

- Case introduction
- Case description
- Discussion

The abstract should include sufficient methods and results to support the state conclusions/ Statements such as “results will be presented” should be avoided.

Abstracts may **not include tables or graphics.**

To preserve blinded review, please do not include the following within the abstract body:

- Author names
- Department or institution names
- Hospitals, medical centers, cities, or other information that could identify the authors or institution
- Research grant acknowledgements
- Other identifying information

The Presenting Author and up to four additional co-authors may be included with the submission. Authors will be asked to indicate their preferred presentation format during submission. Presentation preferences are considered but are not guaranteed.

Panel Proposal

Panels are intended to provide a moderated, discussion-based forum with opportunities for audience engagement. Collaboration across institutions, geographic areas, specialties, and areas of expertise is encouraged.

Panel proposals may be submitted in one of the following formats:

- Standard Panel - 40 Minutes: A moderated discussion exploring a defined topic through expert perspectives, evidence, cases, and audience engagement.
- Debate & Discussion - 40 Minutes: A moderated discussion in which panelists present differing or conflicting viewpoints on a controversial or evolving topic.
- Mini-Symposia Panel - 30 Minutes: A focused panel designed for inclusion within a larger Mini-Symposia session.

Panel Proposal Requirements

Panel proposals should include:

- One moderator
- A minimum of 2 and up to 3 panelists. If you want to request to add an additional panelists, please contact Isabelle at iboyer@aspohns.org.
- Panel title
- Session Description
- A minimum of 2 and maximum of 5 learning objectives
- Background and rationale for the proposed session
- Proposed discussion points
- Requested information for the Moderator and Panelists

The complete panel session description should not exceed **500 words**.

Panels should emphasize discussion, interaction, differing perspectives, cases, evidence, and audience engagement. Sequential didactic presentations are discouraged.

Mini-Symposia Featured Talk

A Mini-Symposia Featured Talk is a 15-minute presentation highlighting an innovative, timely, or emerging topic in pediatric otolaryngology.

Selected featured talks will be incorporated into a larger Mini-Symposia session developed by the Program Committee. Mini-Symposia programming may include selected Feature Talks, 3- or 6-minute oral presentations, and Mini-Symposia panels.

Submission of a Featured Talk does not constitute a proposal for an entire Mini-Symposia session.

Mini-Symposia Featured Talk Requirements

Mini-Symposia Featured Talk proposals should identify a focused topic appropriate for a 15-minute presentation.

Proposals should emphasize:

- Innovative or emerging concepts
- New research, technologies, or clinical approaches
- Timely topics relevant to pediatric otolaryngology
- Clear educational value for meeting attendees
- Content that could contribute to a broader thematic Mini-Symposia session

The Program Committee will determine the final composition of each Mini-Symposia based on selected submissions.

Peds VideoOto

Peds VideoOto submissions are collected through a separate submission form; [submit here](#). Authors are encouraged to submit clinical or surgical videos featuring interesting, innovative, and educational content.

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

Peds VideoOto Submission Requirements

Each submission must include:

- Title
- Author(s)
- Institution/Affiliation(s)
- Abstract: A brief video description of the video, limited to **300 words**
- Content that provides a novel, substantive approach to an existing clinical practice. The submission does not need to demonstrate a procedure, technique, or clinical approach in its entirety; it may focus on a portion of a procedure, technique, or clinical approach.

Video Requirements

Submitted videos must meet the following technical and content requirements:

- File format: MP4
- Maximum file size: 350 MB
- Maximum length: 2 minutes
- Minimum resolution: 720p
- The title page must include the institution, author(s), and name of the procedure.
- The video should demonstrate all critical points of the procedure, technique, or clinical approach.
- The video must be edited for appropriate flow and transitions.
- The video should include annotations identifying key landmarks and critical steps.
- Subtitles and/or narration are required; narration is preferred.

The video submitted with the initial application does not need to be the final version.

Authors of accepted videos will have the opportunity to update their video prior to the final presentation.

Policies Applying to All Submissions

ASPO-HNS Initiatives

During the submission process, authors may be asked whether their submission is associated with an ASPO-HNS committee, initiative, or Research Committee-supported study. This information may assist the Program Committee with program planning. Designation as an ASPO-HNS initiative or committee-related submission does not guarantee acceptance.

Modification or Withdrawal of Submissions

Submissions may be modified, to a certain extent, or withdrawn at any point in the submission and review process, including after an acceptance decision has been issued. To request a modification or withdrawal, please submit a written request to Isabelle Boyer at iboyer@aspohns.org. Please include the submission title and sufficient information to identify the submission in your request.

Review of Submissions

Scientific Abstracts, Panel Proposals, and Mini-Symposia Featured Talks will be review by the ASPO-HNS Program Committee. All submissions will be evaluate using the following criteria: Methodology and study quality, clinical impact and relevance, novelty, and clarity of presentation. Final presentation format and program placement will be determine by the ASPO-HNS Program Committee.

Peds VideOto submissions are review separately by the ASPO-HNS Early Career and Development Committee.

Duplicate Presentation and Publication Policy

Submitted material may not have been previously published or presented at another national or international meeting. Submissions may also not be under consideration for presentation at another national or international meeting. Authors are responsible for ensuring that their submission complies with ASPO-HNS and COSM requirements regarding prior publication and presentation. Violation of the duplicate presentation/publication policy may result in sanctions in accordance with COSM policy, including prohibition from presentation at COSM for three years.

Financial Disclosure

ASPO-HNS is committed to scientific integrity and transparency. Authors and presenters are responsible for accurately completing all required financial disclosures and identifying applicable conflicts of interest during the submission and meeting disclosure process. All listed participants are responsible for complying with applicable ASPO-HNS and COSM disclosure requirements.

Artificial Intelligence (AI) Policy

ASPO-HNS follows a modified approach informed by the [Committee on Publication Ethics \(CORE\) position on authorship and AI tools](#). Generative AI tools may be used only for grammar, spelling, and language review of submission content. AI tools may **not** be used to:

- Generate or substantially draft submission content
- Develop scientific conclusions or interpretations
- Generate, alter, or fabricate research data
- Perform or replace substantive data analysis
- Generate images, figures, graphics, or other scientific content for submission
- Be listed as an author or otherwise receive authorship credit

If an AI tool is used for permitted grammar, spelling, or language review, the submitter must disclose the use of the AI tool and identify the tool used as part of the submission. Authors remain fully responsible for the accuracy, originality, integrity, and content of their submission, including any content reviewed or modified using an AI tool. Use of AI does not transfer responsibility or accountability from the authors.

Submission Certification

By submitting a proposal, the submitter certifies that the information provided is accurate and that all listed authors, moderators, panelists, and/or presenters have agreed to participate as described. The submitter also agrees to comply with ASPO-HNS submission requirements, meeting policies, disclosure requirements, the ASPO-HNS Artificial Intelligence Policy, and applicable COSM policies.

Thank you for your contributions to the ASPO-HNS Scientific Program. The ASPO-HNS Program Committee looks forward to reviewing your submission.