



"Guidelines for Submission for Scientific Award Papers in IAOHNS2021"

Deadline Approaching: Submit Your Abstract for the IAOHNS2021

Dear Colleague,

Greetings from the Scientific Committee, **IAOHNS2021**.

We are privileged to invite you all to our **7th Annual Conference of the Indian Academy of Otorhinolaryngology Head and Neck Surgery** which is going to be a virtual conference Organized by **Dr. Gautham Khand** and his team from **Guwahati** on **26th to 28th Nov 2021** (Friday to Sunday). This conference assures you a lot of promising and upcoming topics in the field of ENT.

You still have time to submit a **"Scientific Award Papers"**.
Please submit your abstracts for the following category.

Consultant Award Paper
Postgraduate Award Paper
Poster Presentation
Video Presentation
Free Paper Presentation

The deadline is Nov 7th at 11:59 pm IST.

Don't miss this opportunity to present your science!

The 2021 Annual Conference of the **Indian Academy of Otorhinolaryngology Head and Neck Surgery** (IAOHNS) is a 3-day virtual conference that will bring forth the true essence of Otorhinolaryngology, with sessions discussing from the very basics to the most advanced, from the mundane to the cerebral. It's going to be an academic extravaganza for all. CME Credit points are awaited.

Important dates:

Last date to send abstract: 07/11/2021

Date of Announcement of accepted abstracts: 12/11/2021

Last date for registration of presenting authors: 18/11/2021



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Please read the instructions below carefully before preparing your abstract.

Only qualified abstracts will be accepted for presentation.

All accepted abstract presenters (presenting author) must be registered for the Conference before 18th Nov, 2021.

The scientific committee's and the Judges for each award session decision is final.

"The aim of your presentation is to capture the Scientific committee's interest and it has to be clear and concise".

TITLE

The title should be succinct yet clearly describe the session. Use sentence case (i.e. the first letter of the sentence is capitalised, with the rest being lower case except for proper nouns and acronyms). Do not use any abbreviations in the title. The titles of accepted abstracts will be published in the final conference programme. You should adhere to the original title and content of the submission when presenting your session.

ABSTRACT CONTENT

1. Your abstract should not exceed 250 words
2. Abstracts must be submitted in English
3. It should be submitted in word document format

GENERAL STYLE GUIDELINES

Abstracts should be structured under the following headings:

- a. Title
- b. Author name
- c. Objective
- d. Methodology
- e. Results
- f. Conclusion



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Abstracts should be formatted in the following style

Font - Times New Roman

Size - 12

Line space - 1.5

For Abstract submission fill-up the Specific Abstract Submission form

Name the word document file as - **First Author name**

General instructions for the presenters

- The presentation will be on the Zoom platform
- The zoom link for the selected presenters will be sent on 20/11/2021,
- The Zoom link should not be shared with anyone
- Only the presenter will be allowed to make the presentation with their respective mail id which you have used during the submission of abstract
- We would recommend downloading and installing the latest version of the zoom app on their laptop/desktop
- We would suggest all the presenters to check their internet connectivity and to have a seamless internet for a flawless presentation
- It is the responsibility of the presenter about the network speed and connectivity issues
- We would recommend using Headphones and a mic
- We would suggest having a bright light in the room with a web camera
- We suggest strictly sticking to the allotted time for your presentation

For Consultant award paper Oral Presentations (7 mins)

- Oral presentations should be 7 minutes to summarize the abstract, with 2 additional minutes for questions and answers.
- The total duration of the presentation is 9 mins

For Postgraduate award paper Oral Presentations (5 mins)

- Oral presentations should be 5 minutes to summarize the abstract, with 2 additional minutes for questions and answers (total of 7 minutes of presentation time).
- The total duration of the presentation is 7 mins



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For Video Presentation (7 mins)

- Video presentations should be 7 minutes with 2 additional minutes for questions and answers (total of 9 minutes of presentation time).
- The total duration of the presentation is 9 mins

For Poster Presentation (5 mins)

- The poster should be prepared in the PowerPoint template, which can be downloaded from the website
- Each poster must have a top label indicating the title of the paper, the names of the authors and their affiliations.
- Charts, drawings, and illustrations may be used within the poster.
- "Introduction" and "Conclusion" sections are helpful. When feasible, use graphs for demonstrating qualitative relationships, tables of precise numerical values.
- Videos to be avoided
- The poster presentation will be for 5 mins with 2 additional minutes for questions and answers (total of 7 minutes of presentation time).
- The total duration of the presentation is 9 mins.

For Free paper Oral Presentations (5 mins)

- Oral presentations should be 5 minutes to summarize the abstract, with 2 additional minutes for questions and answers (total of 7 minutes of presentation time).
- The total duration of the presentation is 7 mins

If you need any further clarification, send an email to iaohns2021@gmail.com

Regards,

Scientific Committee
IAOHNS2021