

## INSTRUCTIONS FOR PREPARING ABSTRACT

### Abstract Content

1. The abstract must adequately describe the objectives of the study so that the quality of the work can be evaluated by the Program Committee.
2. The title of the abstract should be fully informative of the contents.
3. The abstract should contain a) an introduction that presents the purpose of the study; b) a brief description of the methods/procedures employed; c) a summary of the results; and d) a statement of conclusions. Abstracts that do not contain these four elements will not be considered by the Program Committee.
4. The authors must accept sole responsibility for the statements in their abstracts.
5. Illustrations are not permitted; however, a brief, clear table is acceptable if printed within the abstract.
6. Supplementary data are not accepted and will not be forwarded to the Program Committee.
7. Abbreviations may be used in the abstracts if they are defined at first mention. Abbreviations may be used in the title if they follow in parentheses immediately after the term being abbreviated.
8. The abstract must be limited to 250 words or less.

### Abstract Submission

1. The deadline for abstract submission is **October 15, 2021**. You should submit the abstract form using the abstract form on the ALA website, [www.alahns.org](http://www.alahns.org).
2. Author and Corresponding (Senior) Author attest that the abstract and its related manuscript is being submitted as original material to the American Laryngological Association and that it has not been submitted for publication, published, or presented previously and is not under consideration/publication at another meeting.
3. Author and Senior Author agree the ALA may record (video and/or audio) the presentation for its website.
4. Confirmation receipt provided via email once abstract is submitted. You will receive a **UNIQUE CODE** (six-digit [22-XXXX]) as the confirmation number.
5. Retain this email and reference the confirmation number on all correspondence to the ALA.
6. In late January or early February, each abstract submitter (presenting and corresponding author) will be notified in writing, via email, if the abstract is selected as a podium or poster presentation.
7. To finalize acceptance, the first and/or corresponding author **must sign and return** the Acceptance by the deadline as stated on the form.

### Agreement Accepting Podium/Poster Presentation

1. If accepted for podium or poster presentation by the ALA and the author and corresponding author accept the invitation to present, the first and/or corresponding author must sign and return the **Agreement for Podium/Poster Presentation**.
2. **If the presentation is withdrawn after acceptance, the author and corresponding author will be prohibited** from presenting for a period of two (2) years.
3. If accepted for podium presentation, a Speaker Disclosure statement for each co-author listed on the abstract will be sent to the presenting or corresponding author.
4. **EACH** author is required to complete and sign a separate disclosure statement and return by the designated deadline. The forms will be provided to the presenting author to distribute to the co-authors. Forms may be faxed to (615-739-6459), scanned and emailed to [maxine.c@comcast.net](mailto:maxine.c@comcast.net) to be received no later the designated date that will be provided in your notification letter.

### Additional Information/Notifications

1. Podium presenting and corresponding authors will be notified of date/time and length of time for presentation.

2. Instructions for AV needs will be forward to presenting author
3. Deadline for submitting manuscript to *The Laryngoscope*, the ALA Editor and Administrator will be included in notification letter
4. Poster presenting authors will be notified of information to download to Genigraphics and physical location for poster during meeting.

**Additional Information Requests**

Please contact the ALA Administrator, Maxine Cunningham via email, [maxine.c@comcast.net](mailto:maxine.c@comcast.net) or 615-812-6170.