

Program Outline

The Annual Meeting of the FSO/HNS-FSFPRS is a three day program designed for Otolaryngologists, Facial Plastic Surgeons and other health care providers. We strive to create a program that is educational and informative using both nationally renowned speakers as well as our own physician members. We also include presentations from the Network of Florida Otolaryngologists and a resident paper competition that includes the three Florida Otolaryngology/Head and Neck Surgery Residency programs.

Call for Presentations

Authors are invited to submit abstracts in Otolaryngology, Facial Plastic, and Reconstructive Surgery for the Florida Society of Otolaryngology and Florida Society of Facial Plastic and Reconstructive Surgery (FSO and FSFPRS). Authors must indicate if they are submitting their paper to the FSO or FSFPRS.

Accepted abstracts will be printed in the Program Book. Abstracts must be submitted by the deadline date of **September 15, 2010** to ensure publication requirements are met. Accepted authors will be notified by **October 6, 2010**. Then the admitted authors will have until **October 21, 2010** to register.

Invited Speakers

Invited speakers are required to submit a summary of their presentations that are to be included in the abstract book. Please use the Abstract Template below when submitting your summary.

Abstract Submission Procedure / Instructions

Please read through the submission instructions listed below before preparing your abstract.

Step 1: Click the link provided for the abstract guideline. [Abstract Template](#)

*(Abstracts **must not** exceed the one page limit)*

Step 2: Once opened, follow the provided examples within the template to construct your abstract. All fields on the abstract submission form must be completed.

Step 3: When you have completed and revised your abstract please follow the link to the Faculty Disclosure Statement. All individuals **MUST** read and sign disclosure form before being allowed to submit his or her abstract. [Faculty Disclosure Statement](#)

Step 4: After you have read and agreed to the Faculty Disclosure Statement and have your abstract completed print copies of both forms for your records. **Then go through checklist below before moving forward.**

Completed Online Form Completed Abstract Completed Disclosure

Step 6: Finally you may submit your abstract and faculty disclosure to Susan Murton at smurton@cmemanage.com.

***Reminder: Deadline For Abstract Submission Is September, 2010**

General Policies And Requirements For The Submission Of Abstracts

Do not resubmit your abstract for any reason other than a notified submission error. It is the responsibility of the presenting author to ensure that the abstract is submitted correctly. If you do not receive a confirmation email that your abstract was successfully received, please contact Susan Murton via the information listed below.

Ph: 412-731-2289 x 104
Fax: 412-243-5160
Email: smurton@cmemanage.com

Abstracts will be published exactly as they are submitted; there will be no opportunity for revisions.

The FSO and FSFPRS will not be held responsible for abstract submissions not received via email or for submission errors caused by Internet service outages, hardware or software delays, power outages or unforeseen events.

All abstracts must be prepared according to the guidelines provided. Incomplete or incorrect submissions will be returned to the author and must be resubmitted immediately in the correct format to be considered for inclusion in the program.

Faxed or mailed abstracts on diskettes / CD will not be accepted.

If you have any complications or questions, please contact Susan Murton.

Critical Dates

Closing Date for Abstract Submission	September 15, 2010
Author Notification	October 6, 2010
Author Registration Deadline	October 21, 2010

Audiovisual Equipment

Please note that for all oral presentations only Data Projection (PowerPoint) will be available for the speakers use.