

AOS ABSTRACT SUBMISSION INSTRUCTIONS 2027

AMERICAN OTOLOGICAL SOCIETY

160TH Annual Meeting

COSM 2027

Seattle, WA

April 9-11, 2027

ABSTRACTS ACCEPTED: September 1–October 22, 2026
Deadline: Thursday, October 22, 2026 at 11:59 PM Pacific Time

BEFORE YOU BEGIN

1. Read these instructions in their entirety.
2. Download and complete the **AOS 2027 Abstract Word Template**.
3. Have your completed **Word document (.docx)** ready before beginning the online submission process.
4. Begin with the mandatory **COI/Financial Disclosure Form**. Upon completion, you will be directed to the **AOS Abstract Submission Form**.
5. **The online submission process must be completed in one sitting.** You cannot save an incomplete submission and return to it later.

QUESTIONS?

If you have questions regarding the abstract submission process or AOS awards, please contact Kristen Bordignon or Doug Gossard, AOS Administrative Office, at 217-638-0801 or administrator@americanotologicalsociety.org

MEMBER LOGIN: AOS members should sign in using their AOS username (email address) and password. Please use the profile of the Primary Author submitting the abstract.

NON-MEMBER LOGIN: If you are not an AOS member, enter the email address of the Primary Author. This email address will be used to create your profile and log in to the abstract submission form. If you have submitted an AOS abstract or registered for an AOS meeting in the past, please use your existing profile rather than creating a new one. If your email address has changed, you may update it in your existing profile. Abstract submission confirmations and subsequent correspondence will be sent to the email address associated with this profile.

You must indicate ONE of the following before submitting your abstract form.

- **ORAL** (will be considered for ORAL presentation only, a POSTER will *not* be offered as an alternative)
- **POSTER**
- **EITHER** (Selecting this category does not lessen your chances of being selected for an ORAL presentation)

PREFERRED METHOD OF PRESENTATION: You must select ORAL, POSTER, or EITHER. If you select EITHER, the AOS Program Advisory Committee will make the final determination regarding placement of your abstract based on its composite score. The same submission requirements and scoring criteria apply to both ORAL and POSTER submissions. Historically, approximately 65-70% of submitted abstracts are accepted.

Acknowledgment of receipt of an electronic abstract submission will be sent to the primary author via email from the AOS MemberClicks default email, aos@memberclicks-mail.net with subject line **AOS 2027 Abstract Form Submitted Successfully**. If you do not receive an email acknowledgement, first check your SPAM and if it's not there, we did not receive your abstract. Please contact the AOS Administrator at administrator@americanotologicalsociety.org for assistance before the deadline.

IMPORTANT!!! YOUR ABSTRACT MUST BE SUBMITTED ON THE AOS TEMPLATE (IN MICROSOFT OFFICE WORD, *no PDF*) AND ATTACHED TO THE ABSTRACT SUBMISSION FORM.

DOWNLOAD & SAVE THE WORD DOCUMENT TEMPLATE SO YOU CAN PREPARE YOUR ABSTRACT IN ADVANCE AND HAVE IT READY TO UPLOAD WHEN YOU COMPLETE THE SUBMISSION FORM.

Abstracts must be structured according to *Otology & Neurotology* Guidelines for Authors. Follow these guidelines when preparing your abstract.

General Format: A concise abstract of no more than 275 words is required for original clinical and basic science contributions, including review articles. **The 275-word limit applies to the body of the abstract only and does not include the title, authors, headings, Learning Objective, Desired Result, Level of Evidence, or IRB/IACUC information; however, the entire Word document must fit on ONE PAGE.** The author(s) accept sole responsibility for statements in the submitted abstract. The AOS Program Advisory Committee reviews and scores all abstracts blinded to both author and institution. Do not include author names, institution names, practice names, or other identifying information in the abstract title or body. Required author and IRB/IACUC information must still be provided in the designated areas of the Word template. The AOS Administrative Office will remove author names, institutional identification, and identifying IRB/IACUC information before the blinded abstract is provided to the Program Advisory Committee for scoring.

TITLE OF ABSTRACT: Use of trade names is permitted only when a generic term is not available or appropriate for the paper. Choose a title that accurately reflects the abstract. Capitalize the first letter of each major word; do not capitalize articles or prepositions unless they are the first word of the title. Do not enter the title in ALL CAPS or quotation marks. Do not include author names, institution names, or other identifying information in the title or abstract body.

AUTHORS: List all authors in proper sequence, with the Primary Author first. The first author is considered both the Primary Author and Presenter unless a different presenter is identified on the Abstract Submission Form at the time of submission. You may list a maximum of seven (7) authors, including the Primary Author. For each author, provide first name, middle initial, last name, and complete professional designation(s) (e.g., MD, PhD, MBA) exactly as they should appear in publication. Institutional affiliations are not required in the author list. Separate authors with semicolons. A valid email address for one co-author is required unless you are the sole author.

MANUSCRIPT: Only Primary Authors of abstracts selected for ORAL presentation are required to submit a full manuscript electronically to *Otology & Neurotology*. The manuscript deadline for the 2027 Annual AOS Meeting is Friday, March 12, 2027. Authors whose abstracts are selected for POSTER presentation have the option of submitting a manuscript but are not required to do so. If a manuscript is accepted for publication in *Otology & Neurotology*, it will not be published until after the AOS Annual Spring Meeting has taken place. Failure to comply with the manuscript deadline may result in withdrawal of the presentation from the Scientific Program.

CONFLICT OF INTEREST / FINANCIAL DISCLOSURE: Part I of the AOS abstract submission process is the mandatory electronic Disclosure form completed through SurveyMonkey®. The Primary Author must complete all required disclosure questions as they relate to the presentation. If the Primary Author is not the Presenter, the Primary Author will also be asked to provide the required disclosure information for the Presenter. Co-authors in non-speaking roles are not required to complete a disclosure form. The Abstract Title and Primary Author name must match exactly on the Disclosure form and the Abstract Submission Form. All required disclosure statements must be answered at the time of submission.

Upon successful completion of the Disclosure form, you will be directed to the AOS Abstract Submission Form. Be prepared to log in using the Primary Author profile or create a profile if one does not already exist to complete the abstract submission at that time. **YOU MAY NOT BYPASS THE DISCLOSURE FORM TO ACCESS THE ABSTRACT SUBMISSION FORM.**

CLICK HERE or copy and paste the link below to begin the abstract submission process beginning with the mandatory Conflict of Interest/Financial Disclosure form.

<https://www.surveymonkey.com/r/AOSAbstract2027Disclosureform>

Financial Disclosure must be stated in the scientific program and verbally from the podium via the first slide of the presentation. If you do not have anything to disclose, you must indicate this on the online form. The disclosure information you provide will not influence the review of your abstract. If your presentation describes the use of a device, product, or drug that is not FDA approved or the off-label use of an approved device, product, or drug or unapproved usage, it is your responsibility to disclose this information verbally to the learner during your presentation. The intent of this policy is not to discourage speakers who have relationships with commercial entities from presenting, but to identify these relationships to the listeners so that they may form their own judgments. Failure to disclose this information on submission forms will result in disqualification of your abstract.

REMINDER: YOU MUST USE THE AOS 2027 ABSTRACT WORD TEMPLATE. The AOS Administrative Office will remove author names, institutional identification, and identifying IRB/IACUC information before the abstract is provided to the AOS Program Advisory Committee for blinded scoring. Other than removing information necessary for blinded review, the Administrative Office will not edit, reformat, correct spelling or punctuation, or otherwise “clean up” your abstract. Carefully review your document before submitting. **TURN OFF TRACK CHANGES AND REMOVE ALL COMMENTS.** Once submitted, a corrected or replacement abstract will not be accepted. Please carefully review your document before submitting.

For clinical studies:

Objective: Brief, clear statement of the main goals of the investigation.

Study design: Specify the type of study-randomized, prospective double blind; retrospective case review; etc.

Setting: Primary care vs. Tertiary referral center; ambulatory vs. hospital; etc.

Patients: Primary eligibility criteria and key demographic features.

Intervention(s): Diagnostic, therapeutic, and/or rehabilitative.

Main outcome measure(s): The most essential criterion that addresses the study’s central hypothesis.

Results: Include statistical measures where appropriate.

Conclusions: Include only those directly supported by data generated from this study.

For basic science reports:

Hypothesis: Brief, clear statement of the main goals of the investigation.

Background: Concise orientation for the reader unfamiliar with this line of investigation.

Methods: Succinct summary of techniques and materials employed.

Results: Include statistical measures where appropriate.

Conclusions: Include only those directly supported by data generated from this study. Emphasize clinical relevance wherever possible.

For reviews and meta-analysis:

Objective: Brief, clear statement of the goals of the review.

Data sources: Specify database, search methodology, languages covered, and time frame.

Study selection: Criteria used to select articles for detailed review.

Data extraction: Means of assessing quality, validity, and comparability of extracted data.

Data synthesis: Specify statistical techniques used for data analysis.

Conclusions: Concise statement of primary inferences with any recommendations.

ABSTRACT SUBMISSION FORM - WHAT YOU NEED TO KNOW

The Abstract Submission Form includes all the items listed below. Please be prepared to answer each required question. The Abstract Title and Primary Author name must match exactly on the Disclosure form and the Abstract Submission Form.

YOU WILL BE LED DIRECTLY TO THE AOS ABSTRACT SUBMISSION FORM UPON COMPLETION OF THE DISCLOSURE FORM.

TITLE OF ABSTRACT: Use of trade names is permitted only when a generic term is not available or appropriate for the paper. Capitalize the first letter of each major word; do not capitalize articles or prepositions unless they are the first word of the title. Do not enter the title in ALL CAPS or quotation marks. Do not include author names, institution names, or other identifying information in the title or abstract body.

AUTHORS: List all authors in the order they should appear in publication, with the Primary Author first. Include first name, middle initial, last name, and complete professional designation(s) for each author. Maximum seven (7) authors. Separate author names with semicolons. Do not number the authors or indicate that there are two Primary Authors; only one individual may be designated as the Primary Author.

PRIMARY AUTHOR: Name, address, institution/practice setting, cell phone, and email.

SECONDARY CO-AUTHOR EMAIL: A valid email address for one co-author is required unless submitting as a sole author.

OPTIONAL: Complete only ONE, if applicable: Presenter other than the Primary Author OR Additional Corresponding Author. Provide the name and email address of the selected individual; do not designate both.

ABSTRACT TEMPLATE: YOU MUST USE THE AOS 2027 ABSTRACT WORD TEMPLATE and attach the completed Word document to your Abstract Submission Form. Do not create your own document or alter the required template format.

- **The first author listed is considered the Primary Author and Presenter** unless a different presenter is identified on the Abstract Submission Form at the time of submission.
- **The abstract body is limited to 275 words.** The word count does not include the title, authors, headings, Learning Objective, Desired Result, Level of Evidence, or IRB/IACUC information. The entire abstract must fit on ONE PAGE.
- **Use Times New Roman, 11-point font, single spacing, and .5-inch margins.** Justify the text when possible. Section headings should be bold. Different or fewer headings may be used when appropriate for the type of study.
- **SAVE YOUR FILE AS: AOS 2027 Abstract - Last Name - Short Title.** If submitting more than one abstract, add a number to the filename (1, 2, 3, etc.). Submit a Microsoft Word document (.docx) only - DO NOT SUBMIT A PDF.
- **Do not include identifying information in the abstract title or body.** Author names and required IRB/IACUC information must still be included in the designated areas of the Word template. Other than removing information necessary for blinded review, the AOS Administrative Office will not edit, reformat, correct spelling or punctuation, or otherwise “clean up” your abstract. Review **past selected abstracts** if you have questions about formatting. **BEFORE UPLOADING, TURN OFF TRACK CHANGES AND REMOVE ALL COMMENTS.**
- The AOS Administrative Office will remove author names, institutional identification, and identifying IRB/IACUC information before the abstract is provided to the AOS Program Advisory Committee. The Committee receives only the blinded version for scoring.

LEARNING OBJECTIVE AND DESIRED RESULT ARE REQUIRED ON THE ABSTRACT WORD DOCUMENT.

LEARNING OBJECTIVE: A short, clear statement describing the specific outcome expected of the learner.

DESIRED RESULT: The anticipated change in physician knowledge, competence, performance, and/or patient outcome.

ABSTRACT EXAMPLE OF FORMATTING

AOS 2027 ABSTRACT

Place Abstract Title Here in Title Case
(Do not capitalize prepositions; do not include identifying information.)

Enter up to 7 authors, Primary Author first, using no more than 2 lines.
Include all professional designations (MD, PhD, AuD, etc.).
John S. Thomas, MD; Emily L. Chang, PhD; Dean P. Martin, MD, PhD;
Angela P. Lemmon, MD; Marcus M. Pepper, AuD; Caitlin L. Hoof, MD

Objective:

Study Design:

Setting:

Patients:

Interventions:

Main Outcome Measures:

Results:

Conclusions:

Learning Objective:

Desired Result:

Level of Evidence:
(Enter one value: Level I, II, III, IV, or V.)

IRB/IACUC:
(If approved, provide the approval number and institution. If exempt, enter EXEMPT.)

AOS AWARDS: To be considered for an AOS award, the abstract must first be selected by the AOS Program Advisory Committee for an ORAL presentation. Authors wishing to be considered for an award should submit their presentation preference as ORAL or EITHER. On the Abstract Submission Form, select the applicable award(s) and review the individual eligibility and manuscript requirements.

LEVEL OF EVIDENCE - PLEASE SELECT ONE AND INDICATE THE SAME LEVEL ON THE ABSTRACT (RCT = Randomized Controlled Trial)

Level	Type of evidence
I	Large RCTs with clear cut results
II	Small RCTs with unclear results
III	Cohort and case-control studies
IV	Historical cohort or case-control studies
V	Case series, studies with no controls

*Adapted from Sackett DL. Rules of evidence and clinical recommendations on the use of antithrombotic agents. Chest 1989; 95:2S-4S

Reference link: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3124652/>

FOR ALL HUMAN AND/OR ANIMAL STUDIES

IRB/IACUC APPROVAL MUST BE DISCLOSED ON YOUR ABSTRACT WORD DOCUMENT AT THE TIME OF SUBMISSION.

If your study requires IRB or IACUC approval, the approval must have been obtained before data collection began. On your Abstract Word document, provide the IRB/IACUC approval number and the name of the approving institution or entity. Data collected before required IRB/IACUC approval is not eligible for submission. If the study has been determined to be exempt from formal IRB review, enter "EXEMPT" on the Abstract Word document. Do not enter "N/A" or simply "YES."

The AOS Administrative Office will remove identifying institutional information from the abstract before it is provided to the Program Advisory Committee for blinded review.

SUBMISSIONS FROM OUTSIDE THE UNITED STATES

Appropriate approval from the applicable ethics committee, institutional review board, or equivalent reviewing entity must be obtained and disclosed at the time of submission.

Failure to provide the required IRB/IACUC, exemption, or applicable ethics-review information will result in disqualification of the abstract.

Has this abstract been submitted for publication, previously presented, or is it currently under consideration for publication and/or presentation at another scientific meeting?

If YES, provide complete details, including the journal or meeting name, manuscript/submission number (if applicable), and relevant submission or presentation date. If submitted to *Otology & Neurotology*, provide the submission date and manuscript number. *Otology & Neurotology* will be notified that the abstract is under consideration for presentation. If the abstract is accepted for presentation, publication of the manuscript will be delayed until after the 2027 AOS Spring Meeting.

COPYRIGHT TRANSMITTAL: Abstracts are received with the understanding that they are not under simultaneous consideration by another publication and that they are original contributions that have not been previously published. Accepted abstracts become the property of *Otology & Neurotology* and may not be published elsewhere without permission from *Otology & Neurotology*.

On rare occasion, submission of a manuscript to an alternative journal may be considered. Requests will be reviewed individually, and approval cannot be guaranteed in advance. The purpose of this exception is to allow an author to submit an abstract and present highly meritorious work to the AOS membership while ultimately publishing the work in another journal when doing so is considered important to the ongoing success of the work (e.g., to compete for federal research funding).

To request an exception, please send a follow-up email to the AOS Administrative Office that includes:

1. Primary author name and abstract title in a Word document; and
2. A letter addressed to the *Otology & Neurotology* Editor-in-Chief explaining the reason for requesting permission to publish the manuscript in an alternative journal.

The request letter must identify the journal to which the manuscript will be or has been submitted and indicate the current status of the submission (e.g., submitted, under revision, accepted, or rejected).

A PDF of the manuscript is required by Friday, March 12, 2027. If the manuscript is still in development when the exception is requested, a rough draft may be submitted initially; however, the completed manuscript must be provided by the March 12, 2027 deadline.

POSTER PRESENTATIONS: Authors of abstracts selected for POSTER presentation are not required to submit a manuscript to *Otology & Neurotology*, although manuscript submission is encouraged. Poster presenters do not need to request an exception to submit their manuscript to another journal. However, the work presented at AOS/COSM must not have been previously published or presented elsewhere before the AOS Annual Spring Meeting.

PUBLICATION STATEMENT: The material contained in this abstract must not have been previously published or presented at another national or international scientific meeting and may not be under consideration for presentation at another national or international meeting, including another COSM society. The study described in this abstract may be submitted for consideration for publication in *Otology & Neurotology* at any time after the Call for Papers opens.

However, if the abstract is selected for an ORAL or POSTER presentation, publication of the manuscript will be delayed until after the 2027 COSM meeting has taken place.

FINAL SUBMISSION REQUIREMENTS: The AOS Program Advisory Committee will not consider abstracts that are incomplete or do not contain all required elements. Please review all submission instructions carefully before submitting your abstract. Failure to comply with the requirements may result in disqualification.

Abstracts that have been previously published or presented, or that are under consideration for presentation at

another national or international scientific meeting, may not be submitted. Duplicate submission to AOS or another participating COSM society will result in immediate disqualification of the abstract.

PRIMARY AUTHOR ELECTRONIC SIGNATURE: Enter the Primary Author's full name to acknowledge that you have read, understand, and agree to abide by the Copyright Transmittal, Publication Statement, and AOS abstract submission requirements.

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