



Abstract Submission Guideline

The Hong Kong College of Otorhinolaryngologists is offering opportunities for **ORAL OR POSTER PRESENTATION** at the Annual Scientific Meeting on Saturday, 13th March 2021. The [online abstract submission](#) deadline is **30th November 2020**.



Oral Presentation for Trainee Research (*for basic / higher trainees in ENT*)
Poster Presentation (*open for all medical students / trainees / fellows*)

Please read the following guidelines carefully before submission:

- 1 The abstract must be written in ENGLISH
- 2 Do not submit multiple copies of the same abstract.
- 3 Type the text in single-line spacing using Time New Roman in 11-point size
- 4 Title should be typed in CAPITALS
- 5 The file should be in MS Word format and the file name should contain the presenting author's fullname and the address of the institution where the scientific work was undertaken
- 6 Abstract content must be limited to 250 words
- 7 The content of the abstract should include:
 - i) Aim
 - ii) Methods
 - iii) Results
 - iv) Conclusion
- 8 Do not include references and keywords in the abstract. Abbreviations should be spelled out, in parenthesis, in its first use in the abstract.
- 9 Oral or Poster abstract should be submitted as either *Clinical or Basic Science Research*
- 10 Abstract will be evaluated by the following criteria:
 - i) Originality
 - ii) Experimental Design /Technique
 - iii) Results / Presentation
 - iv) Scientific / Clinical Value





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 - i) The best oral presentation will be awarded the College Medal. The winner of the College Medal for Best Presentation will be awarded the HK\$10,000.00 scholarship from the Thomas Cheung Educational Fund of the Hong Kong Society of Otorhinolaryngology, Head & Neck Surgery
 - ii) The second best oral presentation will be awarded the George Choa Prize for Outstanding Presentation (Formerly named George Choa Prize for Originality)
 - iii) The best poster presentation will be awarded the President Prize for Best Poster Presentation.

- 12 After submission, you will receive an acknowledgment of the receipt of your abstract via an email, within three working days.

- 13 The Organizing Committee will review submitted abstracts and make decisions regarding their selections for oral or poster presentation. All consortium abstract submissions must be from original research, not presented, published or simultaneously submitted elsewhere. An abstract which has already published as a full manuscript will be REJECTED.

- 14 Presenting authors will be notified of the Organizing Committee's decision by the end of December 2020.

Important Dates

Abstract submission deadline:

30th November 2020

Notification of acceptance for presentation:

before 31st December 2020

