



THE HONG KONG COLLEGE OF OTORHINOLARYNGOLOGISTS

Room 806, Hong Kong Academy of Medicine Jockey Club Building
99 Wong Chuk Hang Road, Aberdeen, Hong Kong
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Abstract Submission Guideline

The Hong Kong College of Otorhinolaryngologists is offering opportunities for **ORAL OR POSTER PRESENTATION** at the Annual Scientific Meeting on **9th November 2024, Saturday**. The **online abstract submission deadline is 20th August 2024**.



Oral Presentation for Trainee Research (for basic / higher trainees in ENT)
Poster Presentation (open for all medical or PhD 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 full name 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 Abstracts 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 or simultaneously submitted elsewhere. An abstract which has already published as a full manuscript beyond 12 months will not be accepted.

- 14 Presenting authors will be notified of the Organizing Committee's decision by the end of September 2024.

IMPORTANT DATES

Abstract submission deadline:
20th August 2024

Notification of acceptance for presentation:
before 30th September 2024

