POSTER ABSTRACT SUBMISSION GUIDELINES

Due by Monday, February 22, 2016.

The Head and Neck Cancer Symposium Planning Committee invites interested individuals to submit Poster Abstracts for consideration at this symposium.

Please follow the Submission Guidelines closely:

- Abstracts must be written in English.
- The abstract text should not exceed 300 words.
- Use a standard font like Arial when formatting your text.
- It is the author’s responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author.
- Accepted abstracts will be added to the master program.
- Requests for abstract withdrawal must be received by Monday, February 29.
- Abstract notification of acceptance or non-acceptance will be sent via email to the submitting author in early March to the email address on the Abstract Submission Form.
- Symposium registration is required.

Allotted Space

Abstract Body: 8.5” x 11” page size. The margins are 1” on the top, bottom and sides. The title should be centered and written in all caps. Please do not right-justify or full-justify, do not begin a sentence with a numeral and do not exceed the 300-word limit.

An abstract may be submitted as a Word or PDF document. Abstracts must include: Learning Objectives, Background, Method, Findings and Conclusions.

Abstract Title: An abstract must have a title that is short and specific. The body of the abstract should follow logically from the title (please, no abbreviations).

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**EXAMPLE**

**TITLE CENTERED AND ALL CAPS (20 pt.)**

**Author(s):** Names(s) (14 pt. bold)

**Institution(s):** Name(s) of university(ies) (12 pt. regular)

**Learning Objectives:** At the completion of this presentation, participants should be better able to . . .

**Background/Significance:** Indicate the purpose and objective of the study, the hypothesis that was tested or a description of the problem.

**Methodology/Data Analysis:** Include the setting for the study, the method(s) used and the subjects, the diagnosis or intervention and the type of statistical analysis. If references are needed, they should be provided in the text.

**Findings/Implications:** Present as clearly and detailed as possible the outcome of the study, with specific results in summarized form.

**Conclusions:** Briefly discuss the data and main outcome of the study. Emphasize the significance and future implications of the results.

Abstracts should disclose primary findings and avoid, whenever possible, promissory statements such as "experiments are in progress" or "results will be discussed."

Submitted for consideration in the Head and Neck Cancer Symposium, April 30, 2016.
Approval: Please indicate whether the submission has been approved by all authors.

Affiliations: Please list the universities or other institutions with which the authors are affiliated.

Authors: You must include the names of all authors in the order in which they should appear in the printed material. (Names should be listed as such: John D Smith, MD, or JD Smith, MD.) Names that are omitted will not be included in the symposium website.

Author Information: Please supply an email address and phone number for all authors.

Do not include: References, credits or grant support or the names or personal information of any patient participating in the study or trial.

Disclosures: All authors/presenters are required to complete a Faculty Agreement Form and a Faculty Disclosure Form.

Disclosures and Resolution of Conflict of Interest: Baptist Health South Florida does not solicit or accept grants from commercial interests to support Continuing Medical Education activities, thereby strengthening the CME Program's commitment to present education independent and free of the influence of commercial interests. Baptist Health South Florida has a process in place to ensure balance, independence, objectivity and scientific rigor in CME programming and has identified and resolved conflicts of interest of all individuals who control CME content, including faculty, planners, content reviewers, CME Committee members and the CME Department staff. Disclosures for all individuals in a position to control or influence content that have relevant financial relationships with commercial interests will be listed in the course handout and website. Content review of abstracts will be conducted by the CME Department. When necessary, modifications will be made so that final presentations will be fair and unbiased. Individuals participating in this CME activity are responsible for identifying references to off-label product discussions and recommendations.

Fees: No symposium registration fee is required from the author(s) presenting.

Poster Presentations and Dimensions: A display board will be assigned to you for mounting your abstract. The size of the display board is 4' by 6'. We suggest that you make the height and width of your poster smaller than the display board to ensure a better fit. It is preferred that posters be mounted in advance of the starting time of the symposium on Monday, February 22. Please note that we will not allow posting, taping or hangings of any kind on the walls. It is the responsibility of the presenter to display the poster. Selected presenters will be sent a schedule of setup, exhibit and dismantling times. View Poster Example: http://cme.baptisthealth.net/miamineuro/documents/2015/neuro%20nursing%20poster%20example.pdf

Presenter: The abstract submitter and the presenter must be authors of the abstract.

Proofread: Proofread abstracts carefully to avoid errors before submission. Revisions to abstracts will not be permitted after 5 p.m. on Monday, February 22.

Selected abstracts will be for information exchange ONLY. Abstracts will not be shared or posted anywhere other than this event.

Submission Form: To submit your abstract for consideration, go to Abstract Submission Form and follow the instructions.

Theme: Please indicate which of the following specialty areas best describes your presentation:
HPV-induced Head and Neck Cancer ● Big Jaw Tumors ● Salivary Gland Tumors ● Reconstruction and Restoration ● Deintensification of Head and Neck Cancer Therapies ● Head and Neck Cancer Screening ● Head and Neck Cancer Detection ● Head and Neck Cancer Multidisciplinary Approach ● All other topics related to Head and Neck Cancer Therapies.

Trade Names: Any use of trade names in this program is for reference purposes only. No promotion of particular products or devices should be implied. Generic drug names are acceptable and preferred.

Comments: Use this area on the Abstract Submission Form for any additional comments you would like to share with the Planning Committee.

If you have any questions regarding your abstract submission, please contact the Baptist Health CME Department at 786-596-2398 or AudreyD@BaptistHealth.net. Thank you.