



68th Annual Meeting September 9-10, 2022

Presenter – TO-DO ITEMS

Dear ARS Presenter,

As you prepare for the upcoming *68th Annual Meeting in Philadelphia, PA*, below is your to-do list. Please make sure that all sections have been successfully completed on or before the deadline. Thank you!

REGISTRATION

All Oral and Poster presenters must be registered for the meeting. Use the link below to register:

Registration: <https://cvent.me/geE2Dn>

For assistance/questions on registration, contact Ms. Wendi Perez (Wendi@american-rhinologic.org) or Tammy Lorimer (Tammy@american-rhinologic.org).

Deadline: Early Bird Registration ends: August 1, 2022

HOUSING

The Philadelphia Marriott Downtown Hotel is the Headquarter Hotel of the American Rhinologic Society's 68th Annual meeting

Reserve your hotel accommodations:

Housing Accommodations: <https://www.mcisemi.com/aaohnsf2022/ars>

Deadline: August 1, 2022, or when block fills up.

For assistance/questions regarding housing please contact Wendi Perez (Wendi@american-rhinologic.org)

MANUSCRIPTS (IFAR)

All Podium/Oral presenters must submit their manuscript to IFAR (International Forum of Allergy & Rhinology) no later than **August 6, 2022**

Poster Presenters are not required to submit a manuscript.

IFAR Author Guidelines: <https://onlinelibrary.wiley.com/page/journal/20426984/homepage/forauthors.html>

IFAR Manuscript Submission Site: <https://mc.manuscriptcentral.com/alr>

For assistance/questions regarding the manuscript submission, contact the Editorial Office at (ifar@wiley.com).

SPEAKER READY ROOM

Podium presenters must upload their presentation **4 hours** prior to their assigned talk time.

Location: **Conference Room #502**

POSTERS

“Meet the Authors Breakfast”: Saturday September 11, 2022, 7:00am-8:00am

Location: Franklin Hall

Poster Set Up: Thursday, September 8th 4:00pm – 8:00pm EST and Friday, September 9th 8:00am – 10:00am EST

Poster Removal: Saturday, September 10th by 5:00pm EST

Genigraphics is the official contractor for the ARS 68th Annual Meeting for Posters. Please use the link below to place your orders: <http://www.genigraphics.com>.

Poster Presenters are asked to stand by their posters on Friday, September 9th, 1:00pm – 7:00pm and Saturday, September 10th, 9:00am – 7:00pm.

BIOS AND PHOTOS

All presenters may elect to include their bio and photo to be added to the meeting’s mobile app.

Send the following information to: Tammy@american-rhinologic.org

- - Full name and degree (example: John Doe, MD, PhD)
- - Bio up to 250 words
- - Photo (head shot only)
- - Title of your presentation
- - Indicate whether it’s an Oral or Poster presentation **Deadline: 8/1/2022**

DISCLOSURES (COI’S)

The Presenting Author (Oral and Posters) is required to submit an on-line disclosure. Use the link below:

<http://disclosure.amedcoedu.com/events/4106>. **Deadline: 8/1/2022**

Questions: Contact Wendi Perez, ARS Administrator (Wendi@american-rhinologic.org) or Tel: 973-545-2735 Ext. 4105

CONTACT INFORMATION

Questions: Contact Wendi Perez, ARS Administrator (Wendi@american-rhinologic.org) or Tel: 973-545-2735 Ext. 4105.

Frequently Asked Questions:

1. I am presenting a poster presentation. Do I have to register for the meeting? Yes, ALL oral and poster presenters are required to register for the meeting.
2. I am the presenting author and have submitted my COI. Do I need to submit COIs for all the co-authors? No, only the presenting author needs to disclose.
3. I submitted an abstract and listed 10 co-authors however, I have an additional 5 I would like to add. Is that possible? No, unfortunately, once the abstract is submitted and accepted, changes are not allowed. However, if your abstract is accepted as a Podium Presentation, you will have the opportunity once your manuscript is submitted to the IFAR.
4. My abstract was accepted as a poster presentation. Do I need to be present? Yes, you must be present or a representative (one of the co-authors)
5. I will not be able to attend the conference this year and my abstract was accepted as an oral presentation. You must have a co-author or replacement to give the lecture.
6. The manuscript deadline is quickly approaching, and I am waiting on reviews from the corresponding author. Can I request an extension? You may request an extension; however, it is rare that an extension is granted. The deadline is well posted in advance in the abstract module, website, and several blast emails.
7. How do I reserve Housing? The housing link can be found on the ARS website (American-rhinologic.org) Rooms are quickly filling up so do not wait to make a reservation:

Housing Link: <https://www.mcisemi.com/aaohnsf2022/ars>

8. Are there any penalties for not submitting a manuscript? YES!
Each podium presentation is required to submit a single, unique corresponding manuscript. If a manuscript is not received prior to presentation, all manuscript authors are prohibited from oral abstract presentations at ARS meetings for 2 years.