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 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](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:


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

☐ **CONTACT INFORMATION**
Questions: Contact Wendi Perez, ARS Administrator ([Wendi@american-rhinologic.org](mailto: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.