



70th Annual Meeting

September 27th – 28th, 2024

Presenter – TO-DO ITEMS

Dear ARS Presenter,

As you prepare for the upcoming *70th Annual Meeting in Miami, FL*, below is your to-do list. Please make sure that all sections have been successfully completed on or before the deadline.

IT IS IMPERATIVE THAT YOU REVIEW ALL OF THE INSTRUCTIONS IN THEIR ENTIRETY.

No title or presenter changes will be accepted after August 1, 2024. **No exceptions** will be made.

Thank you!

REGISTRATION

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

Registration: <https://registration.socio.events/e/arsannual2024>

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

Deadline: Early Bird Registration ends: August 16, 2024

HOUSING

The Fontainebleau Miami Beach Hotel is the Headquarter Hotel of the American Rhinologic Society's 70th Annual meeting.

Reserve your housing Accommodations: <https://book.passkey.com/e/50763947>

Deadline: August 10, 2024, 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 23, 2024**

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

Location: Plunge Boardroom

MANDATORY: You MUST submit/upload your presentation no later than 5:00PM **TBD, 2024.** You will have an opportunity to review and update your presentation in the Speaker Ready Room.

Presentation Upload Link: **TBD**

POSTERS

Location: Sparkle Ballroom East

Poster Set Up: Friday, September 27th 7:00 am – 11:00 am CST

Poster Session: Friday, September 27th 1:00 pm – 8:00 pm and Saturday, September 28th 7:00am – 5:00pm CST

Poster Removal: Saturday, September 28th by 5:00pm CST

Genigraphics is the official contractor for the ARS 70th Annual Meeting for Posters. Please use the link below to find poster format requirements or to place your orders: <http://www.genigraphics.com>.

Presenting authors **must** be at their posters during the Combined President's and Meet the Author's Reception on Friday, September 27th, 5:30 pm – 7:30 pm at Ocean Prominent East.

BIOS AND PHOTOS

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

You will receive a separate email with instructions on how to upload your information.

- - 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: August 30, 2024**

DISCLOSURES (COI'S)

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

<https://www.cognitofirms.com/AmericanRhinologicSociety/Fall2024MeetingCOIDisclosureForm>.

Deadline: July 31, 2024

☐ 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 be disclosed.**
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 a quickly filling up so do not wait to make a reservation: <https://book.passkey.com/e/50763947>**
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.**
9. Should the abstract be accepted as a poster/oral – does the no industry affiliated presenter rule apply to poster/orals where there is no link to CME hours? **The posters are not linked to cme. Orals are linked to cme and industry cannot present an oral presentation at the meetings.**
10. Does the ARS Annual Meeting accept previously presented abstracts, and are there any special requirements (if they are published would they not be allowed?) **The ARS will accept abstracts that have been presented at other conferences, however ONLY if they have not been published elsewhere.**
11. Copyright – do authors or the congress retain copyright? **Oral presenters must submit a manuscript and copyright belongs to the presenter, but it can't be published anywhere else. IFAR has the right to refusal.**
12. Our embargo policy: **Industry Promotion of Material Presented at a Meeting. The American Rhinologic Society does not condone pre-meeting advertising of the content of oral or poster presentations from the Scientific Sessions. Simple locally done notices describing the time and location of the presentation are acceptable. Press releases sent out after the corresponding scientific session are welcome to reference that the presentation was given as part of the Scientific Session of the ARS Meeting.**