



# RhinoWorld Chicago 2019

## Presenter Guidelines – Check Off List:

### □ **Registration:**

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

<http://www.cvent.com/d/tgqyy6>

For assistance/questions on registration, contact Ms. Wendi Perez ([Wendi@american-rhinologic.org](mailto:Wendi@american-rhinologic.org))

### □ **Manuscripts:**

All Podium/Oral presenters must submit their manuscript to IFAR (International Forum of Allergy & Rhinology) no later than **May 6, 2019**.

**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 Ms. Meghann Knowles ([ifar@wiley.com](mailto:ifar@wiley.com))

### □ **Housing:**

The Sheraton Chicago (301 East North Water Street) is the Headquarter Hotel for the conference. In addition, we've reserved a block of rooms at the Embassy Suites (511 North Columbus Drive) as well as the Hyatt Centric Chicago (633 North Saint Clair Street)

Reserve your hotel accommodations : <https://www.rhinoworld2019.com/lodging>

### **Deadline: May 15, 2019**

For assistance/questions regarding housing please contact Ms. Polly Grieger-Rossi ([polly@meetingachievements.com](mailto:polly@meetingachievements.com))

**For International Attendees:** Invitation & Visa Letters: Email your request along with a copy of your passport to Mrs. Tammy Lorimer ([Tammy@american-rhinologic.org](mailto:Tammy@american-rhinologic.org))

### **Speaker Ready Room:**

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

Speaker Ready Room Location: Edgewater Office

Hours:

Wednesday June 5<sup>th</sup>: 8:00am – 5:00pm  
Thursday, June 6<sup>th</sup>: 8:00am – 5:00pm  
Friday, June 7<sup>th</sup>: 8:00am – 5:00pm  
Saturday, June 8<sup>th</sup>: 8:00am – 5:00pm  
Sunday, June 9<sup>th</sup>: 8:00am – 5:00pm

### **Poster Presenters:**

Posters will be presented Friday June 7<sup>th</sup> through Sunday June 9<sup>th</sup> in Riverwalk B. You may display your posters anytime after 2:00pm on Friday June 7<sup>th</sup>.

Genigraphics is the official contractor for the RhinoWorld Posters. Please use the link below to place your orders:

<https://www.genigraphics.com/RHINO>

### **Poster Presentation – Meet the Authors Lunch**

Poster Presenters are asked to stand by their posters on Saturday June 8<sup>th</sup> from 12:30pm – 1:30pm in Riverwalk B.

### **□ Bio's 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: [rhinoworld2019@american-rhinologic.org](mailto:rhinoworld2019@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: May 15, 2019**

### **□ Conflict of Interest**

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

<http://disclosure.amedcoedu.com/events/2339>

**Deadline: May 15, 2019**

Questions: Contact Wendi Perez, ARS Administrator ([wendi@american-rhinologic.org](mailto:wendi@american-rhinologic.org)) or Tel: 973-545-2735 Ext. 6