CALL FOR ABSTRACTS

INSTRUCTIONS

List the author's and co-author's full name, degree and corresponding author's mailing address (e-mail address and cel number is mandatory). Only the corresponding author will be notified about the acceptance and presentation session of the submitted abstract(s). Information will also be available at the congress website by FEBRUARY 3, 2025. Please note that the corresponding - author must register for the Congress.

The submittal deadline for abstracts is JANUARY 6, 2025.

ABSTRACT CONTENT

1.   The title should be typed in upper case letters on the top of the text box in which the abstract is written (preferred font is Arial 10).

2.   The abstracts should contain the following parts:

Original Research Paper: (1) Introduction (2) Methods (3) Results, and (4) Discussion / Conclusion

Case Report: (1) Introduction (2) Case Presentation, and (3) Comments.

3.   The abstract should not exceed 2500 characters and must be submitted in English language only.

SUBMIT YOUR ABSTRACT

Abstracts must be submitted online to the Congress Secretariat beginning on SEPTEMBER 1, 2024 TO JANUARY 6, 2025. Please note that abstracts can only be submitted online.

All accepted abstracts will be displayed as video-posters.

Abstracts will be approved according to their scientific/clinical merit and should be based on previously unpublished data. Submission of an abstract constitutes a commitment by the author to present at the Congress if accepted.

Once the abstract is submitted, the corresponding author may only exclude it, and/or if desired, send a new abstract. Authors are not allowed to modify their submitted abstract(s) after the ''finalize'' button is checked.

Abstracts will be included in the final scientific program only after confirmation of the payment of the corresponding author's Congress registration fee.

Payment can be made after abstracts approval.

If, for any reason, you are unable to submit your abstract in the format described, or if you encounter any problems with your online abstract submission process, please contact the Congress Secretariat at cientifico.rhinology@malulosso.com.br

1. Abstracts that are not in accordance with the rules will be automatically disqualified;

2. "Case Report" papers may also be accepted

3. Each author may submit no more than 3 abstracts

4. There is no limit for the number of co-authors

5. The author must explicitly state the existence (or not) of conflict(s) of interest(s) on behalf of him -/herself and of all other co-authors;

6. The Scientific Committee reserves the right to judge and disqualify the abstract, as it deems inappropriate for approval

7. Original studies might be selected by the Scientific Committee for 10 minutes oral presentation during the Congress; Corresponding author(s) will be adequately notified about this decision, as well as about the date, time, site, and preferred formats for presentation

8. All accepted studies will be judged by Scientific Committee and the 3 best e-papers and the best oral presentation will be selected – these studies will be disclosed and acknowledged at the closing ceremony

9. Certificates of participation and paper(s) presentation will be available on the website up to the three months after the congress.

Presentation Session

Approved papers may be displayed as a video-poster **(Power Point / PDF)** or movie format.

1. If Power Point / PDF is chosen, it must be programmed for automatic slides presentation, 8 minutes -maximum;
   Suggestion for abstracts: 8 to 12 slides including:

Research paper:
- o Title + authors + Institution: 1 slide
- o Introduction +objective: 1 to 3 slides
- o Methods: 2 to 3 slides
- o Results: 3 to 4 slides
- o Discussion/conclusion: 1 to 2 slides

Case Report:
- o Title + Authors + Institution: 1 slide
- o Introduction +objective: 1 to 3 slides
- o Case report: 4 to 5 slides
- o Comments: 1 to 2 slides

2. If video/movie is chosen, it must be configured as follows:
   - o Maximum duration: 8 minutes
   - o Maximum file size: 7 MB

   Recommended dimensions:
   - 4 x 3 – 480 x 360 resolution
   - 16 x 9 – 640 x 360 resolution

   - o Accepted formats: wmv, mpg, mpeg or avi