

Thank you for your interest in submitting an abstract for the upcoming AHNS 11th International Conference on Head and Neck Cancer. This document is intended to be your guide in using the online submission software and we strongly suggest you print this out for future reference. If you have any questions regarding the abstract process or the use of the submission site, please call 310-437-0559 and ask to speak to Jason Levine (x100) or Dan Berlant (x118). You may also email [abstracts@ahns.info](mailto:abstracts@ahns.info) with your questions and comments.

The abstract submission system includes the following features:

**User Accounts:**

All users must register to use the system. All abstracts submitted by an account can be viewed and managed from the account. Abstracts may be edited or deleted without having to contact the AHNS office.

**Save for Later:**

If you need to leave before finishing a submission, simply logout and log back in later. Your abstract will be saved at the last point you entered data.

**Improved Support for Special Characters:**

Most of the standard ASCII character set can be copied from your word processor and into the abstract text.

**Data Tables and Images**

Abstracts may now contain a small data table or image.

**IMPORTANT DATE:**

**THE SUBMISSION DEADLINE FOR  
ALL ABSTRACTS IS  
FRIDAY, DECEMBER 2, 2022,  
5:00 PM (Eastern Standard Time)**

**(The deadline will not be extended and no late submissions will be accepted!)**

**Table of Contents:**

1. [Accessing the Abstract Submission Site](#)
  - a. [Technical Requirements](#)
2. [Creating a New Account](#)
3. [Logging In](#)
  - a. [Resetting a Forgotten Password](#)
4. [The Main Menu – First Login](#)
  - a. [Changing the Automatically Generated Password](#)
5. Submitting a New Abstract
  - a. [Step 1 – Contact Information](#)
  - b. [Step 2 – Abstract Title, Authors and Institutions](#)
  - c. [Step 3 – Type and Topic](#)
  - d. [Step 4 – Additional Information](#)
  - e. [Step 5 – Edit your Abstract Content](#)
    - i. Text Only
    - ii. With Image
    - iii. With Data Table
    - iv. Review and Accept Terms
    - v. Confirmation
6. Abstract Management
  - a. [The Main Menu – After Submission](#)
  - b. [Abstracts that Will Be Considered for Presentation](#)
  - c. [Editing an Abstract](#)
  - d. [Deleting an Abstract](#)

## Part 1 – Accessing the Abstract Submission Site

To access the abstract submission site, please go to the following page:

<https://www.ahns.info/meetings/abstracts/>

On that page, you will see a link to access the abstract submission site. Please follow that link after reading the instructions on the AHNS site.

After following the link you should see a page similar to the following:

**Abstract Submission and Management**

**Welcome to the online abstract submission site for the AHNS 11th International Conference on Head and Neck Cancer**  
**"Welcoming Back the World: Striving for Innovation, Quality, Compassion, and Collegiality"**  
**July 8-12, 2023**  
**The Palais des congrès**  
**Montréal, QC Canada**

**SUBMISSION DEADLINE:**  
**Friday, December 2, 2022 - 5:00 PM EST**

The Scientific Program Service and Scientific Review Committee will be responsible for selecting oral and poster presentations. Oral presentations will be presented throughout the main scientific session and a short video may be incorporated into an oral podium presentation. Accepted abstracts may be published in the Final Program, on the AHNS website and on the *JAMA Otolaryngology - Head & Neck Surgery* website.

- **No Previously Published / Presented Submissions (Encore Abstracts):** The abstract submitted must present original work that has not and will not be presented prior to the AHNS 11th International Conference on Head and Neck Cancer.
- **No Previously Published Submissions/No Submissions Under Consideration For Publication:** The abstract submitted must present original work that has not and will not be published or presented prior to the AHNS 11th International Conference on Head and Neck Cancer, and is not currently under review for publication except by permission from the AHNS Program Chair. The exception to this rule is that a manuscript may be submitted to *JAMA Otolaryngology - Head & Neck Surgery* for special meeting related consideration only after the abstract has been accepted by AHNS for presentation. Manuscripts may not be submitted to any journals for consideration until after AHNS abstract acceptance notification. If the manuscript has been submitted to any journal prior to AHNS abstract acceptance notifications, the Abstract Submitter, Presenter and Senior Author will forfeit the privilege to submit, present, or be listed as an author on abstracts for the 2024 and 2025 AHNS Annual Meetings.
- **Trials in Progress and Case Reports** may be submitted
- Abstract submissions are limited to 500 words or less
- Images are allowed with abstract submissions. Images must be no larger than 1100 in file size, and no larger than 900 pixels wide by 900 pixels high
- No reference to the authors or the institution should appear within the body of the abstract or in the abstract title
- Abstracts can be edited until the submission site closes. After the submission site closes and the abstracts go into review, the content of the abstracts may not be edited in any way. Please **make sure to proof read and double check your abstracts before submission**. In addition, AHNS cannot update the content/text of your abstract to include new/updated data after acceptance notifications, although you will be allowed to include these updated findings in your actual presentation.

**Authors are asked to choose the topic that best matches the content of their abstract:**

- Cancer Biology
- Education/Care Delivery
- Endocrine Surgery
- Functional Outcomes/Quality
- Hypopharynx/Larynx
- Imaging and Screening
- Immunotherapy/Systemic Therapy
- Nasopharynx/Paranasal Sinus/Skull Base
- Oral Cavity
- Oropharynx/HPV Related Disease
- Radiation/Adjuvant Treatment
- Reconstruction/Microvascular Surgery
- Salivary Gland
- Skin Cancers

**AHNS Policy on Owner/Employee of Ineligible Companies**

The ACCME states "the owners and employees of ineligible companies are considered to have unresolvable financial relationships and must be excluded from participating as planners or faculty, and must not be allowed to influence or control any aspect of the planning, delivery, or evaluation of accredited continuing education, except in the limited circumstances outlined in [Standard 3.2](#)." Therefore, AHNS declares that no employees/owners of an ineligible company may present in AHNS CME accredited sessions.

Click [here](#) to view the ACCME's definition of ineligible company, owner and employee.

Please contact [erin@bscmanage.com](mailto:erin@bscmanage.com) with any questions regarding AHNS Policy on Owner/Employee of Ineligible Companies.

Please visit the following web page for other rules, guidelines, and instructions:  
<http://www.ahns.info/meetings/abstracts/>

**ALL submitters MUST create a new account to submit an abstract. Accounts created in the past submission run will no longer work. (the link to create a new account is below the login box).**

**Login**

User ID:

Password:

**Attention:**

- Need to create an account? [Click here](#)
- Forgot your password? [Click here](#)

This is the entry page for the abstract software. Since this is your first visit, you will need to create an account. The link to create an account is found just below the login box. **Accounts created for 2021 / 2022 are not valid for 2022 / 2023. You must create a new account for 2022 / 2023 (you may use the previous username and password)**

## **Part 1a – Technical Requirements**

We have tested the software with multiple browsers and operating systems. Please use one of the following to access the abstract submission system.

### **Browsers:**

#### **Windows:**

Current versions of:

- Firefox
- Chrome

#### **Macintosh:**

Current versions of:

- Safari
- Firefox
- Chrome

#### **Mobile Devices:**

We do not currently support mobile browsers

## Part 2 – Creating a New Account

You must create an account before you can submit abstracts for this meeting. Each user account can submit an unlimited number of abstracts. If your institution is planning on submitting multiple abstracts, it may be to your benefit to coordinate all submissions under one account for easier management. Once you have clicked on the link to create a new account (from Part 1), you will see the following screen:

The screenshot shows a web form titled "Register User" with a sub-section "Contact Name". The form fields are as follows:

- \*First Name: [text input] MI: [text input]
- \*Last Name: [text input]
- \*Title: BA (highest degree) [dropdown menu]
- \*Email: [text input]
- \*Confirm Email: [text input]
- \*User ID: [text input]

A "Save" button is located at the bottom right of the form.

Please fill out this form completely, as all fields (except Middle Initial) are required. This is the main Contact Name for the entire account. Individual abstracts can have a different contact name if desired.

You **MUST** enter a valid email address and you **MUST** be able to check that address for new messages to receive the password to log in. Additionally we recommend you whitelist @submitmyabstract.com email addresses in your spam filter to prevent the message from being blocked. Passwords are automatically generated and emailed to verify the email address. This step is necessary because we will be conducting communications almost entirely by email. After submitting the above form, you should receive the password by email within 5 minutes. If no email is received after 10 minutes, please contact the [AHNS Office](#) for assistance.

### Part 3 – Logging In

By now, you have created an account using the form from [Part 2](#) and you have received your password by email to the address you provided. The randomly generated password will look something like this: **6TZldrK3S2**

Follow the link in the email to go back to the abstract site login screen and enter the User ID you created into the User ID box (see below). The passwords **ARE CASE SENSITIVE**, so you must enter capital and lowercase letters exactly as shown in the email. ***We suggest that you copy and paste the password from the email into the login box.*** Once you have entered your User ID and password, click the **Submit** button to log in.

If you cannot remember your password, please click the correct link on the screen and go to [Part 3a – Resetting a Password](#)

### Part3a – Resetting a Forgotten Password

Upon clicking the “**Forgot your password? Click here**” link on the login screen, you will be taken to the password reset screen:

A screenshot of a web form titled "Lost Password". The form has a black header with the text "Lost Password" in white. Below the header, there are two input fields. The first is labeled "User ID:" and contains the text "user id". Below this field is the word "OR". The second input field is labeled "Email:" and contains the text "email address". At the bottom of the form is a button labeled "Submit".

Enter **EITHER** your user ID **OR** your email address above and click the **Submit** button. The password for that account will be reset to a new randomly generated value and emailed to the address provided when you created the account. If you do not receive the new password within 5 or 10 minutes, please contact the [AHNS office](#) for technical support.

## Part 4 – The Main Menu

After a successful login, you will see the following screen:



**Abstract Submission and Management**

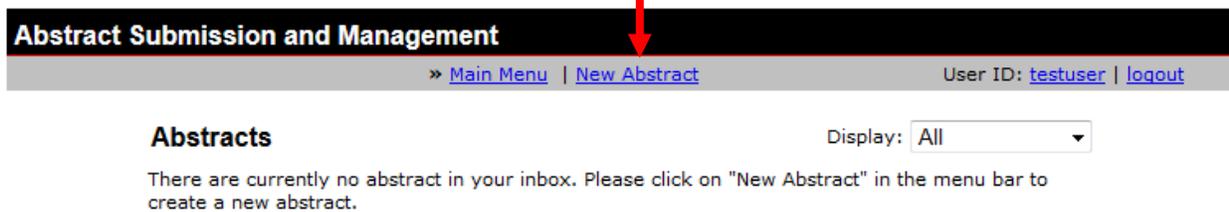
» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

**Abstracts** Display:

There are currently no abstract in your inbox. Please click on "New Abstract" in the menu bar to create a new abstract.

Because this is your first time logged in, you have no abstracts in the system.

To begin submitting a new abstract, click the **“New Abstract”** link at the top of the page ([go to Part 5](#)).



**Abstract Submission and Management**

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

**Abstracts** Display:

There are currently no abstract in your inbox. Please click on "New Abstract" in the menu bar to create a new abstract.

To change the randomly generated password, click on your **User ID** at the top right of the screen ([go to Part 4a](#)).



**Abstract Submission and Management**

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

**Abstracts** Display:

There are currently no abstract in your inbox. Please click on "New Abstract" in the menu bar to create a new abstract.

## Part 4a – Changing the Password

To change the randomly generated password to something easier to remember and type, click on your **User ID** at the top right of the main menu. You will see the following screen:

**Abstract Submission and Management**

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

### Contact Name

**Details**

\*First Name:  MI:

\*Last Name:

\*Title:  (highest degree)

\*Email:

\*Confirm Email:

\*User ID:

\*Password:  (8-15 alphanumeric)

Confirm:

To change the password, simply enter the new password in the Password and Confirm fields and click the **Save** button. You will see a message at the top of the screen if the information was saved successfully. At that point, you can **Logout**, return to the **Main Menu** or begin a **New Abstract**.

## Part 5 – Submitting a New Abstract || Step 1 – Contact Information

When you click on the **New Abstract** button at the top of the Main Menu, you are taken to the following screen:

**Abstract Submission and Management**

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

### Abstract Submission: Corresponding Author

\*First Name:  MI:

\*Last Name:

\*Degree:  (Please select highest degree. This is not used in publication, simply for correspondence regarding submission)

\*Address:

\*City:

\*State:

\*Postal Code:

\*Country:

\*Phone:

\*Cell Phone:

\*Email:

All fields marked with the **red asterisk (\*)** are required and may not be left blank. The system assumes that the Contact Name of the account will also be the contact for the abstract, but you may change this if you wish.

Please enter a valid postal address as well as a valid phone number and email address. Entering a fax number is optional but highly recommended.

Click the **Next** button at the bottom of the page to continue or click the **Cancel** button to discard this abstract and return to the Main Menu.

## Part 5 – Submitting a New Abstract || Step 2 – Title, Authors & Institutions

### Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

#### Abstract Submission: Titles, Authors & Institutions

*Abstract Title:	<input type="text"/>	
<hr/>		
*Author(s):	<input type="text"/>	
<hr/>		
<input type="button" value=" &lt;&lt; Back"/>	<input type="button" value=" Add Author"/>	<input type="button" value=" Save &amp; Continue &gt;&gt;"/>

In accordance with ACCME regulations, the accredited provider for this activity must ensure that anyone who is in a position to control the content of the education activity has disclosed to us ALL financial relationships with any ineligible company (formerly "commercial interest" - see below for definitions). Should it be determined that a conflict of interest exists as a result of a financial relationship you may have, you will be contacted and methods to mitigate the conflict will be discussed with you. In addition, all affirmative disclosures must be revealed by a slide at the beginning of the presentation or note that you have nothing to disclose. Failure or refusal to disclose or the inability to resolve the identified conflict will result in the withdrawal of the invitation to participate.

Ineligible companies (formerly commercial interests) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Examples of such organizations include:

- Device manufacturers or distributors
- Pharmaceutical companies or distributors
- Bio-medical startups that have begun a governmental regulatory approval process
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products

The ACCME does not consider providers of clinical service directly to patients to be ineligible companies. (<https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/eligibility>)

Length of Financial Relationships: The ACCME requires disclosure of financial relationships with ineligible companies in the 24-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. You do not need to disclose your spouse/partner's relationships.

What to Disclose: ACCME requires that individuals disclose ALL financial relationships with ineligible companies.

Enter the abstract title in the first field on this screen. The title is limited to 254 characters.

Click **Add Author** to begin adding the First (Primary) Author.

The screenshot shows the 'Add Author' modal window with the following fields and options:

- \*First Name or Initial:  MI:
- \*Last Name:
- Title(s):  (separate multiples with a space, i.e. PhD RN)
- Cell Phone:
- Email:
- \*Institution:
- \*Training Status:  Student  Resident  Fellow  N/A
- \*Has this author had within the last 24 months a financial relationship with an ineligible company?  
 Yes  No
- Buttons: Cancel, Submit

Enter in the author's Name, Title, Cell Phone, Email, Institution and Training Status. Then check-off if there is a financial relationship to disclose for the author.

*AHNS, adhering to the policies of the ACCME, must insure balance, independence, objectivity, and scientific rigor in all its educational activities. The ACCME states "the owners and employees of ineligible companies are considered to have unresolvable financial relationships and must be excluded from participating as planners or faculty, and must not be allowed to influence or control any aspect of the planning, delivery, or evaluation of accredited continuing education, except in the limited circumstances outlined in [Standard 3.2](#)." Therefore, the AHNS Conflict of Interest Committee (CIC) declares that no employees/owners of an ineligible company may present in AHNS CME accredited sessions. This policy is applicable to abstract authors and presenters.*

Click [here](#) to view the ACCME's definition of ineligible company, owner and employee.

Please contact [erin@bscmanage.com](mailto:erin@bscmanage.com) with any questions regarding AHNS Policy on Owner/Employee of Ineligible Companies.

**It is at this point where you must disclose any and all relevant financial relationships with Ineligible Companies.** If there is nothing to disclose, select **No**; you be taken back to the previous page where you may add more authors. If there is anything to disclose, select **Yes**; you will be taken to another page to enter your disclosure(s) and conflict of interest management strategy.

The screenshot displays the 'Abstract Submission and Management' web application. At the top, there is a navigation bar with links for 'Main Menu' and 'New Abstract', and a user ID 'testuser' with a 'logout' link. The main heading is 'Abstract Submission: Titles, Authors & Institutions'. Below this, there is a form for 'Abstract Title'. A modal window titled 'Add Author' is open, showing a 'Disclosure: Test User' form. The form asks for information regarding compensation received, including fields for 'Company', 'What was received', and 'What was the role'. It also includes radio buttons for 'Is this relationship still currently active?' with options 'Yes, it is still active' and 'No, it concluded within the last 24 months'. Navigation buttons for '<< Back' and 'Submit' are visible at the bottom of the modal.

Enter author's financial disclosure.

You will be taken to another page to add more disclosures OR finalize the disclosure entry.

The screenshot displays the 'Abstract Submission and Management' web application. At the top, there is a navigation bar with 'Main Menu' and 'New Abstract' links, and a user ID 'testuser' with a 'logout' link. The main content area is titled 'Abstract Submission: Titles, Authors & Institutions' and contains a text input field for the 'Abstract Title'. A modal dialog box titled 'Add Author' is open, displaying a 'Disclosure: Test User: Submitted' message. The dialog asks, 'Would you like to submit another statement of financial disclosure for this author for a different company?' and provides 'NO' and 'YES' buttons for response.

If you select **Yes**, you will be directed to another disclosure screen similar to that pictured above. If you select **No**, you may move on to add the next author.

Enter the rest of the Authors in the same manner; making sure the disclosure information is accurate and up to date. You may add any number of authors in any order you wish once you have completed adding the First (Primary) Author.

Click **Save & Continue** to move on to the next step or **Back** to edit the contact information. From this point forward, if you leave the site, your abstract will be saved.

## Part 5 – Submitting a New Abstract || Step 3 – Type and Topic

**Abstract Submission and Management**  
» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

**Abstract Submission: Type and Topic**

\*Topic: (Please choose the topic below that most closely matches the topic of your abstract)

select... ▼

\*Member: (Please indicate membership for Test User)

select... ▼

The presenter is marked as a Resident. What is their anticipated completion date?



Is this abstract the result of research completed under a AHNS Research Grant?

No  Yes , enter the year of the grant: -- select--- ▼

Use the Topic pull-down menu to select the topic that most closely matches the topic of this abstract.

Use the Member pull-down menu to confirm that the First Author and/or the Presenter are members of AHNS. Please enter the name of the sponsor and the Society of which the sponsor is a member in the appropriate space.

Finally, indicate if this abstract is the result of research completed under a AHNS research grant.

Click **Back** to go back and edit Authors and Institutions or **Next** to continue.

## Part 5 – Submitting a New Abstract || Step 4 – Additional Information

### Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

#### Abstract Submission: Additional Information

**\*I confirm that this abstract and manuscript have not been published previously, and have not been submitted, and will not be submitted for consideration for publication by any journal or outlet prior to abstract acceptance notifications.**

**\*I understand NO employees or owners of ACCME-defined "Ineligible Companies" may serve as a presenter of a proffered paper in a CME-accredited session. A violation of this rule will lead to consequences for all authors on this paper.**

« Back

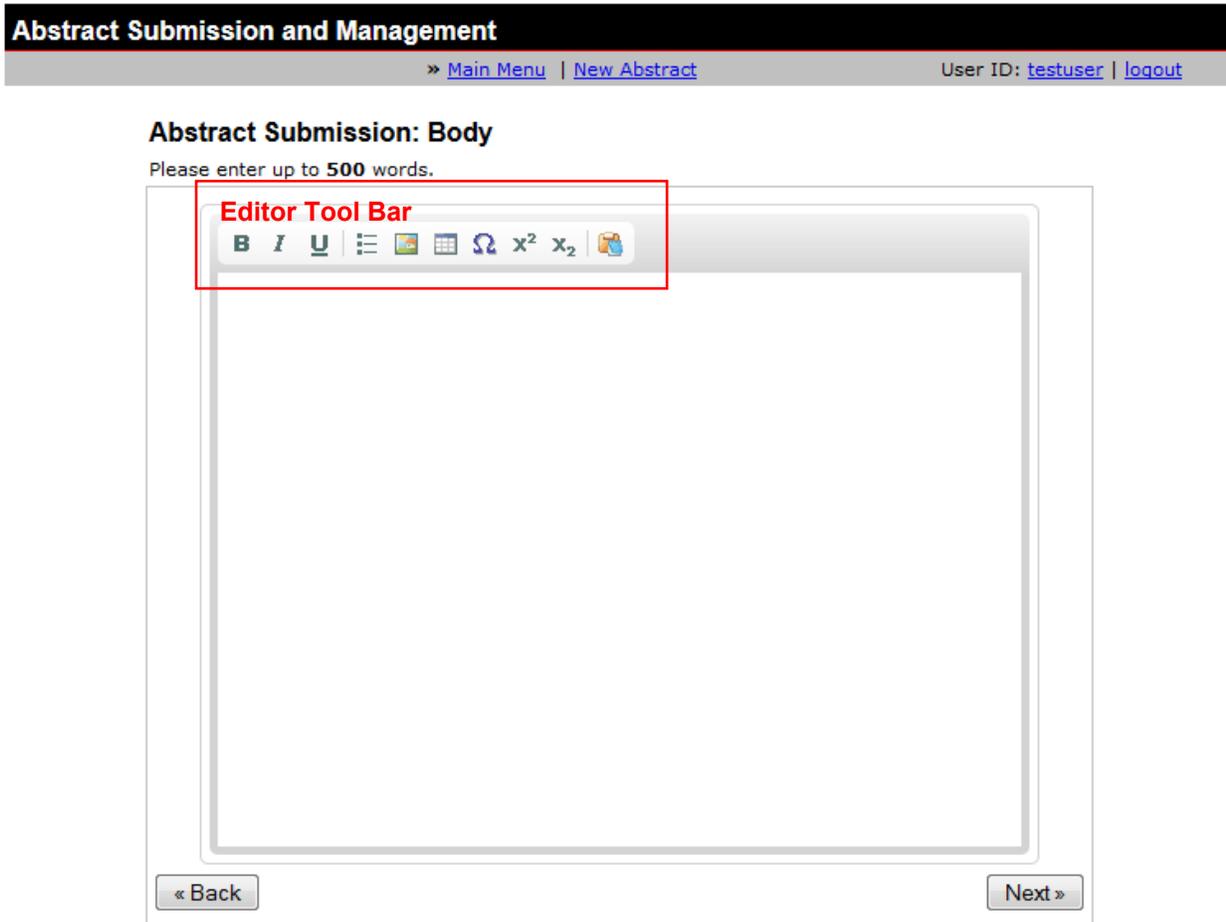
Next »

Use the Dropdown menus answer all questions.

Click **Back** to go back and edit Type and Topic or **Next** to continue.

## Part 5 – Submitting a New Abstract || Step 5 – Edit your Abstract Content

Once you have entered the basic information for your abstract, the abstract editor will now appear on screen. You will now be able to edit your abstract.



The screenshot shows the 'Abstract Submission: Body' editor interface. At the top, there is a black header with the text 'Abstract Submission and Management' in white. Below the header, there is a navigation bar with links for 'Main Menu' and 'New Abstract', and a user ID 'testuser' with a 'logout' link. The main content area is titled 'Abstract Submission: Body' and includes the instruction 'Please enter up to 500 words.' Below this is a large text input area. An 'Editor Tool Bar' is positioned at the top of the text area, containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, undo, redo, and a document icon. At the bottom of the text area, there are two buttons: '« Back' on the left and 'Next »' on the right.

### Entering Text

1. You may enter abstract text simply by typing it in the abstract box.
2. Alternatively, you may use the editor's copy & paste function
  - a. You may copy & paste from **MS Word** or paste as **Plain Text** by choosing the appropriate icon in the editor tool bar.

**Please Note:** Every abstract submitted must adhere to a **500-word limitation**. This restriction will be strictly enforced via the online submission system.

## Inserting an Image

1. Select the **Image icon** from the editor tool bar

**Abstract Submission and Management**

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

### Abstract Submission Body

Please enter up to **500** words. A maximum of **4** images allowed.

**B I U** [List Icon] [Image Icon] [Table Icon] [Link Icon]  $x^2$   $x_2$  [Media Icon]

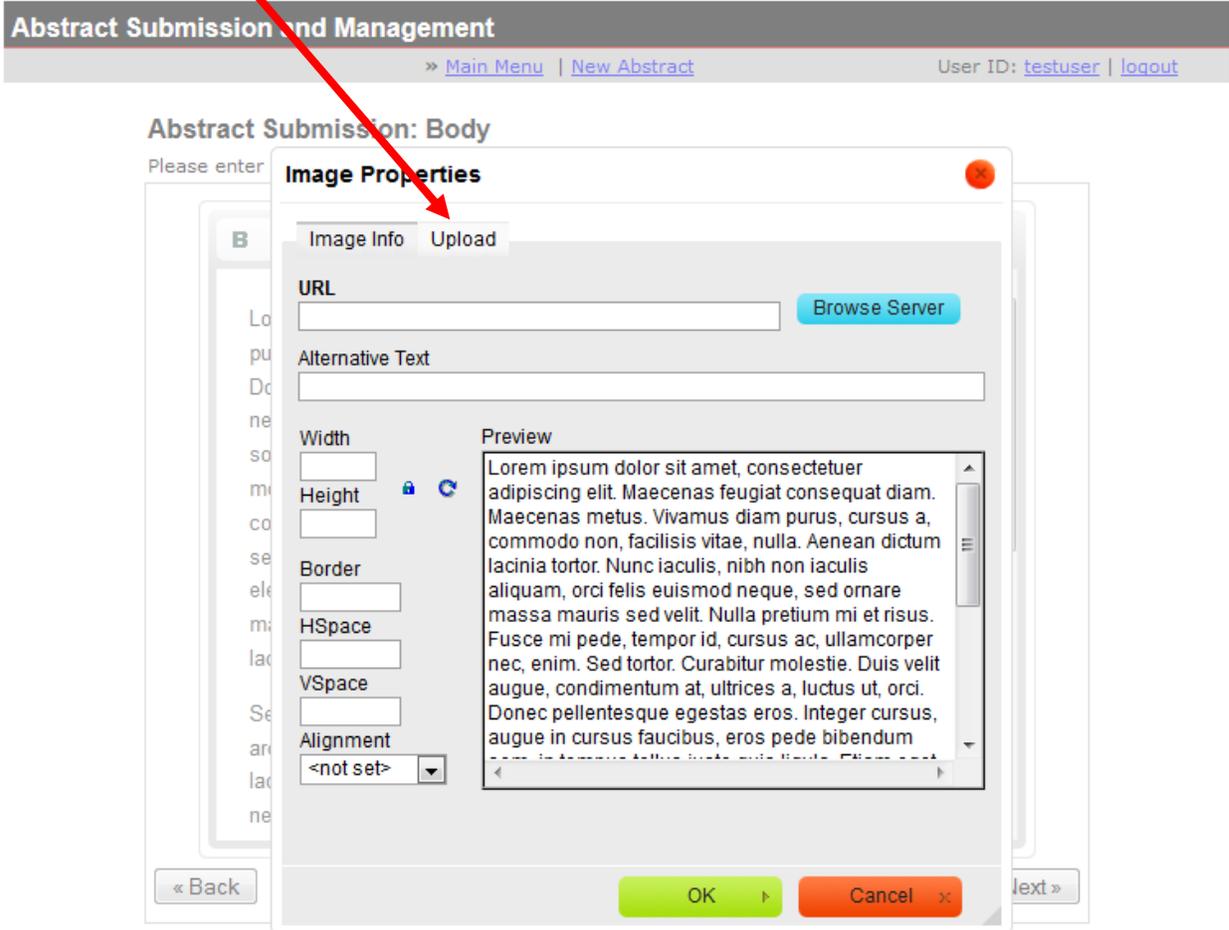
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam congue, massa sit amet eleifend feugiat, mauris eros pellentesque diam, eu iaculis quam felis nec ligula. Ut risus sapien, lacinia et faucibus sed, feugiat at velit. In sed tortor nibh. Phasellus aliquet venenatis ipsum sit amet vulputate. Pellentesque id suscipit arcu. Etiam auctor fermentum urna ac rutrum. Aenean rutrum nunc non ante ullamcorper, a tristique ipsum pharetra. Mauris ultrices tortor ut volutpat vestibulum. Nam fermentum lacus vel sapien tincidunt ornare ac ut metus. Praesent tincidunt elit ligula, sed tempor augue porta ac. Sed et molestie ipsum. Sed luctus lacus sed erat aliquam mattis. Ut vel quam rutrum, semper lectus a, tincidunt eros. Proin iaculis fermentum tincidunt. Vestibulum a vestibulum dui. Donec sed mi vulputate sapien mollis auctor.

Donec odio metus, fermentum ut metus vitae, tristique tempus magna. Nulla condimentum eros ut condimentum pharetra. Cras pulvinar augue sed ante bibendum, id vulputate lacus dictum. Vivamus id dictum odio.

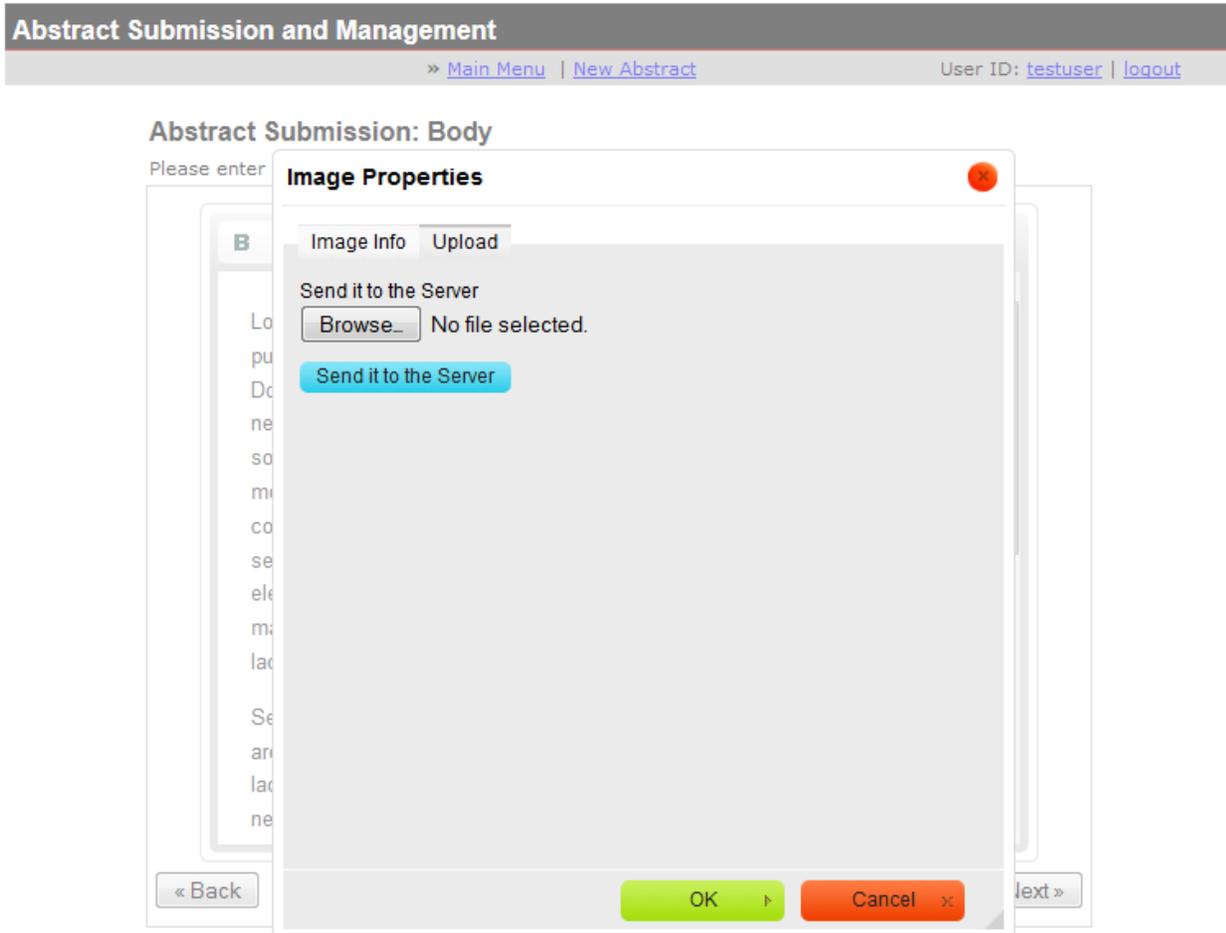
« Back Next »

2. The Image Properties box will now appear on screen

3. Select the **Upload** tab to upload your image.

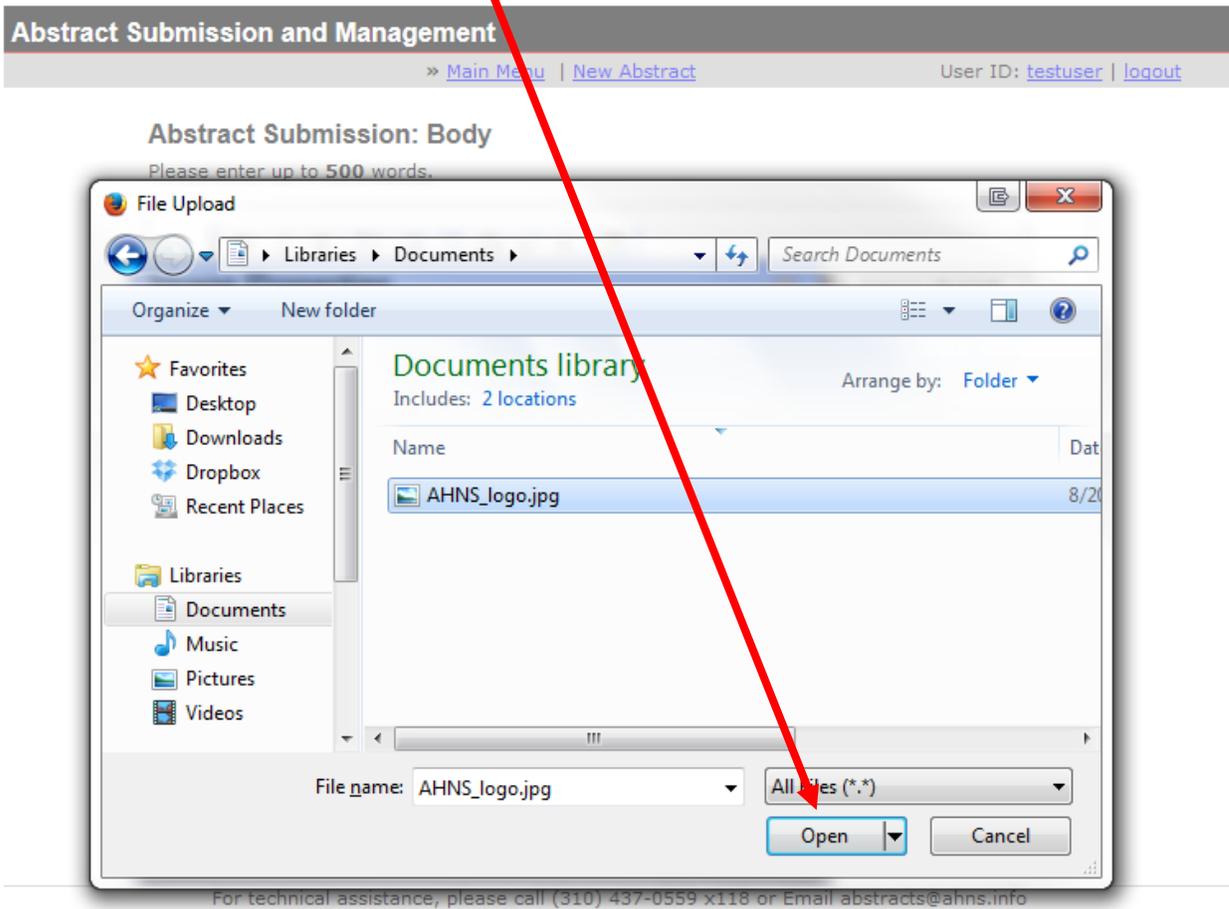


- The file upload box will now appear on screen



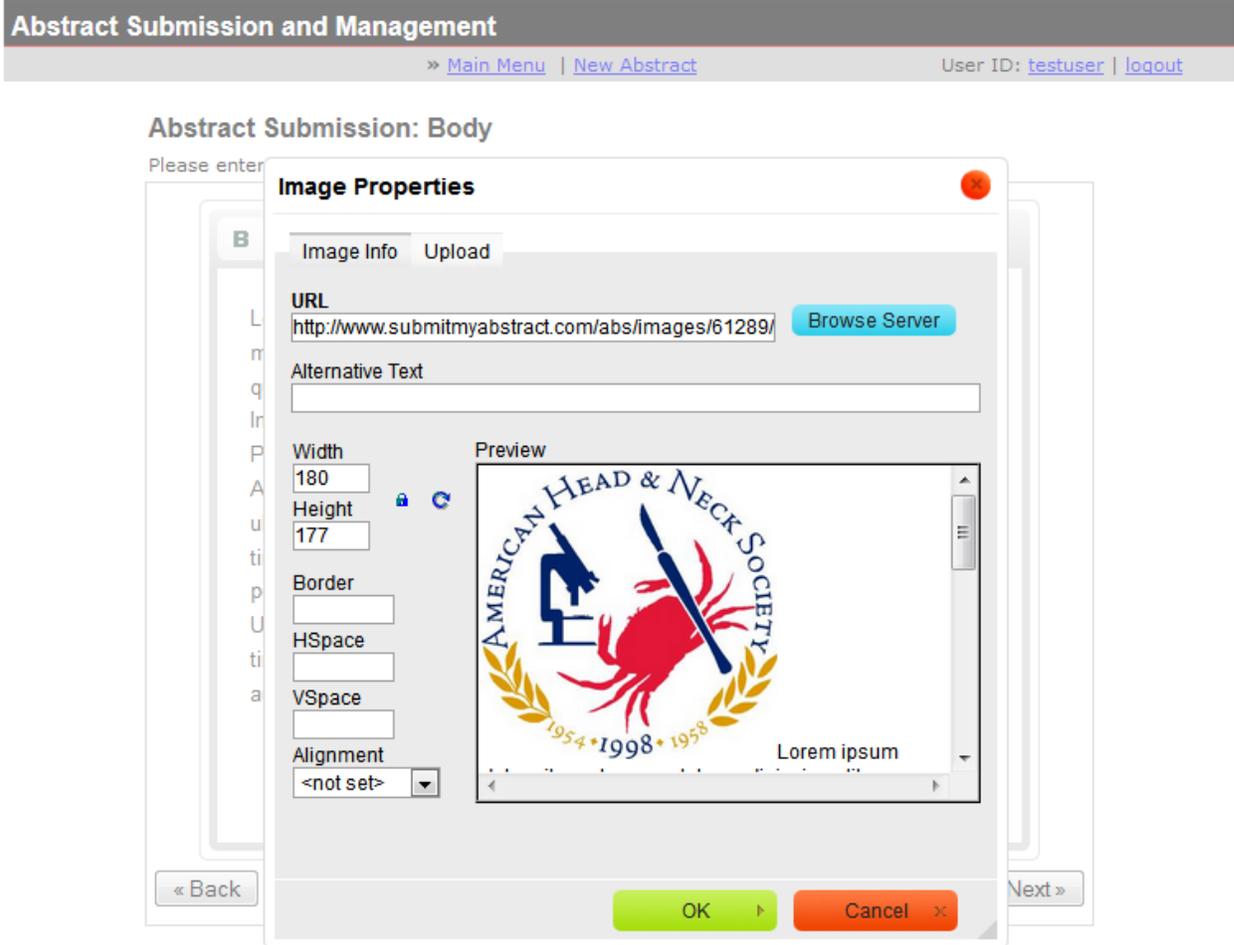
- Select the **Browse** button and navigate your local hard drive to locate the desired image.

6. Select the image and press the **Open** button



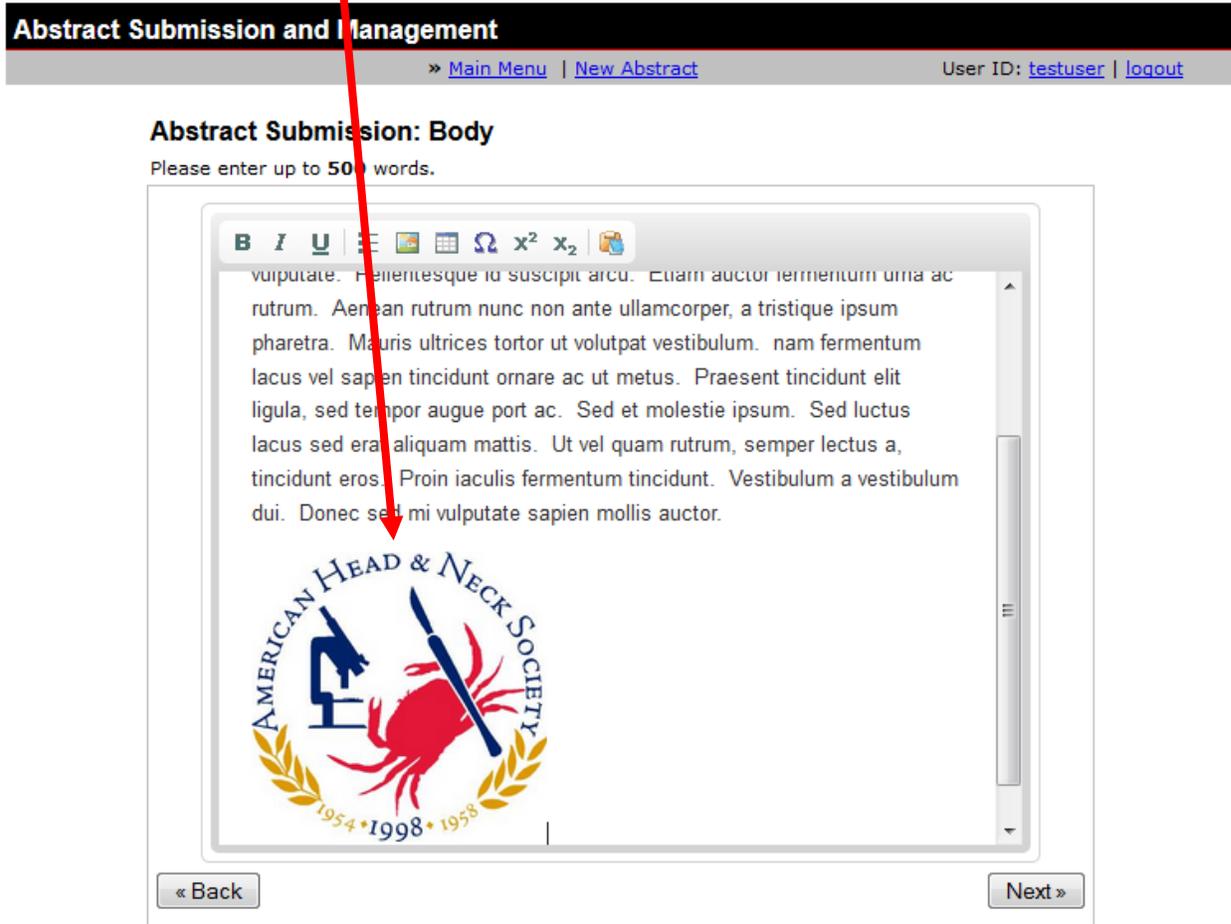
7. You will return to the **Image Properties** screen
8. Press the **Send it to the Server** button

9. Your image will now appear on the **preview screen** portion of the image properties.



10. Press the **OK** button on the confirmation dialog box.

11. Your image will now appear in your abstract editor box along with your submitted text.



12. Select **Next** to continue with the abstract submission

**Please Note:** We have provided support for small images in this software. **Because images must be in JPG or PNG format and less than 1000 kb in size and should be less than 900 pixels in width and height.**

### Generating a Table within the Abstract Editor

1. Select the **Table Icon** from the editor tool bar.



2. The Table Properties screen will now appear.

3. Fill in the table definitions as needed (rows, columns, header, summary, etc)

**Abstract Submission and Management**

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

### Abstract Submission: Body

Please enter up to **500** words.

The screenshot shows a 'Table Properties' dialog box in a web editor. The dialog is titled 'Table Properties' and has a close button (red X) in the top right corner. It contains the following fields and options:

- Rows:** 2
- Columns:** 2
- Width:** 100%
- Height:** (empty)
- Headers:** None (dropdown)
- Border size:** 1
- Alignment:** <not set> (dropdown)
- Cell spacing:** 1
- Cell padding:** 1
- Caption:** (text input)
- Summary:** (text input)

At the bottom of the dialog are two buttons: 'OK' (green) and 'Cancel' (red). The background shows a text editor with a table and the American Health Association logo.

4. Press **OK**

5. A blank table will now appear in your abstract

**Abstract Submission and Management**

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

**Abstract Submission: Body**  
Please enter up to **500** words.

amiciant eros. Proin faucibus fermentum arcu. Vestibulum a vestibulum  
dui. Donec sed mi vulputate sapien mollis auctor.

AMERICAN HEAD & NECK SOCIETY  
1954 • 1998 • 1958


« Back Next »

6. Fill in the table with your desired data.
7. Select **Next**

## Review and Accept Terms and Conditions

### Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

#### Abstract Submission: Final Review

**TEST ABSTRACT** [Test User MD](#), AHNS

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin mollis est pulvinar felis blandit hendrerit. Proin efficitur lobortis felis id interdum. Donec scelerisque dui ac felis convallis semper ut sit amet leo. In quis neque rhoncus, mattis quam non, fringilla ex. Nulla in enim vitae urna sollicitudin suscipit eget finibus arcu. Fusce finibus ipsum non ante molestie bibendum. Curabitur tincidunt urna sodales justo dapibus commodo. Mauris suscipit leo nec turpis commodo, facilisis auctor ante semper. Pellentesque imperdiet neque eget interdum vestibulum. Cras eleifend tellus at vulputate tempor. Nam vestibulum tellus mi, id congue mi maximus ac. Nullam mauris erat, bibendum vel sem at, commodo tempus lacus.




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**Terms and Conditions**

I certify that the information on these forms is correct and that this abstract is original work.

I certify that I have explicit approval and authority from any co-author(s) listed in this abstract to have their names included

I agree to the terms and conditions listed above

**Please Note:** Once you have successfully created an abstract that conforms to our specifications, you are presented the above screen and are given the opportunity to review the abstract. If you need to make changes, use the **Back button located at the bottom of the screen** to go back. Do not use the built-in browser back button, as this may cause problems.

If you are ready to submit your abstract for consideration, then please read the Terms and Conditions in the box below your abstract. You must indicate your agreement to the Terms and Conditions by clicking the **“I agree to the terms and conditions listed above”** box.

Click the **Submit** button to submit this abstract for review. You will get a confirmation email as a receipt and see the Confirmation Screen in your browser.

If your abstract contains an image or table please confirm the placement and presentation of the object before continuing.

An onscreen confirmation screen will appear once you have successfully submitted your abstract.

**Please Note:** If you see the screen below, you have successfully submitted your abstract. **ALSO note the Abstract ID (6-digit number) for your submission; this will be the unique identifier for your submission.** Click **Logout** if you are finished, **Main Menu** if you wish to continue managing your abstracts or **New Abstract** to begin entering a new abstract.

## Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Thank you for submitting abstract 122426 to AHNS. You may make changes to this abstract up until the submission deadline. Updates as to the status of this abstract will be sent to the contact name you identified.

Please click the Main Menu link above to return to your abstract management page.

## Part 6a – Abstract Management – The Main Menu

Now that you have entered one or more abstracts, the main menu will show the abstracts in the system and their status. The next time you log in or click **Main Menu** after starting or completing an abstract, your screen will look something like this:

### Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

**Abstracts** Display:

ID	Title	Status	Approval
122426	<a href="#">TEST ABSTRACT</a>	Pending	

Total Records: 1 Display: 1 - 1

Every abstract authored by this account will be displayed even if it has not been finished. The **Status** column explains the status of each abstract. To receive an explanation of status codes, click on the underlined word **Status** at the top of that column. A new window will open and display the status definitions:

#### Abstract Text Definitions

**In Process:** Abstract has not yet been completed

**Pending:** Abstract complete, awaiting review

**In Review:** Abstract is being scored by reviewers

**Reviewed:** Reviewer has submitted his/her results

**Done:** Abstract review process has been completed. Notification of acceptance will be sent shortly.

Use the pull down menu at the upper right to limit the view of abstracts by status. Click an abstract title to edit or delete it as long as it is prior to the submission deadline.

## Part 6b – Abstracts that will be considered for presentation

Once the submission deadline passes, only abstracts marked as PENDING will go to the review stage.

### Abstract Text Definitions

**In Process:** Abstract has not yet been completed

**Pending:** Abstract complete, awaiting review

**In Review:** Abstract is being scored by reviewers

**Reviewed:** Reviewer has submitted his/her results

**Done:** Abstract review process has been completed. Notification of acceptance will be sent shortly.

Abstracts marked IN PROCESS as of the submission deadline will NOT be reviewed. Please make sure that you complete all of your abstracts before the submission deadline. Contact the [AHNS Office](#) if you have questions.

## Part 6c – Abstract Management – Editing an Abstract

You may edit your abstract at any time prior to the submission deadline by clicking on the abstract title from the main menu. You will see the following screen:

### Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

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**Abstract: Edit** ID: 122426 << Previous | Next >>

**TEST ABSTRACT** [Test User MD, AHNS](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin mollis est pulvinar felis blandit hendrerit. Proin efficitur lobortis felis id interdum. Donec scelerisque dui ac felis convallis semper ut sit amet leo. In quis neque rhoncus, mattis quam non, fringilla ex. Nulla in enim vitae urna sollicitudin suscipit eget finibus arcu. Fusce finibus ipsum non ante molestie bibendum. Curabitur tincidunt urna sodales justo dapibus commodo. Mauris suscipit leo nec turpis commodo, facilisis auctor ante semper. Pellentesque imperdiet neque eget interdum vestibulum. Cras eleifend tellus at vulputate tempor. Nam vestibulum tellus mi, id congue mi maximus ac. Nullam mauris erat, bibendum vel sem at, commodo tempus lacus.




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**Session/Program:** N/A **Started:** 07/08/2022  
**Status:** Pending **Completed:** 07/08/2022  
**Approval:**

Click the “**EDIT**” button to begin editing the abstract. Editing is exactly the same process as entering an abstract, except all of the information you entered previously will be there. Refer to [Part 5](#) for instructions on using the data entry screens.

## Part 6d – Abstract Management – Deleting an Abstract

If you wish to delete an abstract (remove it from consideration or delete an abstract with errors) you do so by logging in and clicking on the abstract to be deleted. You will see the same screen from [Part 6b](#) above.

To delete, click the “**Delete Abstract**” button in the bottom center of the screen. You will see a new screen asking you to confirm deletion:

### Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

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**Abstract: Edit** ID: 122426 << Previous | Next >>

**TEST ABSTRACT** [Test User MD, AHNS](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin mollis est pulvinar felis blandit hendrerit. Proin efficitur lobortis felis id interdum. Donec scelerisque dui ac felis convallis semper ut sit amet leo. In quis neque rhoncus, mattis quam non, fringilla ex. Nulla in enim vitae urna sollicitudin suscipit eget finibus arcu. Fusce finibus ipsum non ante molestie bibendum. Curabitur tincidunt urna sodales justo dapibus commodo. Mauris suscipit leo nec turpis commodo, facilisis auctor ante semper. Pellentesque imperdiet neque eget interdum vestibulum. Cras eleifend tellus at vulputate tempor. Nam vestibulum tellus mi, id congue mi maximus ac. Nullam mauris erat, bibendum vel sem at, commodo tempus lacus.




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**Session/Program:** N/A **Started:** 07/08/2022  
**Status:** Pending **Completed:** 07/08/2022  
**Approval:**

**Click "Yes" to CONFIRM delete. Click "No" to CANCEL delete.**

If you wish to continue and permanently delete this abstract, click “**Yes**” or click “**No**” to keep this abstract.