Thank you for your interest in submitting an abstract for the upcoming Scientific Session. 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 Dan Berlant (x118) or Jason Levine (x100). You may also email 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 saved data.

Improved Support for Special Characters, Images, and Table:

Most of the standard ASCII character set can be copied from your word processor and into the abstract text. Abstracts may now contain formatting, multiple images and tables, and improved scientific character recognition.

IMPORTANT DATE:

THE SUBMISSION DEADLINE FOR ALL ABSTRACTS IS NOVEMBER 5, 2025 5:00 PM EDT

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

Table of Contents:

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:

This is the entry page for the abstract software. **ALL submitters MUST create a new account to submit an abstract. Accounts created in the past submission run will no longer work. You must create a new account for 2025/2026 (you may use the previous username and password).** The link to create an account is found just below the login box.

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

Screen Resolution:

We recommend setting your screen resolution to **AT LEAST** 800x600 pixels. Users with a screen resolution of 640x480 pixels will have a hard time navigating the site. What you see will vary depending on your computer and browser settings.

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:

Register User

Contact Name

Details	
*First Name:	MI:
*Last Name:	
*Title: BA ▼ (highest degree)	
*Email:	
*Confirm Email:	
*User ID:	
Save	

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:
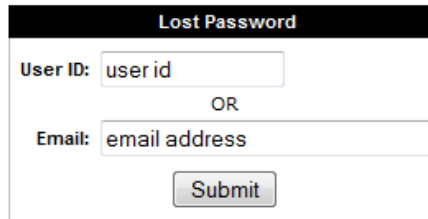
6TZldrK3S2

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.

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:

Abstract Submission and Management

Lost Password	
User ID:	user id
	OR
Email:	email address
	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:
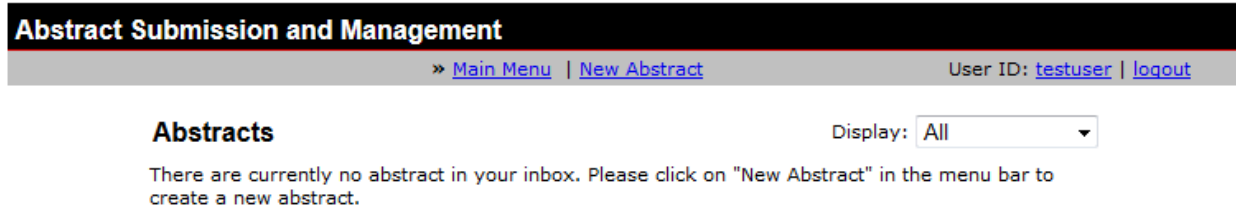
Because this is your first time logged in, you have no abstracts in the system.

To begin submitting a new abstract, click the **"New Abstract"** link at the top of the page (go to Part 5).
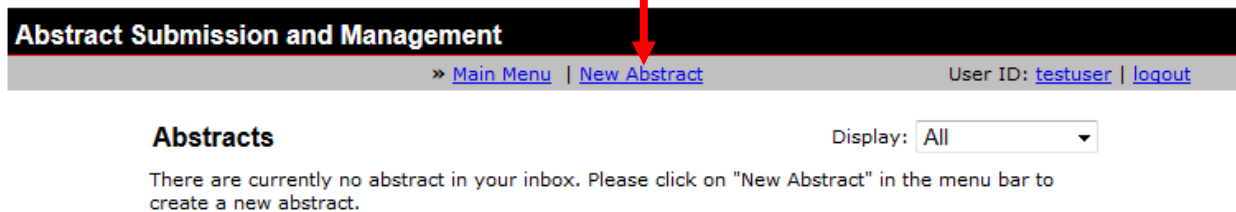
To change the randomly generated password, **click on your user ID** at the top right of the screen (go to Part 4a).
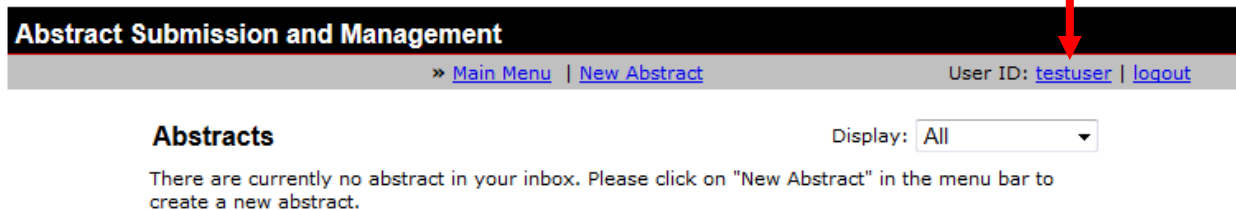
Part 4a – Changing the Password

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: Test   MI:
*Last Name: User
*Title: MD ∨ (highest degree)
*Email: abstracts@ahns.info
*Confirm Email: abstracts@ahns.info
*User ID: testuser
*Password: •••••••• (8-15 alphanumeric)
Confirm: ••••••••
Save

To change the password, first enter your email address in the "Confirm Email" text box and then 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:

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:

*Author(s):

[<< Back] [Add Author] [Save & Continue >>]

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.

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

Abstract Submission and Management

» Main Menu | New Abstract   User ID: testuser | logout

Abstract Submission: Titles, Authors & Institutions

*Abstract Title:

Add Author   ×

Abstract Submission: Add Author

*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

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, 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 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.

Enter author's financial disclosure.

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

Abstract Submission and Management

» Main Menu | New Abstract   User ID: testuser | logout

Abstract Submission: Titles, Authors & Institutions

*Abstract Title:

Add Author   ✕

Disclosure: Test User: Submitted

Would you like to submit another statement of financial disclosure for this author for a different company? Click YES to proceed to the disclosure form. Click NO to close this window.

NO   YES

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 – Topic

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 select if the Presenter is a member of AHNS

If the presenter is a Student/Resident/Fellow, provide the anticipated date of completion of training.

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 proferred 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 **Next** to add and edit the body of your Abstract Summary.

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.
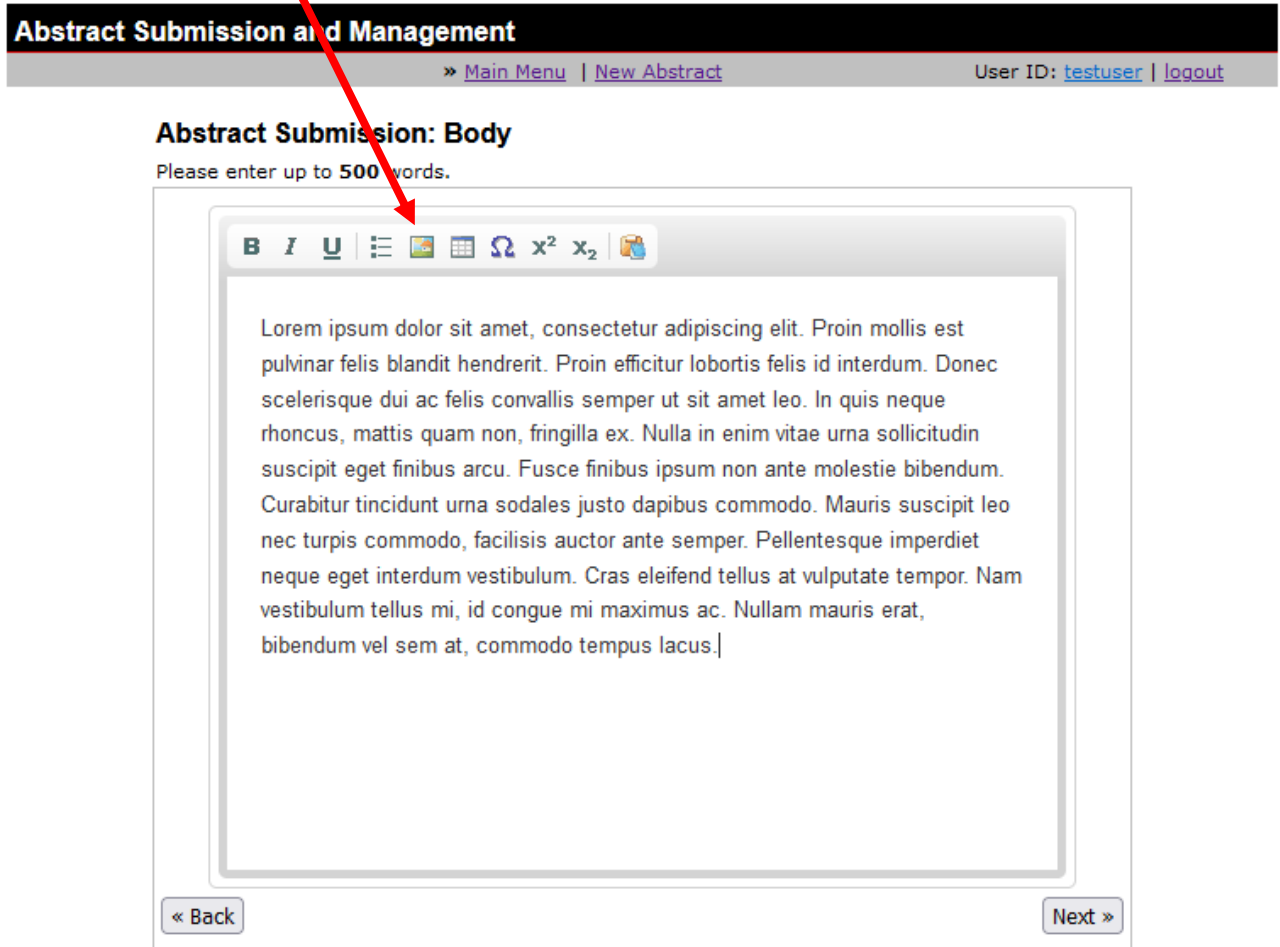
Entering Text

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: Written abstracts 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.

B I U | ≡ 🖼 ⊞ Ω x² x₂ | 📋

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.

« Back   Next »

2. The Image Properties box will now appear on screen.

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

4. The file upload box will now appear on screen

Abstract Submission and Management

» Main Menu | New Abstract   User ID: testuser | logout

Abstract Submission: Body

Please enter

Image Properties

Image Info   Upload

Send it to the Server

[Browse...] No file selected.

[Send it to the Server]

« Back   OK ▸   Cancel ✕   Next »
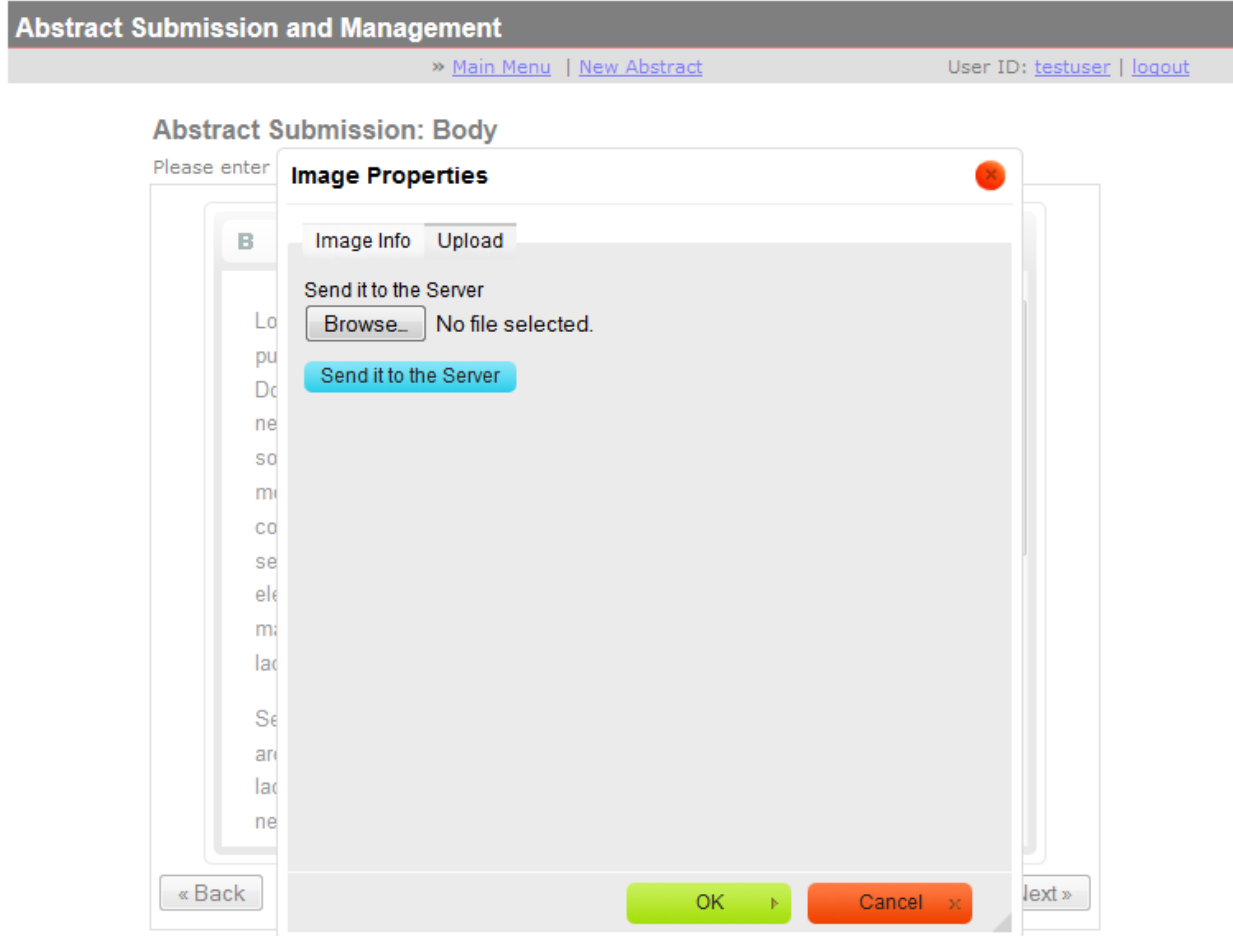
5. Select the **Browse** button and navigate your local hard drive to locate the desired image.

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6. Select the image and press the **Open** button
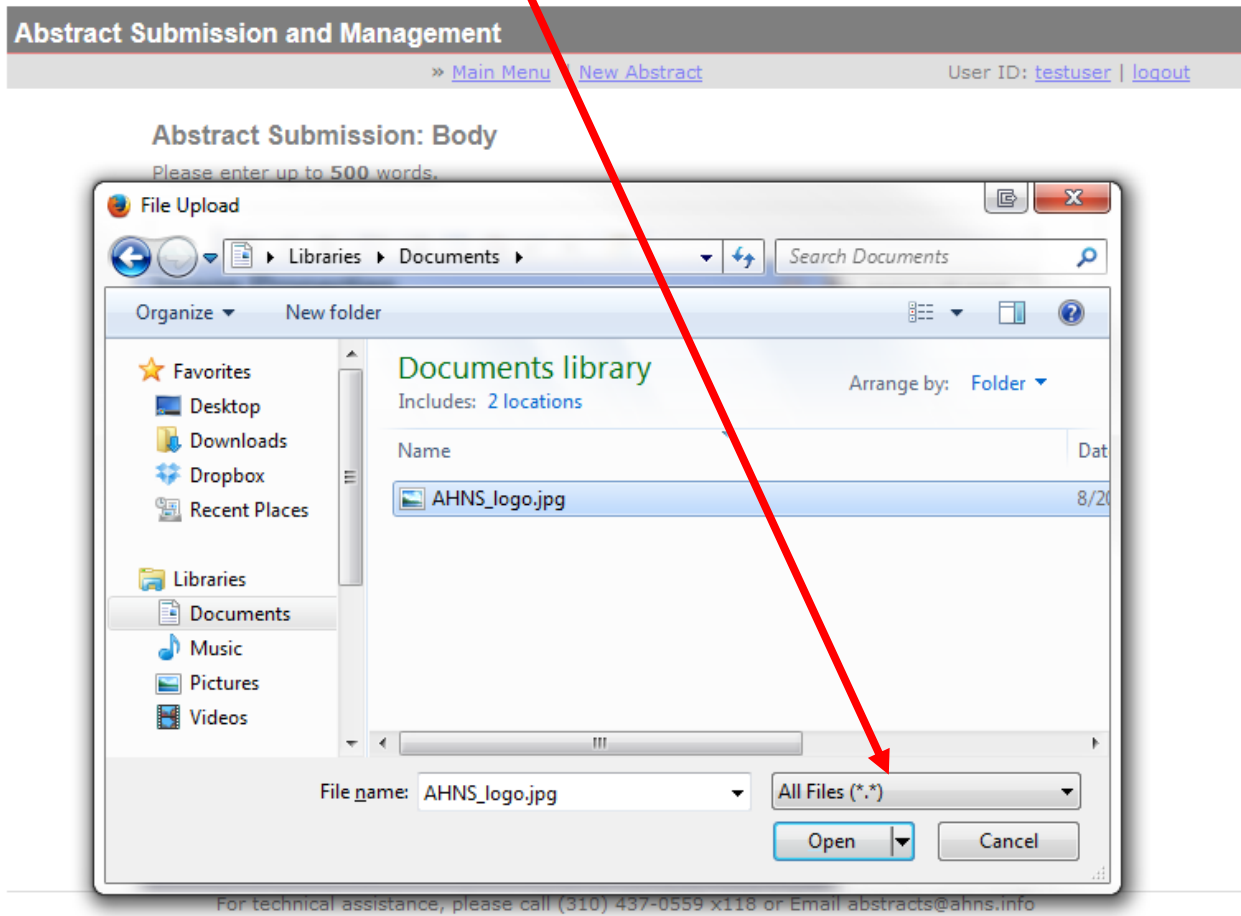
7. You will return to the **Image Properties** screen
8. Press the **Send it to the Server** button

9. Your image will now appear on the **preview screen** portion of the image properties.
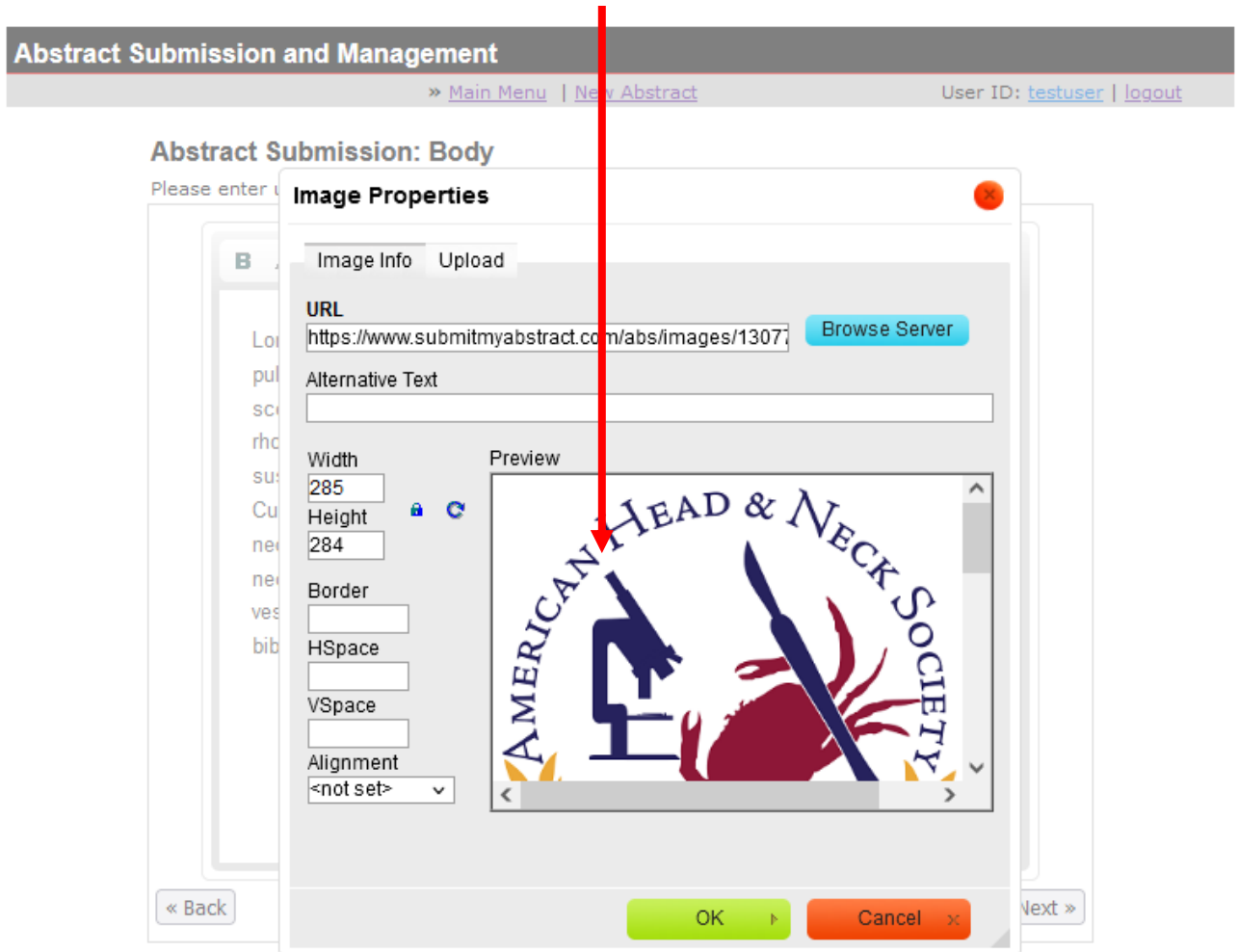
10. Press the **OK** button

11. Your image will now appear in your abstract editor box along with your submitted text.
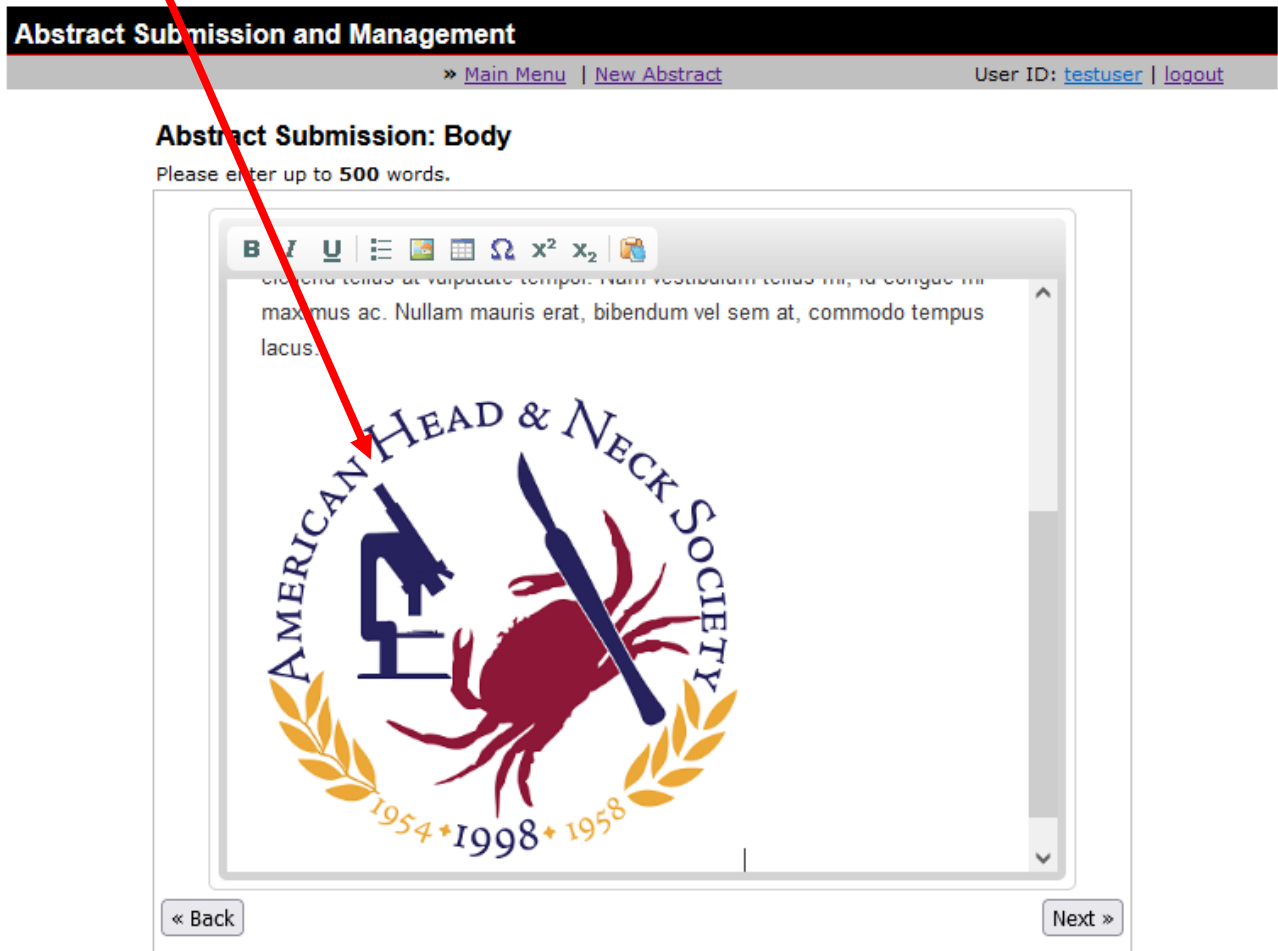
12. Select **Next** to continue with the abstract submission

Please Note: We have provided support for small images in this software. **Because images must be in JPG 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.
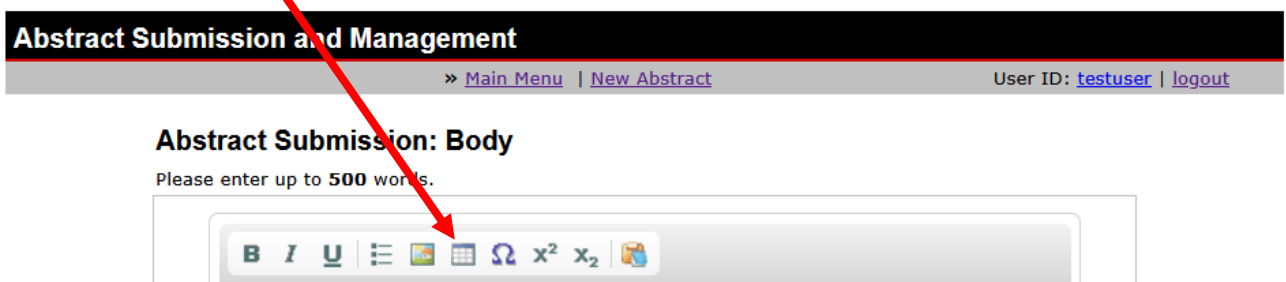
2. The Table Properties screen will now appear.
3. Fill in the table definitions as needed (rows, columns, header, summary, etc)

Abstract Submission and Management

» Main Menu | New Abstract   User ID: testuser | logout

Abstract Submission: Body

Please enter up to **500** words.

B *I* U | ☰ 🖼 ⊞ Ω x² x₂ | 📋

semper. Pellentesque imperdiet neque eget interdum vestibulum. Cras
eleifend tell...   mi
maximus a...   us
lacus.

Table Properties   ✕

Rows   **Width**
3   100%
Columns   **Height**
2

Headers   **Cell spacing**
None ⌄   1
Border size   **Cell padding**
1   1
Alignment
<not set> ⌄

Caption

Summary

OK ▶   Cancel ✕

« Back   Next »

4. Press **OK**

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5. A blank table will now appear in your abstract

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 <u>Test User MD</u>, 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.

Terms and Conditions

```
I certify that the information on these forms is correct and that
this is 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

« Back   Submit

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 (also listed below). You must indicate your agreement to the Terms and Conditions by clicking the "**I agree to the terms and conditions listed above**" box.

TERMS & CONDITIONS

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

I certify that all disclosure(s) for all content authors have been provided.

I certify that this abstract or the main content of this abstract has not and will not be published prior to the AHNS 12th International Conference on Head and Neck Cancer.

I certify that this abstract has not and will not be presented prior to the AHNS 11th International Conference on Head and Neck Cancer.

I certify that if selected for presentation by the Program Committee, this work will be presented as indicated by the abstract.

I certify that this abstract has new and original content OR includes at least 50% new data if previously presented at a meeting.

On behalf of the authors of this abstract, I transfer copyright of this abstract for print and/or electronic reproduction to to AHNS and to AHNS's Associated Journal.

If selected for presentation, on behalf of the authors of this abstract, I transfer copyright for print and/or electronic reproduction of the presentation at AHNS 12th International Conference on Head and Neck Cancer, to AHNS and to AHNS's Associated Journal, for publication.

I certify that the manuscript for this research has not been published previously, and has not been submitted, and will not be submitted, for consideration for publication by any journal or outlet prior to abstract acceptances notifications by AHNS. Abstracts not accepted for presentation, and those rejected by AHNS and/or AHNS's Associated Journal, may be submitted to others meetings and journals as determined appropriate by the authors only after AHNS sends abstract acceptance/rejection notifications.

I understand that in accordance with AHNS's CME policy, all content authors are required to disclose all financial relationship(s) with ACCME-defined "ineligible companies" (formerly "commercial interests") – see below for definitions.

According to the Accreditation Council for Continuing Medical Education (ACCME), 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

Full definition and a list of all exceptions can be found at
https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/eligibility

I understand that no abstract will be accepted for the CME sessions if the presenting author is an employee/owner of an ineligible company.

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 146467 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: All

ID	Title	Status	Approval
146467	TEST ABSTRACT	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:

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:

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