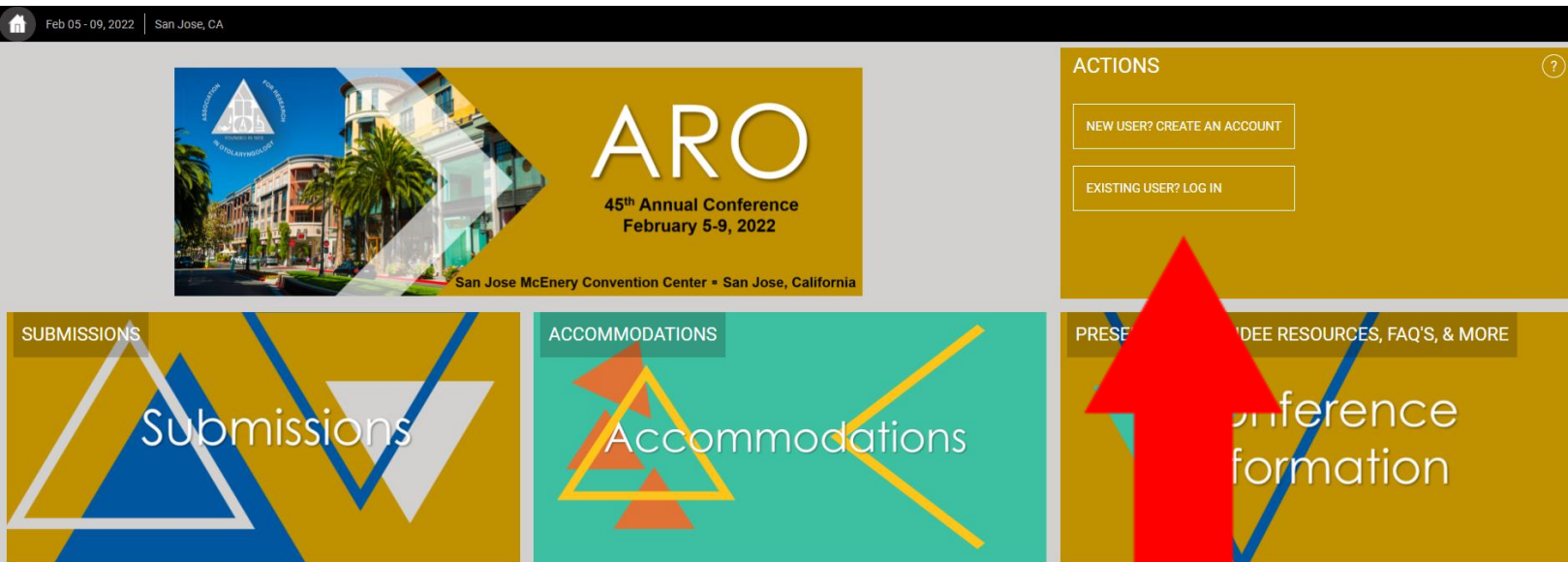


# ARO Annual MidWinter Meeting Poster/Podium Submission User Guide

Visit <https://aro.societyconference.com/v2/>



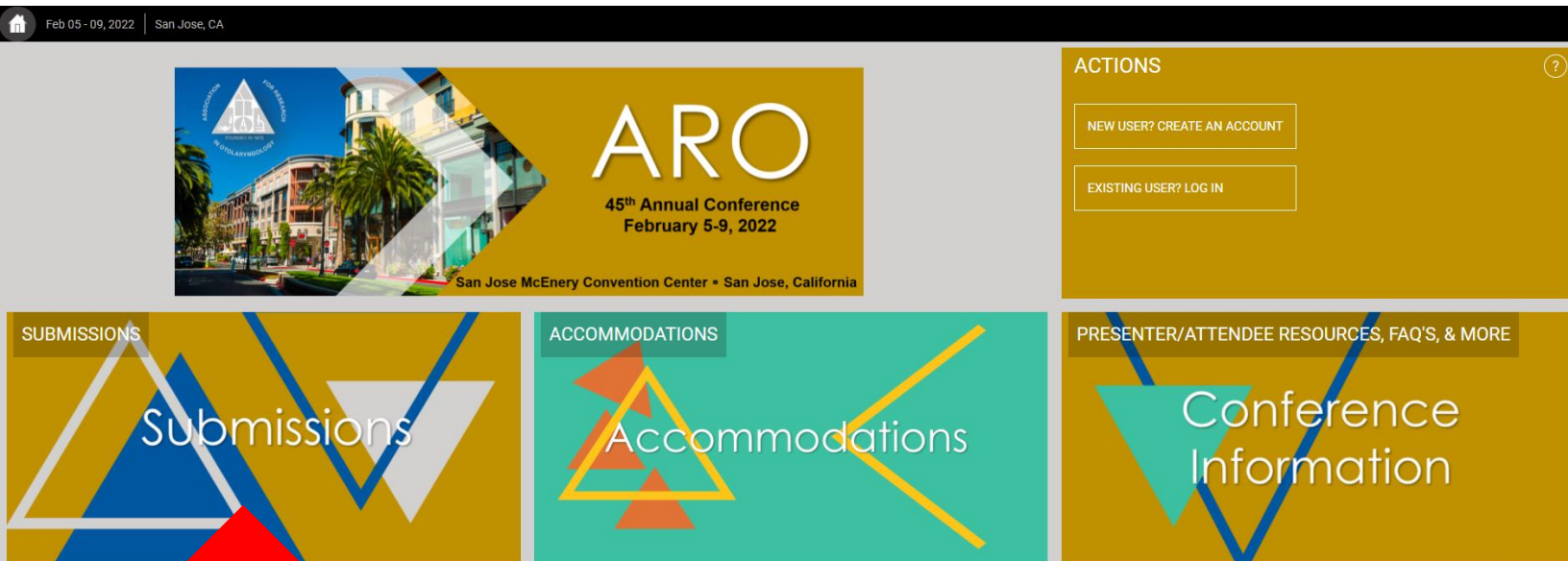
## ACTIONS:

[New User? Create an account](#)

[Existing User? Log In](#)

# ARO Annual Meeting Submission Site User Guide

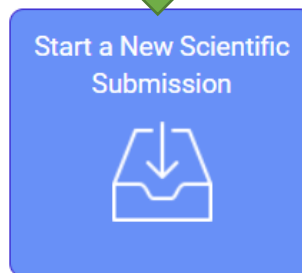
Visit <https://aro.societyconference.com/v2/>





Once logged in click  
**SUBMISSIONS**

# ARO Annual Meeting Submission Site User Guide

To begin your proposal, select  
Start a New Scientific Submission



Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role	
 Not Started	<a href="#">Test</a>	Symposium	Speaker	
 Not Started	<a href="#">Test</a>	Symposium	Chair	<a href="#">delete</a>



This is your Dashboard, listed here are your current submissions already in progress. You can access an existing submission by clicking the title. If you were added to a presentation by someone else, that submission would appear here.

# ARO Annual Meeting Submission Site User Guide

Select the submission type, Poster/Podium from the dropdown.

If you wish to submit a Travel Award application, you must select Yes, if not select No. You must make a selection in order to move to the next step, Add Participants.

The screenshot displays the submission process for the ARO Annual Meeting. At the top, there is a navigation bar with a 'Return to Dashboard' button and a 'Submit Poster/Podium' button. Below this, a progress bar shows three steps: 'General' (1), 'Participants' (2), and 'Submission' (3). A yellow arrow points from the 'Participants' step to the 'Add Participants' button. The 'Submission Type' dropdown menu is set to 'Poster/Podium'. Below this, a yellow box contains information about the 'ARO Travel Award', including eligibility criteria and a note that all travel award applicants must be a current ARO member at the time of application and at the time of the 2022 Virtual MidWinter Meeting. At the bottom, there are two radio buttons for 'Yes, include award submission' and 'No, do not include award submission'. Below the yellow box, there are two numbered steps: '1 Enter Title' and '2 Select Category'. Step 1 includes a text input field for the title. Step 2 includes a dropdown menu for selecting a category.

Return to Dashboard Submit Poster/Podium

General 1 Participants 2 Submission 3

Add Participants >

Submission Type

Poster/Podium

**ARO Travel Award \***

Applications will be peer-reviewed by the ARO Travel Awards Committee. Successful candidates will have their meeting registrations fee waived. The highest scoring applicants will be awarded Don Henderson Travel Awards of \$1000 each category: graduate student, medical student / resident, postdoc, audiologist.

The ARO is committed to inclusiveness, as such individuals with a disability (e.g. loss of hearing, vision, or mobility, as well as individuals with a psychiatric or learning disability) and individuals from groups historically under-represented in the biomedical sciences (e.g. African American, Hispanic, Native American, Alaskan native, or Pacific Islander) are highly encouraged to apply.

**Eligibility criteria:**

- Applicants must be a current ARO member at the time of application and of the MidWinter Meeting.
- Applicants must perform research pertinent to the interests of ARO and be either full-time: A) graduate students, B) medical students / residents in Otolaryngology, C) postdocs or D) graduate students / postdocs in audiology.

**All travel award applicants must be a current ARO member at the time of application and at the time of the 2022 Virtual MidWinter Meeting.**

☐ Yes, include award submission ☐ No, do not include award submission

**1 Enter Title \***

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

**2 Select Category \***

Select a category that is applicable to your abstract submission. If the appropriate category is not available, please enter category below.

# ARO Annual Meeting Submission Site User Guide

## Step 3: Submission, ENTER TEXT ONLY, NO GRAPHS OR TABLES.

[Return to Dashboard](#)[Submit Poster/Podium](#)

General

Participants

Submission **3**

ARO Travel Award **4**

[< Previous](#)

[Save and Continue >](#)

[Submit Abstract](#)

450 of 450 overall words remaining

There is a 450-word limit for the text of the abstract, do not include graphics or tables, enter TEXT ONLY.

There will be a fee for abstract submission (*the submission fee is separate from the registration fee*).

- ARO Members (Regular members/Students/Seniors)- \$30 USD
- Non-Members - \$120 USD

**1**

**Poster or Podium Presentation Preference \***

Would you like to submit this for review as a poster or podium presentation?

☐ Poster Only

☐ Podium Preferred

**2**

**Poster Blitz \***

The Poster Blitz is reserved for Graduate Students and Postdoc Fellows with three years or less of postdoc experience, no individuals in a Faculty Position are eligible.

☐ Yes, I attest I am a Graduate Student or Postdoc Fellow and would like to be considered for a poster blitz.

☐ No, I do not wish to be considered for a poster blitz.

**3**

**Background: \***

Do not include graphics or tables, enter TEXT ONLY.

# ARO Annual Meeting Submission Site User Guide

## Step 3: Submissions

4

**Methods: \***

Do not include graphics or tables, enter TEXT ONLY.

5

**Results: \***

Do not include graphics or tables, enter TEXT ONLY.

6

**Conclusions: \***

Do not include graphics or tables, enter TEXT ONLY.

7

Please select at least 3 keywords that best describe your abstract. If you do not find relevant keywords, please type them into the box below. \*

Search for keywords to be added. If keyword is not found, then enter directly in the table below.



Search for keyword

# ARO Annual Meeting Submission Site User Guide

## Step 3: Submissions

8

Please list all co-authors for this poster/podium submission by searching for their name in the search bar and clicking the name when found. If the co-author is not found in a search, please enter the information in the grid below. Note: For Affiliation, please only list the university or institution name. *Co-author disclosures are not required.*

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

Order	Presenter	First Name *	Last Name *	Affiliation *
1	<input checked="" type="checkbox"/>	Julie	Cauthen	PMG

\* You must populate all fields to complete the row.

**Julie Cauthen<sup>1</sup>**

<sup>1</sup>PMG

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### In-Person Participation \*

I acknowledge my intention to participate in-person at the 2022 MidWinter Meeting. Further, I agree to be available for the entirety of the meeting for the purpose of scheduling accepted poster presentations.

- ☐ I intend to participate in the MidWinter Meeting in-person for the entirety of the scheduled meeting.
- ☐ I decline participation in the MidWinter Meeting in-person for the entirety of the scheduled meeting.

10

### Video Consent & Release of Rights \*

The Association for Research in Otolaryngology ("ARO") will make a video recording of your presentation during the 2022 ARO MidWinter Virtual Meeting. In consideration of the decision by the ARO to include the video recording of your presentation during the 2022 ARO MidWinter Virtual Meeting in its historical archives, and to make copies of that video recording available for educational purposes only (including posting on the ARO website), the sufficiency and receipt of such consideration are hereby acknowledged.



# ARO Annual Meeting Submission Site User Guide

## Step 3: Submission

10

### Video Consent & Release of Rights \*

you agree as follows:

1. You grant to ARO the right to use and portray your name, likeness, voice, personality, personal identification, presentation and participation in the 2022 ARO MidWinter Virtual Meeting. (All rights are hereinafter referred to as the "Granted Rights.") You agree that the Granted Rights may be used for educational purposes in any manner and by any means, with modifications as ARO, its successors and assigns, determine in its sole discretion. You acknowledge that you are to receive no payment with respect to any matter referred to herein. Any or all of the Granted Rights shall be freely assignable by ARO.

2. You agree to release and discharge ARO, its employees, agents, licensees, successors and assigns from any and all claims, demands or causes of action that you may now have or may hereafter have for libel, defamation, invasion of privacy or right of publicity, infringement of copyright or violation of any other right arising out of or relating to any utilization of the Granted Rights or based upon any failure or omission to make use thereof.

Nature of your participation in the 2022 ARO MidWinter Virtual Meeting (i.e., interviewer, interviewee, or presenter): PRESENTER

- ☒ I have read and agree to the above terms and conditions.  
☐ I have read and understand but I decline.

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### Signature \*

Please enter your name here to electronically sign the release of rights. I understand that my presentation slides will be included in the recording as presented, and I will not have the opportunity to edit or omit slides with data. If you have specific questions please email [headquarters@aro.org](mailto:headquarters@aro.org).

Julie Cauthen

Enter your signature '**Julie Cauthen**' in the field above.

Note: You may update your signature in your User Profile. Click on 'Return to Dashboard' above, and then go to 'Edit Profile' in the top-right corner of the Dashboard.



# ARO Annual Meeting Submission Site User Guide

**Step 3: You will be asked to input your payment of either \$30 USD for ARO members or \$120 USD for non-members.**

[Return to Dashboard](#) Submit Poster/Podium

General

Submission

Payment **3**

Previous

Save

Submit Abstract and Payment

446 of 450 overall words remaining

PAYMENT: ARO charges a fee for each abstract submitted: ARO Members \$30 USD; Non-members \$120 USD

Payment must be submitted with your abstract submission. ARO accepts MasterCard, Visa, and American Express.

Note: Your abstract is not complete until the payment is processed. However, payment alone does not make your abstract complete. All other steps of the abstract submission must be completed as well.

These fees are non-refundable.

Review Order

Submission Type	Amount
Poster/Podium	30.00 USD
<b>Total Amount</b>	<b>30.00 USD</b>

Enter Credit Card Information

Please enter payment information below to complete your order.

Credit Card Number \*

Expiration Date \*

Street

504A Thoroughbred Lane

City

Brentwood

State

TN

Country

United States

# ARO Annual Meeting Submission Site User Guide

To finalize and complete the submission please select **Submit Abstract and Payment**. You can edit your abstract submission until the poster/podium deadline of October 1, 2021. Once the deadline has passed you are unable to make any edits to your submission.



**Submit Abstract and Payment**