

Call for Abstracts

DEADLINE FOR SUBMISSION: July 18, 2006

On behalf of the ASHNR, I would like to invite you to submit abstracts for this upcoming Annual Meeting of the Society to be held September 27 - October 1, 2006. It is only through careful, scholarly investigation that our subspecialty can advance. New ideas and technical applications presented at the ASHNR Annual Meeting may become tomorrow's "standard of care" in both academic and community practices. The ASHNR Annual Meeting is a great way to share your ideas, new imaging techniques, and insights into diseases of the extracranial head and neck. A vibrant, active, enthusiastic society depends on members with such traits!

For trainees, the best paper will be rewarded with a cash prize and recognition at a presentation ceremony. All of the invited speakers at the ASHNR Annual Meeting started out, at one time, by presenting original work. It's a great way to become engaged in the specialty, and become active and knowledgeable about the sometimes difficult topics in head and neck radiology.

Please consider submitting an abstract. The upcoming months prior to the deadline date should provide you with time to consider your topic, and to plan an informative presentation. Case reports, informational posters, and original research are all welcome!

H. Ric Harnsberger, MD
2006 President Elect/Program Chair

DISCLOSURE STATEMENTS: FINANCIAL DISCLOSURE STATEMENT

Authors of papers or posters must disclose information about their financial relationship with sponsoring companies or organizations. If you or any of your co-authors have such financial relations, a disclosure statement must be placed at the end of your abstract. The intent of this policy is not to prevent a speaker with possible financial interest from making a presentation, rather, it is intended that any relationship should be identified openly so that the attendees may form their own judgements about the presentation with the full disclosure of the facts.

OFF-LABEL DISCLOSURE STATEMENT

The American Society of Head and Neck Radiology and the International Institute for Continuing Medical Education, Inc. recognize that at scientific meetings faculty may discuss the application of some devices, materials, or pharmaceuticals that are not FDA-approved. In keeping with the highest standards of professional integrity and ethics, it is required that faculty fully disclose to their audience that there will be discussion of the unlabeled use of a commercial product, device or pharmaceutical that has not been approved for such purposes by the FDA. The original program will designate which presentations the author(s) has disclosed that off-label discussions will take place.

RADIOLOGIST-IN-TRAINING AWARD

The American Society of Head and Neck Radiology is pleased to announce the 2006 Radiologist-In-Training Award for an original study in head and neck imaging. The award, sponsored by the ASHNR, is offered to promote interest and research in head and neck imaging from residents and fellows in radiology.

Abstracts for scientific paper presentations are eligible for consideration. To be considered, please check the appropriate box on the abstract submission form. When submitting the completed form, please include a letter from your training program director confirming that the principal author is a resident or fellow in radiology.

The award recipient will receive an honorarium of \$1000 and reimbursement of ASHNR meeting registration following the submission of the full manuscript to the *American Journal of Neuroradiology (AJNR)*.

NOTE: Submission of manuscript does not guarantee publication. The *AJNR* has first right of publication of the winning paper.

ABSTRACT SUBMISSION INFORMATION:

Please review all information before you prepare your form.

PRESENTATION FORMAT:

Scientific Papers are presented **orally** and report the findings of new, clearly defined, and carefully executed scientific studies. Case Reports are acceptable for submission.

Educational Exhibits are **visual** presentations designed to teach or review anatomic principles, radiologic findings, imaging techniques, pathologic corrections or other information related to the practice of head and neck imaging. Educational Exhibits that have been displayed at other society meetings ARE eligible for submission.

Exhibits are displayed on 4'x4' opaque surface areas. The content of each educational exhibit may be displayed on a maximum of three 4'x4' surface panels. Please make certain to specify the actual number of panels to be used for each educational exhibit, please note that illuminated viewboxes will not be available.

INSTRUCTIONS FOR SUBMISSION

Prepare your abstract on a blank sheet of white paper: Format the abstract according to these guidelines:

Type the abstract within 1" margins (top, bottom, left and right) on 8 1/2"x11" paper. Use 11-point Times New Roman font.

Type the title as the first line of the abstract using upper and lower case letters, and then skip a line.

List all authors on separate line, using their last name(s), first and middle initials, and then skip a line.
Example: Doe, JL; Smith-Johnson, RS

List the institution, city, and state where the work was conducted and then skip a line.
Example: Mount Sinai Hospital, Chicago, IL

For **Scientific Papers**, include a section covering each of the following:

PURPOSE: State the reason(s) for conducting the research

METHODS: Outline the methods employed

RESULTS: Include a synopsis of your findings. Do not include diagrams or tables.

CONCLUSION: Summarize the most pertinent conclusions reached

Skip a line between each of these sections. Be brief in your Purpose and Methods and allow for a more comprehensive summary of your Results and Conclusions.

For **Educational Exhibits**, include each of the following:

SYNOPSIS: A 250-word description of the anatomic principles, radiologic findings, imaging techniques, pathologic correlations and other information to be reviewed in the exhibit.

LEARNING OBJECTIVES: A list of 2-4 educational goals to be achieved by your exhibit.

Skip a line between your Synopsis and each of your Learning Objectives.

MISCELLANEOUS INFORMATION

- Only abstracts conforming to the specified instructions will be accepted.
- The abstract deadline for receipt of submission is July 18, 2006.
- Notification of acceptance will be mailed by August 27, 2006.
- All presenters must be registered for the meeting.

AMERICAN JOURNAL OF NEURORADIOLOGY (AJNR)

As the official journal of the ASHNR, the *AJNR* has first right of publication of scientific papers accepted for presentation. Acceptance for the presentation, however, does not guarantee publication. Acceptance for presentation indicates acceptance of these conditions.

ABSTRACT APPLICATION FORM

Complete an application form for each abstract you submit. Photocopies of this form are acceptable, or additional forms can be obtained by visiting ASHNR website at www.ashnr.org or by contacting Ryals & Associates, Inc. at (205) 467-3158, ext. 103.

Enclose an original abstract and attach a copy of the abstract to the application form. List the title of the abstract on the application form in the space provided in case it is separated from the abstract.

If you are a resident or fellow, refer to the information regarding the *Radiologist-In-Training Award* and indicate the appropriate box on the abstract form for consideration.

**ABSTRACT APPLICATION FORM AVAILABLE
AT WEBSITE-www.ashnr.org**

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PRESENTATION FORMAT

Scientific Paper (oral)

Educational Exhibit

If Educational Exhibit, please indicate number of 4' x 4' exhibit panels required:

1

2

3

RADIOLOGIST-IN-TRAINING AWARD

Please Check Here (if you are a resident or fellow and would like your abstract considered for this award. All submissions for this award must be accompanied by a letter from your training program director confirming that the principal author is a resident or fellow in radiology).

ABSTRACT

Abstract Title: _____

Institution Where Work Was Conducted: _____

Principal Author Data:

first name (principal author) middle initial last name degree(s)

affiliation and department

mailing address

telephone fax email

Co-Authors:

first name middle initial last name degree(s)

first name middle initial last name degree(s)

first name middle initial last name degree(s)

PLEASE EMAIL ABSTRACTS AND FAX ABSTRACT APPLICATION FORM (S) TO:

Ryals & Associates, Inc. Attn: ASHNR
Email: ron@ryalsmeet.com
Fax: 1 (205) 467-3199

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