



AAO-HNSF ANNUAL MEETING & OTO EXPERIENCESM 2018

OCTOBER
7-10
ATLANTA, GA

The 2018 Annual Meeting & OTO Experience will take place from October 7-10, 2018 at the Georgia World Congress Center and Omni Hotel at CNN Center in Atlanta, GA. Registration & Housing Officially opens May 7. The AAO-HNSF Annual Meeting & OTO Experience is the premier education and networking event for the otolaryngologist-head and neck surgery community. More than 5,000 of the brightest and most talented medical experts from around the globe will convene for this unique once-a-year opportunity to share practical, comprehensive knowledge and advance the specialty.

GENERAL INFORMATION

What are the official dates of the 2018 Annual Meeting & OTO Experience? Where will it be held?

The 2018 Annual Meeting & OTO Experience will be held October 7-10, 2018 at the Georgia World Congress Center and Omni Atlanta Hotel at CNN Center in Atlanta, GA.

Who typically attends the Annual Meeting & OTO Experience?

The Annual Meeting is targeted to U.S. and international practicing otolaryngologists and associates, researchers in otolaryngology, audiologists, senior academic professors and department chairs, leaders of international societies, fellows-in-training, and residents.

How many attendees do you expect at the 2018 Annual Meeting & OTO Experience?

We are anticipating over 5,000 medical experts and professional attendees.

Does AAO-HNS/F hold any meetings or events to attend outside of the Annual Meeting education program?

Yes, AAO-HNS/F holds multiple events and committee meetings throughout the conference, to learn more go here: <http://www.entannualmeeting.org>

Where can attendees find the committee meeting schedule?

The committee meeting schedule is posted online at <http://www.entannualmeeting.org>

Are there any networking events to attend at the Annual Meeting?

Yes, the Annual Meeting hosts the President's Reception, Alumni Receptions, Poster Presentation Meet-and-Greets, general assemblies, and attendee lunch with the exhibitors in the OTO Experience (Exhibit Hall).

How do attendees and/or exhibitors obtain meeting space to hold an event at the Annual Meeting?

To reserve meeting space during the Annual Meeting, a meeting request application form must be completed and sent to meetinglogistics@entnet.org. Learn More: <http://www.entannualmeeting.org/>

Where can I find out more information about Atlanta, GA?

To find out more information, go to <https://www.atlanta.net/attend/aao-hnsf/>

What is the primary airport to fly into when traveling to Atlanta, GA?

The Hartsfield-Jackson Atlanta International Airport has held the title of world's busiest airport since 2000. Getting into town is a breeze. Getting from the airport to downtown is a breeze. Hop on MARTA just steps away from

baggage claim and be quickly transported into the heart of Atlanta. If you prefer to travel on four wheels, just grab a cab or rental car and enjoy the same quick trip.

How much is taxi fare to/from the airport to AAO-HNS/F hotels?

A set fee applies between the airport and the central business district. A special per-person rate applies for two or more passengers. Taxicab service at the Airport is located in the Yellow Bus aisle. For additional information, call (404) 530-3485. The fee structure is as follows:

Taxi Fee Structure - Atlanta Business District Flat rate zone to and from the Airport. \$2 charge for each additional person. Flag Drop Fee \$ 1.50.

- Downtown: \$30.00
- Buckhead: \$40.00
- Midtown: \$32.00

Will there be AAO-HNS/F shuttle bus service?

Yes. Shuttle bus service will be provided from most of the official hotels to the Georgia World Congress Center each the morning and afternoon throughout the conference. Complete route information and schedule will be available at the convention center and conference hotels. Shuttle service will not be available at the walking distance hotels listed below:

- Omni Hotel at CNN Center
- AC Hotel Atlanta Downtown
- Embassy Suites Atlanta at Centennial Olympic Park
- Hilton Garden Inn Atlanta Downtown
- The American Hotel Atlanta Downtown, a DoubleTree by Hilton
- The Glenn Hotel

Is it required to have a shuttle pass to ride the AAO-HNS/F shuttle?

Yes, it is required to have a pass to ride the shuttle. Attendees who reserved their hotel room through AAO-HNSF Housing will receive a shuttle pass entitling them to ride the shuttle between AAO-HNSF official hotels and the Georgia World Congress Center at no additional cost. If you have not booked in the hotel block a \$125 fee will be charged per pass.

CONFERENCE REGISTRATION

What are the registration types?

- **Member Physicians/Non-Physician Clinicians:** To be eligible for member rates, members must pay their 2018 dues before registering. If dues payments are not current, the AAO-HNSF will charge the higher, non-member registration fee and will not issue any refunds.
- **Non-Member Physicians/Non-Physician Clinicians:** Non-members must register to attend any portion of the AAO-HNSF Annual Meeting & OTO Experience.
- **Member Resident/Fellow-in-Training/Medical Student:** Must provide verification information to AAO-HNSF to receive this registration rate. Please upload completed verification form on the profile page of your online registration. The verification form can be found at <http://www.entannualmeeting.org/>. Contact meetings@entnet.org for additional information.
- **Non-Member Resident/Fellow-in-Training/Medical Student:** Must provide verification information to AAO-HNSF to receive this registration rate. Please upload completed verification form on the profile page of your online registration. The verification form can be found at <http://www.entannualmeeting.org/>. Contact meetings@entnet.org for additional information.
- **Conference Daily Pass:** Provides admittance for Members and Non-Members to the education program and OTO Experience for up to two selected days.

- **OTO Experience Daily Pass:** Available for Sunday, Monday, or Tuesday and only allows entrance to the OTO Experience hall to view the exhibits and posters within the hall.
- **OTO Experience PLUS Pass:** Refers to a spouse, significant other, or friend, NOT a business associate, colleague, or student. Attendees selecting this category will receive a ticket to the President's Reception. Attendees are not eligible to attend the education program or allowed to claim CME. An OTO Experience PLUS registration DOES include entrance to the exhibit hall; however, an OTO Experience meal voucher will need to be purchased separately.
- **Exhibitor Full Access Registration:** Exhibitor Full Access Registration gives exhibitors the opportunity to attend the education program and receive a box lunch every day of the conference.
- **Press Registration:** Members of the media who wish to register for the Annual Meeting & OTO Experience can access AAO-HNSF Media Policies and Registration information at <http://www.entannualmeeting.org/>. A fully equipped newsroom will be available to reporters onsite during the conference.
- **2018 Honored Countries:** Registrants who reside in Colombia, Japan, Portugal, or South Africa will receive a \$100 discount off their registration fees.

What comes with a full and daily conference registration?

- Access to all education sessions
- Entrance to the OTO Experience (Exhibit Hall)
- OTO Experience Lunch with the Exhibitors Meal Voucher
- The opportunity to review the latest scientific research in the poster area
- Entrance to the Welcome Ceremony, President's Reception, AAO-HNS Career Fair, and the Meet the Scientific Poster Authors Sessions
- Access to all the recordings of the Education Program for the 2018 Annual Meeting on AcademyU.com

What is NOT included with a full and daily conference registration?

- Pre-conference Workshops
- Special events (i.e. 5K run, Sunrise Yoga, Botany Tours)
- Lunch with the Experts

Which countries have been named the 2018 Guests of Honor and what type of discount do they receive?

Registrants who reside in Colombia, Japan, Portugal, and South Africa will receive a discount of \$100 off their registration fees. Only one discount per attendee will be honored.

Should members register for the Annual Meeting if they are only planning to attend a committee meeting?

Yes, it is required for all members of committees to register for the Annual Meeting.

Do retired members and life members receive a discount?

Yes, retired members and life members will get an automatic \$100 discount applied to their full conference registration. Discounts are only applied to full conference registrations.

Do members of the military receive a discount?

Yes, members of the military will be charged the "Early Rate" regardless of when they register.

What are the key dates for registration savings?

- Registration opens: May 7, 2018
- Early discount deadline: July 16, 2018
- Advanced discount deadline: September 6, 2018

When will attendees receive their registration confirmation?

Registration confirmations will be sent via e-mail immediately after successful completion of the registration process via the website.

Where is the registration area in Atlanta, GA? What are the hours of operation?

The registration area is located in the Georgia World Congress Center, Building B, Registration Hall.

Saturday, October 6	7:30 am – 5:00 pm (a satellite registration desk will be located in the Atlanta Marriott Marquis)
Sunday, October 7	7:30 am – 5:00 pm
Monday, October 8	7:00 am – 5:00 pm
Tuesday, October 9	7:00 am – 5:00 pm
Wednesday, October 10	7:00 am – 10:30 am

When will attendees receive their name badge?

In accordance with the recently adopted Green initiative and our continuance to encourage sustainable practices, conference badges will not be mailed. All registered attendees will receive an email badge confirmation with a barcode that they can bring onsite to the registration kiosks to scan before printing the name badge.

How can the information on my badge be revised?

Attendees may update their name badge information online by accessing their registration record on the AAO-HNSF Annual Meeting Registration & Housing Center or by emailing registrationhousing@entnet.org. Changes can also be made onsite to badges already printed out.

Do international registrants receive their registration materials in advance by mail?

No. International registrants must pick up their badge and tickets onsite at any of the registration counters in the Georgia World Congress Center.

Can lapsed members renew their 2018 membership dues through registration to get the member discount?

Yes, lapsed members from 2018 can pay for dues and register for the meeting through the registration system. Any new members or members who have lapsed should contact Member Services at memberservices@entnet.org to ensure they have received your membership application.

Can anyone register for pre-conference workshops or do they have to register for the entire Annual Meeting?

Yes, anyone can register for pre-conference workshop without registering for the full conference.

Can attendees pay for a registration by purchase order?

No. AAO-HNS/F accepts only checks, wire transfers, or credit card payments.

What method of payment is acceptable to register online?

Credit card payments are the only form of payment acceptable online, by VISA, MasterCard, or American Express *only*.

How do attendees submit a wire transfer?

Contact registrationhousing@entnet.org for wire transfer instructions. All payments must be in U.S. dollar amounts. Make sure to include bank charges in the wire transfer.

What do attendees need to bring to register onsite?

A photo I.D. is required for all onsite registrants. If applicable, attendees should bring a student I.D.

What do attendees do if they forgot their name badge?

Go to the registration area in the Georgia World Congress Center. A name badge may be replaced onsite for a fee of \$25. A photo I.D. is required at time of payment.

If an attendee needs to cancel their registration, what is the AAO-HNS/F cancellation policy?

There will be a 25 percent processing fee on all cancellations received in writing on or before July 16, 2018. All other cancellation requests must be received in writing on or before September 6, 2018, to be eligible for a 50 percent refund. No refunds will be processed if cancellation is received after September 6, 2018. No refunds will be given for no-shows. Refunds will be processed within 30 days following the 2018 Annual Meeting & OTO Experience. Please remit cancellation requests to AAO-HNS/F Annual Meeting Registration, 6100 West Plano Parkway, Suite 3500, Plano, TX 75093, or registrationhousing@entnet.org

How does an attendee obtain a letter of invitation?

Registration for the 2018 Annual Meeting & OTO Experience is required before a letter of invitation can be issued. Registrants will receive a link for a visa letter on their Annual Meeting & OTO Experience registration confirmation. Contact registrationhousing@entnet.org for additional information.

Are Annual Meeting registration substitutions allowed?

No substitution of one individual for another is allowed. This policy will be strictly enforced to maintain equal access for all participants. Registrants will be asked to provide photo identification when picking up registration materials on site.

Who should attendees contact if they have accessibility needs?

All official AAO-HNSF hotels, as well as the Georgia World Congress Center, comply with the Americans with Disabilities Act. If you require special assistance, please enter it in the accessibility field within registration or call the AAO-HNS/F Registration & Housing Center at 1-866-212-0683 (toll-free U.S. & Canada) or 1-972-349-5970 (International), or by email registrationhousing@entnet.org.

HOTELS AND HOUSING

What is the headquarters hotel for the 2018 Annual Meeting & OTO Experience?

AAO-HNSF's designated headquarter hotel this year, is the Omni Hotel at CNN Center. Several of AAO-HNSF evening events will be taking place at the Omni Hotel at CNN Center and a portion of the Academy's partner programs.

Can registrants make a hotel reservation in the AAO-HNS/F hotel room block if they are not registered for the Annual Meeting?

Yes, it is no longer required to register first to secure hotel accommodations for the Annual Meeting.

What is the deadline for making hotel reservations?

September 7, 2018.

Can an attendee book more than one reservation at a time for my colleagues?

Yes, the housing site now allows for multiple reservations at once, instead of having to book each reservation individually.

Can attendees/exhibitors contact the hotels directly to make my hotel reservations?

No. Attendees/exhibitors must make their reservation through the AAO-HNS/F Housing Center to take advantage of AAO-HNS/F's contracted discounted rates.

If the nights attendees/exhibitors need are not available at any of the AAO-HNS/F blocked hotels, what should they do?

Send an email to registrationhousing@entnet.org with the dates that you are requesting and every effort will be made to try and accommodate your request.

Attendees/exhibitors are requesting a hospitality suite, are there any available?

AAO-HNS/F does not have suites contracted in the room blocks. Attendees/exhibitors should submit a meeting request form and send their request for a hospitality suite to meetinglogistics@entnet.org to see if we are able to accommodate your request and we will notify you via email.

When will attendees/exhibitors receive my hotel confirmation?

Housing confirmations will be sent via e-mail, immediately after receipt of your housing request via web.

Do attendees/exhibitors need to provide a credit card for incidentals upon checking in at the hotel?

Yes, a credit card is required upon check-in at the hotel for incidentals.

What is the AAO-HNS/F hotel cancellation policy?

Hotel cancellations must be received in writing to the AAO-HNS/F by 5:00 pm Central Time on September 6, 2018. Cancellations received by this date will receive a full refund of the hotel deposit by AAO-HNS/F. Please allow 60 days for refund processing. Failure to check in to your hotel on the confirmed date of arrival will result in forfeiture of the entire room deposit. After September 6, 2018, any changes to the hotel must be made directly with the hotel. Cancellation may be submitted to registrationhousing@entnet.org.

Who should an attendee contact if they want to reserve International Group Housing?

International group housing inquiries/requests should be sent to: aaoexpo@internationalgroupsdepartment.com. For more information, please visit our International Groups Department (IGD) website at: <http://www.igd-otoexpo.com>.

EDUCATION AND CME**What types of education programs are provided within the Annual Meeting?**

- **International Symposium.** International symposia are one-hour panel discussions featuring expert international panelists (i.e., from outside the United States) involving interactive, in-depth, state-of-the-art presentations employing a variety of didactic and interactive education formats.
- **Panel Presentations.** Previously named “Miniseminars,” these discussion sessions are one- or two-hours (Part 1 and Part 2) presented by panelists involving interactive, in-depth, state-of-the-art presentations.
- **Expert Series.** Formerly known as “Instruction Courses,” Expert Series are one- or two-hour (Part 1 and Part 2) sessions led by recognized experts on current diagnostic approaches, therapeutic approaches, and practice management topics.
- **Scientific Oral Presentations.** A series of three to six-minute presentations focusing on current evidence-based research, surgical procedures, and approaches in clinical sciences and their application to patient care. Each presentation will conclude with two minutes of audience questions and answers.
- **Scientific Posters.** Visual displays detailing the latest advancements in otolaryngology research that allow the viewers the opportunity to appraise and assimilate scientific evidence for improved patient care practices. Poster authors will be at their boards during specific times on Monday and Tuesday to discuss their findings.
- **Masters of Surgery Video Presentations.** A 60-minute time slot will include six lectures for these short-lecture demonstration videos of key surgical procedures performed by otolaryngologist–head and neck surgeons. Each presentation will conclude with two minutes of audience questions and answers.
- **Flash Talks.** New this year! These one-hour presentations will feature three panelists with 15-minutes dedicated to the end of the sessions for audience questions and answers.
- **Specialty Society Forums.** With Specialty Unity as a focus, each year we will be highlighting specialty societies unique education content. This year the three specialty societies, - American Academy of Facial Plastic and Reconstructive Surgery (AAFPRS); American Academy of Otolaryngic Allergy (AAOA); and American Broncho-Esophagological Association (ABEA), will present tailored content in their dedicated sessions on the Annual Meeting program.

- **Honorary Guest Lectures.** Invited luminaries in the field of Otolaryngology providing expert opinion presentations.

What education presentation formats?

- **Didactic Lecture** – Present in a lecture setting designed to impact medical knowledge
- **Interactive Participation** – Sessions providing the opportunity for audience members to respond to polling questions to enhance audience participation.
- **Mini-Course (*Expert Series only*)** – Small group interaction that demonstrates communication skills resulting in effective information exchange and learning with colleagues. These courses are limited to 25 participants.
- **Skill-based Learning (*Expert Series only*)** – Small hands-on sessions that enhance audience clinical expertise through team-based learning, simulation, and skill building. These courses are limited to 40 participants.

Will a preliminary program be made available?

No, the complete listing of AAO-HNS/F Annual Meeting & OTO Experience education programs, social/alumni events, and committee meetings, can be viewed on the AAO-HNSF 2018 Annual Meeting and OTO Experience website and Mobile App. Visit www.entannualmeeting.org/

Are Expert Series handouts printed for attendees?

Expert Series handouts are available electronically through the mobile app during and post meeting.

When does the Call for Papers Open for the 2019 Annual Meeting & OTO Experience

The Call for Science opened November 2018. Check the AAO-HNS/F website in November.

How do attendees select the sessions that they want to attend at the Annual Meeting?

Education sessions are open to all full and daily conference registrants on a first-come first-serve basis. Separate registration is no longer required to attend Expert Series.

Are recordings of the education sessions available?

Yes, Annual Meeting full conference registrants receive unlimited online access to all recorded education sessions through AcademyU®. Watch your favorite session again or explore a new topic for the first time. The sessions are also available for purchase for those who were unable to attend the Annual Meeting. Contact the education department at AcademyU@entnet.org for more details.

How many continuing education credits are designated for *AMA PRA Category 1 Credit™*?

The American Academy of Otolaryngology – Head and Neck Surgery Foundation (AAO-HNS/F) is accredited by the Accreditation Council for Continuing Medical Education to provide continuing education for physicians. AAO-HNSF designates this live activity for *AMA PRA Category 1 Credit™*. Physicians should only claim credit commensurate with the extent of their participation in the activity.

A maximum of 26 credits may be claimed.

Can you get CME by attending the honorary guest lectures?

Yes, credits can be obtained by attending honorary guest lectures. A maximum of 4 credits can be earned.

Can you get CME by attending the Meet the Scientific Poster Authors Sessions?

Yes, credits can be obtained by attending Poster Authors Sessions during the designated times. A maximum of 4 credits can be earned.

How many CME credits can be claimed by attending the pre-conference workshops?

A maximum of 7 credits may be claimed.

Who can receive CME?

CME is offered to all physicians (Domestic/International).

What is a CME Award Certificate?

A CME award certificate documents the amount of CME credit awarded to physicians for participating in this activity.

What is a Certificate of Participation?

A Certificate of Participation document's all education sessions an individual has participated in at the Annual Meeting and the total hours spent in CME/CE designated activities.

Who receives a Certificate of Participation?

All Non-physicians, including: Allied Health Professionals, Scientific Fellows (PhD), Registered Nurses, Nurse Practitioners, Physician Assistants and all others wishing to claim credit from an outside accrediting body for participation in this activity.

How do attendees receive their CME Award Certificate or Certificate of Participation?

All participants who wish to receive either a CME Award Certificate or a Certificate of Participation must complete the AAO-HNS/F 2018 Annual Meeting and & OTO Experience Evaluation in its entirety. Evaluations may be completed on your personal computer or on site at www.entnet.org/annual_meeting, until November 30, 2018.

Does the Foundation offer CME award certificates for those attending the meeting from outside of the U.S.?

Yes, all international physicians are eligible to be awarded CME credit.

What is a Certificate of Attendance?

A certificate of attendance verifies attendance/participation in the conference but does not indicate any continuing education available for the activity.

Who receives a Certificate of Attendance?

All attendees may print a Certificate of Attendance from the Annual Meeting website.

Will certificates be available for participants onsite?

Participants will be able to print their certificates from the evaluation website or may wait to receive the AAO-HNS/F Annual Transcript in late February 2019.

What is an Official Transcript?

A complimentary official transcript documents all CME eligible education activities an individual has participated in with the AAO-HNS/F for the calendar year including the CME awarded to physicians or total education hours accrued for non-physicians. The Foundation does not send out certificates or credit reports for each separate education activity. The transcript can be found in AcademyU.org

When will Official Transcripts be mailed?

Official Transcripts will accessible through AcademyU to all education participants from the previous calendar year by February annually.