

## Instructions for Authors

- ❖ The last date of submission of the abstract is **October 31<sup>st</sup> 2017**.
- ❖ All participants should register for the AOICON 2018 Indore. Abstracts will be considered only after registration. Please mention your registration number and AOI life membership number.
- ❖ Abstracts received after the last date (**October 31<sup>st</sup> 2017**) will not be accepted under any circumstances.
- ❖ Fill the '**Scientific Contribution Form**', Scan and Send it along with the Abstract
- ❖ PG Students need to fill the '**Bonafide Certificate**' Scan and Send it along with the Abstract.
- ❖ Delegates interested in taking part in '**Quiz**', or '**Video Award Session**', need to fill the appropriate form, scan and send it.
- ❖ **All the Abstracts and Forms need to be sent to [aoicon2018@yahoo.com](mailto:aoicon2018@yahoo.com)**
- ❖ Its mandatory to send the Abstracts and the Forms in '**Hard Copy**' to the Secretariat at the following address :
  - **Dr. Vishal R. Munjal**  
**Organizing Secretary, AOICON 2018 Indore**  
**3, Navratan Bagh, Opposite St. Paul Primary School**  
**Indore. 452001 M.P. India**
- ❖ All scientific presentations competing for the Medals, should contain only the Presenters name on the first slide with no mention of the institution, place, name of co-authors or HOD anywhere in the presentation. Any Violation will result in rejection of the paper. (This is not applicable for non-competitive general presentations).
- ❖ The **R.A.F. Cooper Award Paper** should be sent in a double sealed large envelope to the Hon. Secretary, AOI Office, Before 31 October 2017 at the following address :
  - **Dr. Bharthi M. B.**  
**Hony Secretary, AOI**  
**A/27, Adhichunchanagiri Road, K- Block, Kuvempunagar,**  
**Mysuru. 570023 Karnataka India**
- ❖ Please follow the instructions given below for the session the delegate is interested in taking part.
- ❖ Various aspects like quality, content, relevance, timing and way of presentation will be considered during assessment. The Judges can disqualify a presentation if the presenter does not adhere to the rules and timing.
- ❖ **The Judges' decision will be final and binding.**
- ❖ The Scientific Committee has the sole discretion to review, decide and accept or reject the abstract for the presentation.
- ❖ All presenters should, without fail, report to the Convener **before 6:30 am on January 5<sup>th</sup>, 2018 (Friday)**.

**For any assistance or clarification please contact :**

**Dr. Vishal R. Munjal    98260 76076    Organising Secretary**

**Dr. R. K. Mundra        98260 10774        Chairman, Scientific Committee**

### **Dr. K. U. Shah Senior Consultant Award Paper**

1. Open to AOI Members
2. More than 40 years of age – Age proof to be furnished along with the Abstract.
3. Abstract should not be more than 200 words.
4. Abstract should be formatted in MS Word; Times New Roman Font and Font size 12.
5. Abstract should be under the following Headings – Title, Presenting Author, Aim, Methodology, Results, Conclusions
6. Time Duration – 8 minutes

### **Dr. P. A. Shah Junior Consultant Award Paper**

1. Age as on 01.01.2018 should be 40 years or less. Proof of age to be furnished along with the abstract.
2. Abstract should not be more than 200 words.
3. Abstract should be formatted in MS Word; Times New Roman Font and Font size 12.
4. Abstract should be under the following Headings – Title, Presenting Author, Aim, Methodology, Results, Conclusions
5. Time Duration – 8 minutes

### **Dr. R. A. F. Cooper Award Paper**

1. For Junior Consultants with Post Graduate Degree/ Diploma in ENT & Head, Neck Surgery.
2. AOI Life Membership is mandatory
3. Age as on 01.01.2018 should be below 35 years. Proof of age to be furnished along with the abstract.
4. The candidates have to send Full Original Article in the field of Otolaryngology & Head Neck Surgery.
5. The Article should not be published anywhere before the presentation.
6. Power Point Presentation and Abstract is not permissible.
7. The Original Research Article should be sent in a double sealed large envelope to the Hony. Secretary, AOI Office, Before 31 October 2017.
8. The Winner of the Award will have privilege of presentation in Oration Hall on First Day of the Conference i.e. 5 January 2018 (Friday).
9. The Award winning article will be published as the main article in IJOHNS.
10. Time Duration – 20 minutes (this includes 5 minutes introduction)

### **Dr. Sandra Nisha De Souza PG Award Paper**

1. AOI Life Membership is mandatory
2. Bonafide Certificate from the HOD of the Dept to be attached with the abstract
3. Abstract should not be more than 200 words.
4. Abstract should be formatted in MS Word; Times New Roman Font and Font size 12.
5. Abstract should be under the following Headings – Title, Presenting Author, Aim, Methodology, Results & Conclusions
6. Time Duration – 8 minutes

### **Dr. Anoop Raj S L Chopra E-Poster Award**

1. Candidate should submit Power Point Presentation in 10 Slides (For Single Case Report) & 20 Slides (For Case Series).
2. A passport size photograph of the presenter should be included in the presentation.
3. The E-Posters are to be put on the first day of the Conference i.e. 5 January 2018 (Friday) in the Poster Arena.
4. Abstract should not be more than 200 words.
5. Abstract should be formatted in MS Word; Times New Roman Font and Font size 12.
6. Abstract should be under the following Headings – Title, Presenting Author, Aim, Methodology Results Conclusions
7. Time Duration – 8 minutes

### **Dr. S. L. Jaiswal Video Award Session**

1. Video can be on any subject related to ENT disorders – Diagnosis, Management, Prevention, Surgery, Patient Education, etc.
2. Video should be in MPEG 3/ MPEG 4/ AVI Format.
3. The Committee of Three Nominated Members will judge the session. The Committee's decision will be based on the content and technical expertise and will be final.
4. Only first twenty videos received before the due date will be accepted for the Contest.
5. The Participants who have not received Dr S. L. Jaiswal Video Award Session in the last Two years will be eligible to participate in the competition.
6. Time Duration – 6 minutes

### **Dr. Gananathan Govindaswamy AOI Research Paper Award**

1. Age as on 01.01.2018 should be below 35 years. Proof of age to be furnished along with the abstract.
2. Nationality – Indian
3. Certificate from Head of Department is compulsory mentioning that student has conducted original research work.
4. Not published or presented anywhere else or copied from elsewhere
5. 3 year Post Graduate Student or passed PG within one year before the date of Conference (3 January 2018)
6. Both MS ENT and DNB ENT candidates can apply.
7. Post holders of AOI National Body and their relatives or any candidate related to AOICON 2018 Organising Committee can not apply for Research Paper Award
8. Must be an AOI Member
9. Paper must be submitted in the form of article for submission in the journal IJOHNS
10. Paper must be submitted before the last date for submission (31 October 2017)
11. Case report and video are not accepted
12. Appropriate ethical clearance certificate from ethical committee has to be submitted.
13. Research shall not be sponsored from a private company or government

### **Rhinology Quiz and Dr. Prem Kakkar ENT Quiz**

1. AOI Membership is mandatory
2. Registration for AOICON 2018 is compulsory
3. All Post Graduate Students should enclose a Bonafide Certificate from their HOD.
4. Elimination round will be held on 5 January 2018 (Friday) and Final round of the competition will be held in the Main Hall in front of the audience on 6 February 2018 (Saturday)