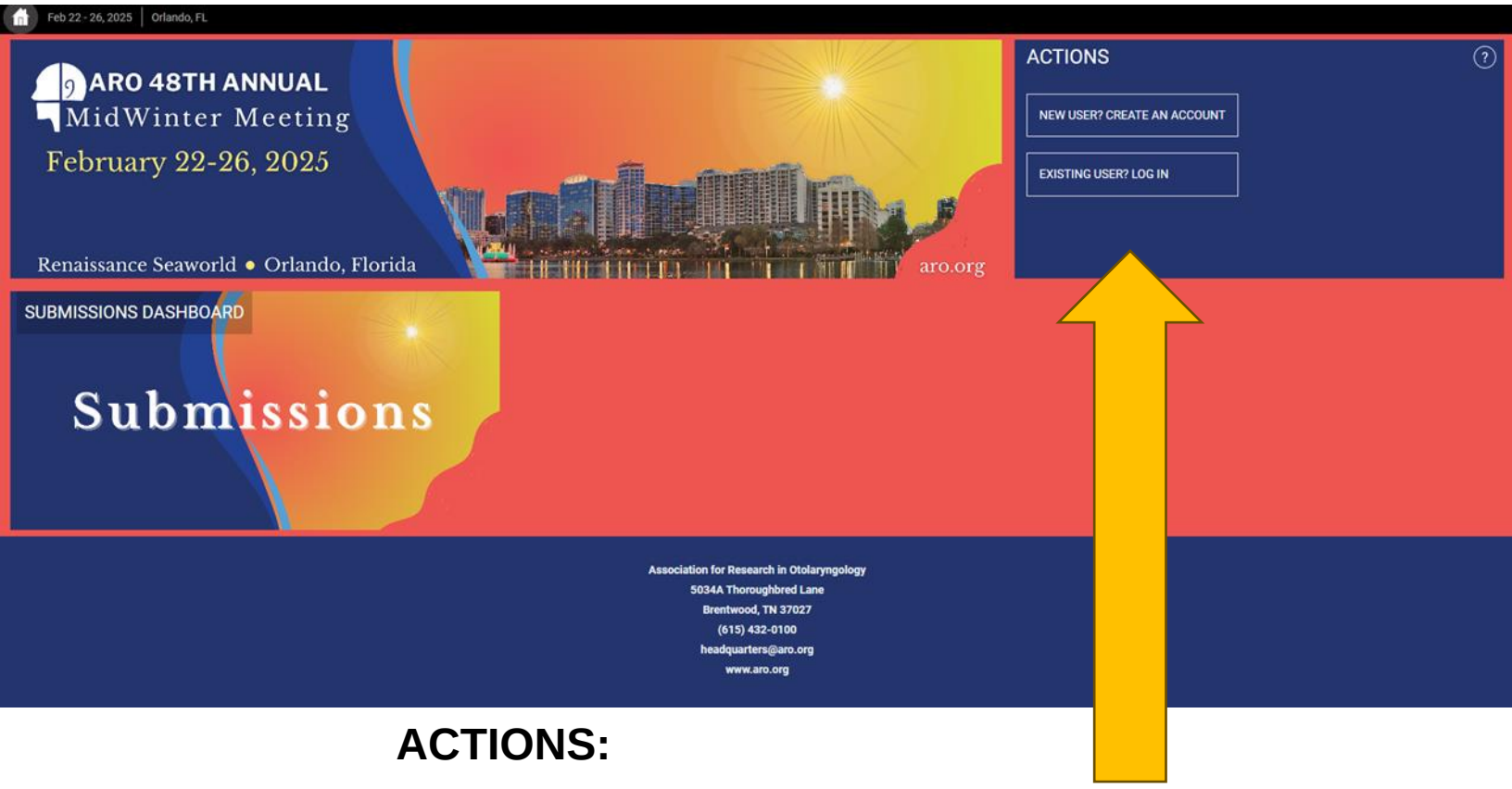
ARO Annual MidWinter Meeting Poster/Podium Submission User Guide

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



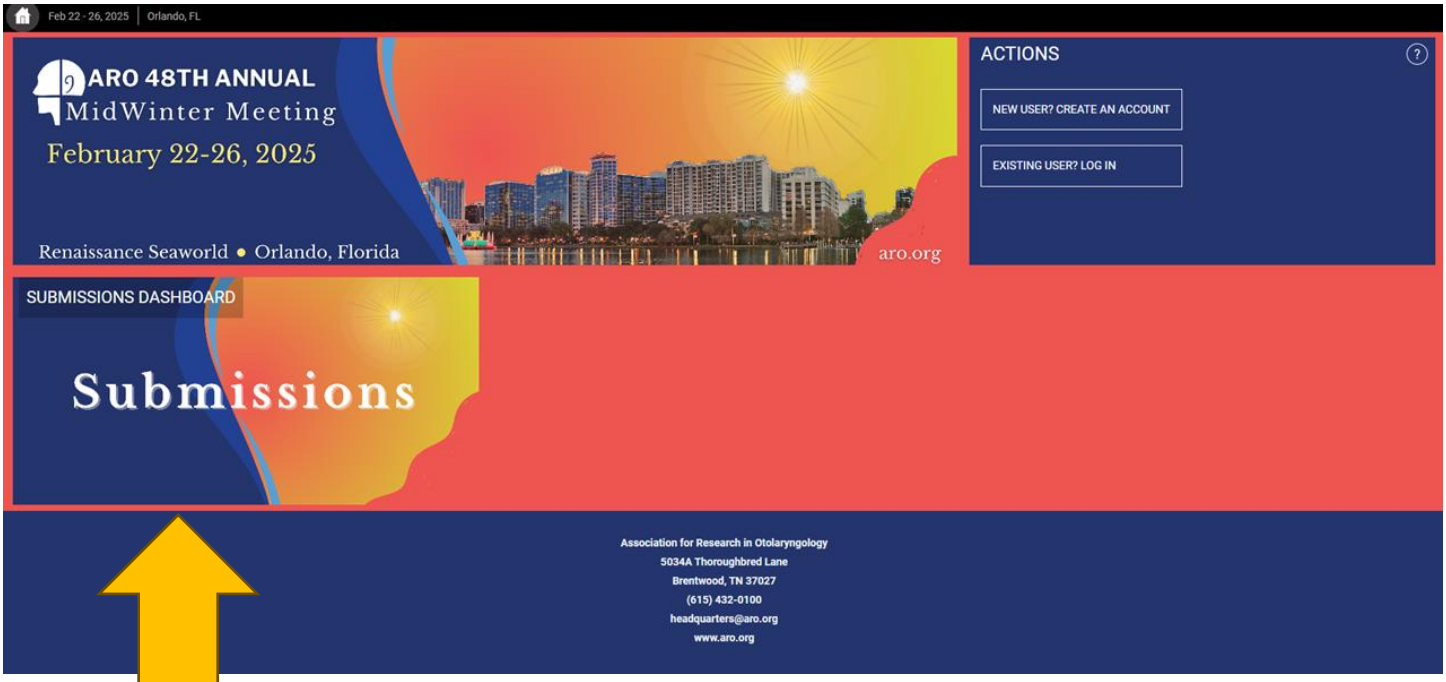
ACTIONS:

[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

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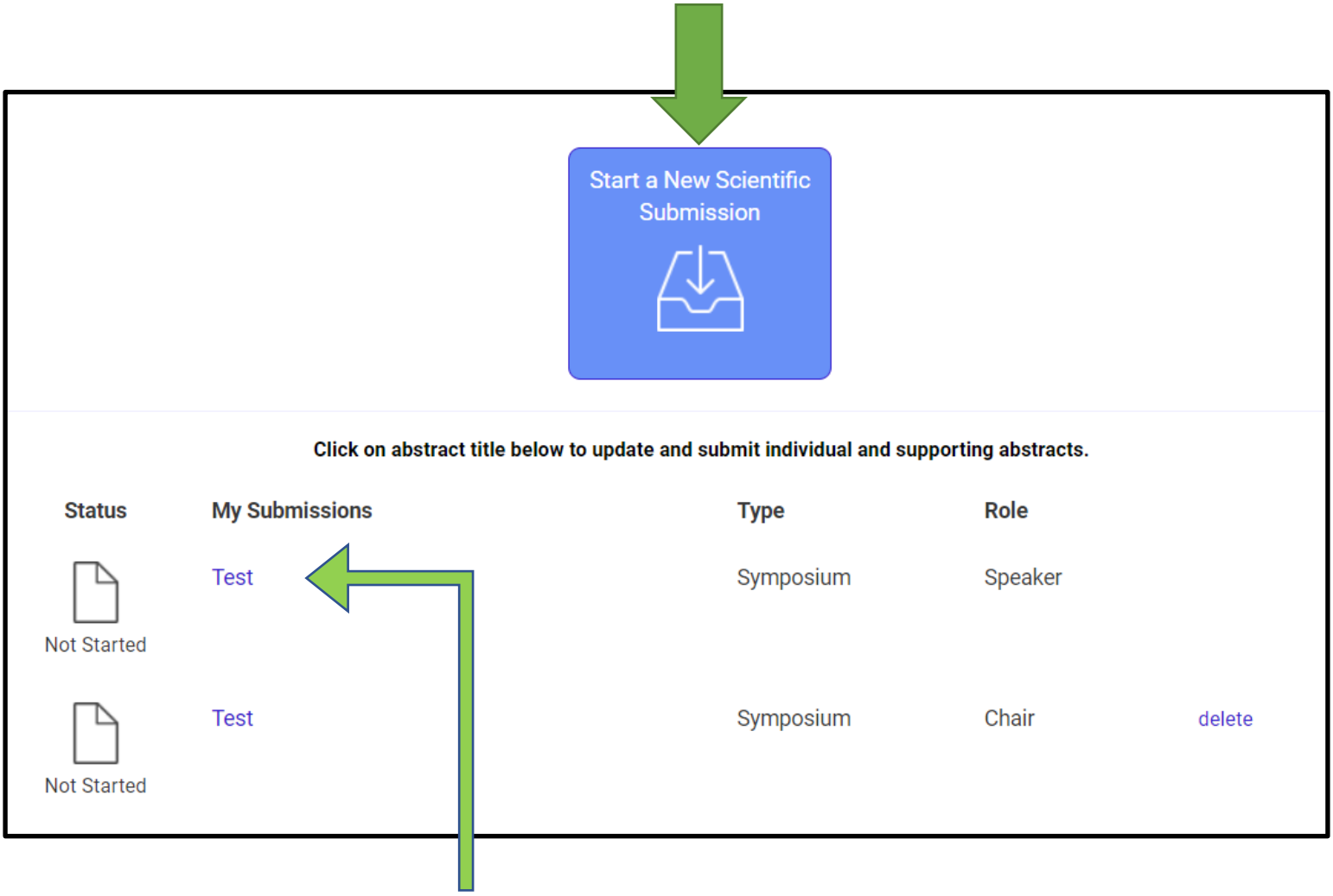
To begin your proposal, select Start a New Scientific Submission



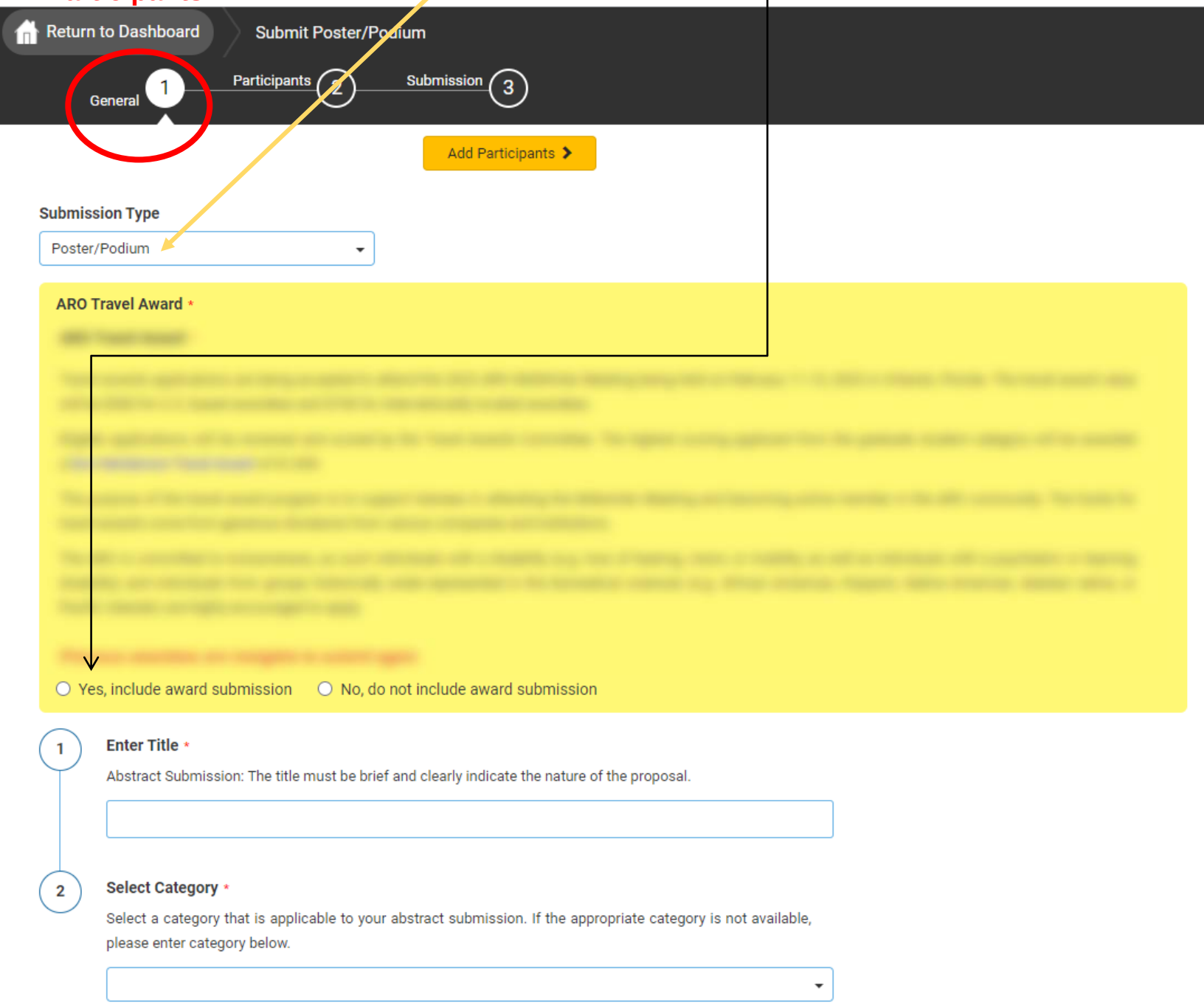
This is your Dashboard, listed here are your current submissions already in progress. You can access an existing submission by clicking the title. If you were added to a presentation by someone else, that submission would appear here.

***Direct Link to Submission Dashboard:**
https://aro.societyconference.com/?conf_id=10005&m=user&h=home

ARO Annual Meeting Submission Site User Guide

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

Step 1, General: 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 step 2, Participants.



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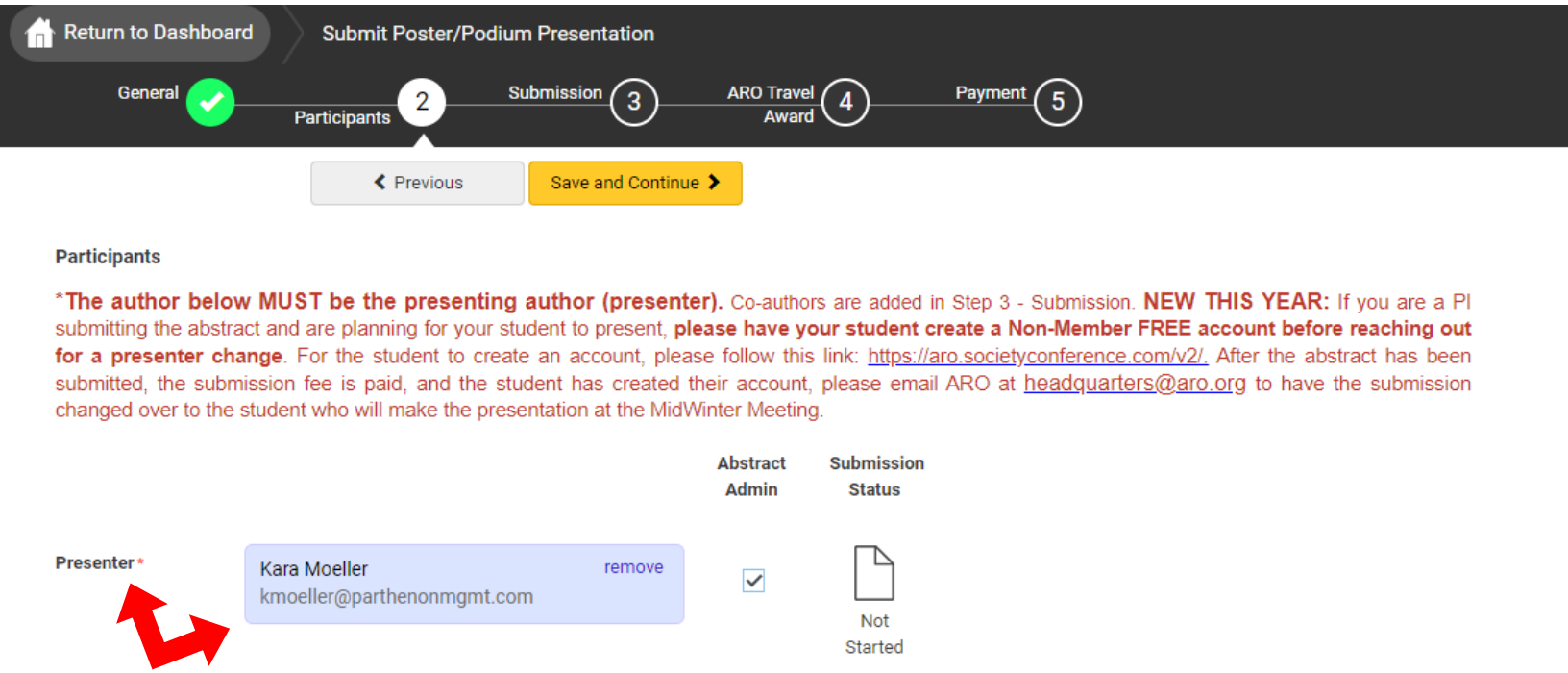
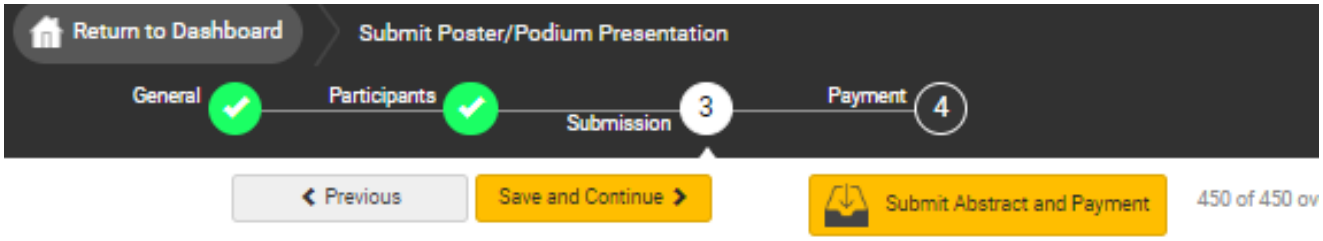
Step 2: Participants: As stated in the screen instructions, the name of the presenter must be listed in step 2, Participants; this is the only name to display in this screen.

NEW THIS YEAR: If you are a PI submitting the abstract and are planning for your student to present, **please have your student create a Non-Member FREE account before reaching out for a presenter change**. For the student to create an account, please follow this link: https://aro.societyconference.com/v2/. After the abstract has been submitted, the submission fee is paid, and the student has created their account, please email ARO at headquarters@aro.org to have the submission changed over to the student who will make the presentation at the MidWinter Meeting.



ARO Annual Meeting Submission Site User Guide

Step 3: Submission: You will be asked to select a submission type.



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 abstract submission fee is separate from the registration fee*).

- ARO Members (Regular/Students/Senior Members)- $45 USD
- Non-Members - $135 USD

ARO functions on a calendar basis for membership. You must be a 2025 member to submit at the member rate.

Please review the guidelines prior to submitting. This submission system will time-out, please select 'Save and Continue', then 'Save' above to update your abstract prior to the deadline. Once the abstract is completed, select 'Submit Abstract and Payment'.

SUBMISSION TYPES:

POSTER PRESENTATION ONLY - DO NOT CONSIDER THIS ABSTRACT FOR ANY OTHER SUBMISSION TYPE: All abstracts are reviewed by the Program Committee. Selected presenters will be required to print a physical poster and present in one of the scheduled poster sessions. Presenters will also upload a digital image of their poster for attendee viewing in the mobile app.

PODIUM PRESENTATION - PLEASE CONSIDER THIS ABSTRACT FOR REVIEW AS A PODIUM PRESENTATION. IF THE ABSTRACT IS NOT SELECTED FOR A PODIUM PRESENTATION, I UNDERSTAND THE PRESENTATION WILL AUTOMATICALLY BE CATEGORIEZED AS A POSTER PRESENTATION: All abstract submissions are reviewed by the Program Committee. If the abstract is selected for a Podium Presentation you will NOT present the abstract as a poster presentation. A Podium Presentation is a live, on-stage, 12-minute oral presentation with 3-minutes of live, audience Q&A. (15-minutes of total presentation time). A PowerPoint or Keynote presentation is required for this presentation type. *Please note, if you are selected to present a Podium Presentation, you will NOT also be selected to participate in the Poster Blitz Presentation session. This is to allow a greater number of people to participate in the meeting.

POSTER BLITZ PRESENTATION - PLEASE CONSIDER THIS ABSTRACT FOR REVIEW AS A POSTER BLITZ PRESENTATION. IF THE ABSTRACT IS NOT SELECTED FOR A POSTER BLITZ PRESENTATION, I UNDERSTAND THE PRESENTATION WILL AUTOMATICALLY BE CATEGORIZED AS A POSTER PRESENTATION: The application process is open only to Graduate Students and Postdoc Fellows with three years or less of postdoc experience. *If you are submitting multiple abstracts, only ONE (1) abstract submission will be considered per lab for a Poster Blitz Presentation, and you must be the first author (presenter) on the submission. All Poster Blitz applications are reviewed by the Poster Blitz Organizers. A Poster Blitz Presentation is a fast-paced, live, on-stage, 3-minute presentation with no audience Q&A. If selected for this presentation type, you WILL ALSO present your poster in one of the assigned poster sessions. You can only be a poster blitz award recipient in the competition only one (1) time, you can participate as often as you are eligible. An application will follow for the one (1) abstract submission.

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Step 3: Submission:

POSTER BLITZ PRESENTATION - PLEASE CONSIDER THIS ABSTRACT FOR REVIEW AS A POSTER BLITZ PRESENTATION. IF THE ABSTRACT IS NOT SELECTED FOR A POSTER BLITZ PRESENTATION, I UNDERSTAND THE PRESENTATION WILL AUTOMATICALLY BE CATEGORIEZED AS A POSTER PRESENTATION: The application process is open only to Graduate Students and Postdoc Fellows with three years or less of postdoc experience. *If you are submitting multiple abstracts, only ONE (1) abstract submission will be considered per lab for a Poster Blitz Presentation and you must be the first author (presenter) on the submission. All Poster Blitz applications are reviewed by the Poster Blitz Organizers. A Poster Blitz Presentation is a fast-paced, live, on-stage, 3-minute presentation with no audience Q&A. If selected for this presentation type, you WILL ALSO present your poster in one of the assigned poster sessions. You can only be a poster blitz award recipient in the competition only one (1) time, you can participate as often as you are eligible. An application will follow for the one (1) abstract submission.

1 **Submission Types:** *

Please make a selection.

- ○ Poster Presentation ONLY
- ○ Podium Presentation (If the abstract is not selected as a Podium Presentation, the submission will automatically be considered as a Poster Presentation)

2 **Poster Blitz Presentation** *

- ○ Yes (An application will follow)
- ○ No

ABSTRACT SUBMISSION: Please enter text only. If copying/pasting, check that figures or symbols display correctly and the word and sentence spacing is correct before submitting the abstract for review by the Program Committee.

3 **Background:** *

Do not include the section header Background, graphics or tables, enter TEXT ONLY.

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Step 3: Submission:

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

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Step 3: Submission:

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		☑	Kara	Moeller	Parthenon Management Group

* You must populate all fields to complete the row.

Kara Moeller[1]

[1]Parthenon Management Group

9 **In-Person Participation** *

I acknowledge my intention to participate in-person at the 2025 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 in-person participation to the MidWinter Meeting, and I understand there is no opportunity for my attendance to be digitally included as a presenter. *By declining your participation in-person, this application is null and void. Please delete this submission from your submission dashboard.

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Step 3: Submission:

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Video Consent & Release of Rights *

The Association for Research in Otolaryngology ("ARO") will make a video recording of your presentation (depending on presentation type) during the 2025 ARO MidWinter Meeting. In consideration of the decision by the ARO to include the video recording of your presentation during the ARO MidWinter 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, 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 ARO MidWinter 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.

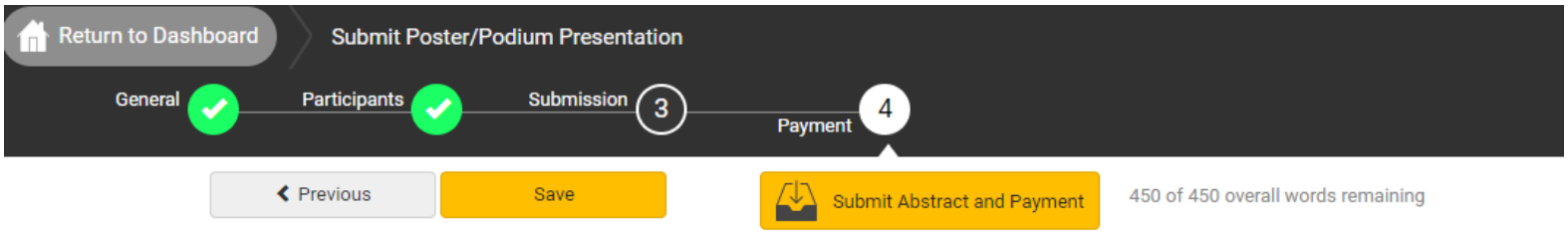
2. You agree to release and discharge ARO, its employees, agents, licensees, successors and assigns from any and all claims, demands or causes of action that you may now have or may hereafter have for libel, defamation, invasion of privacy or right of publicity, infringement of copyright or violation 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 ARO MidWinter 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 my consent.

ARO Annual Meeting Submission Site User Guide

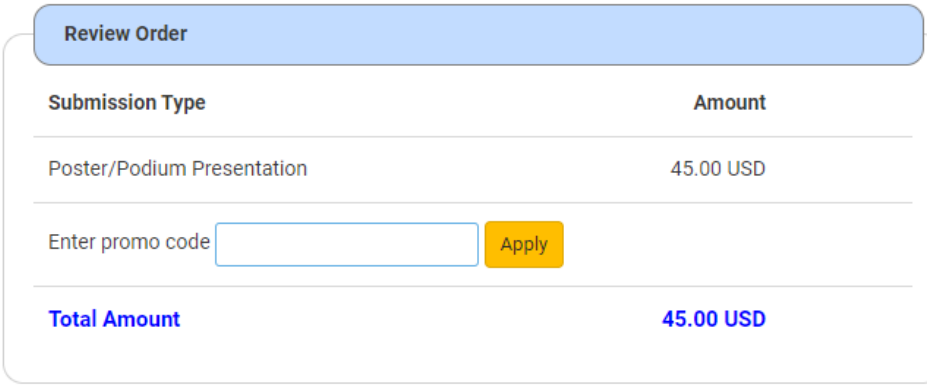
Step 4 or 5: You will be asked to input your payment of either $45 USD for ARO members or $135 USD for non-members.

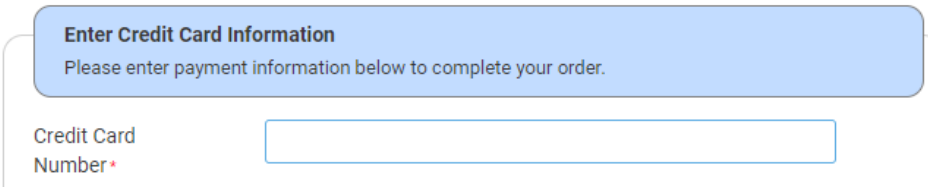


PAYMENT: ARO charges a fee for **each** abstract submitted: ARO Members $45; Non-Members $135. **The abstract submission fee is a separate fee from the registration fee.*

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.





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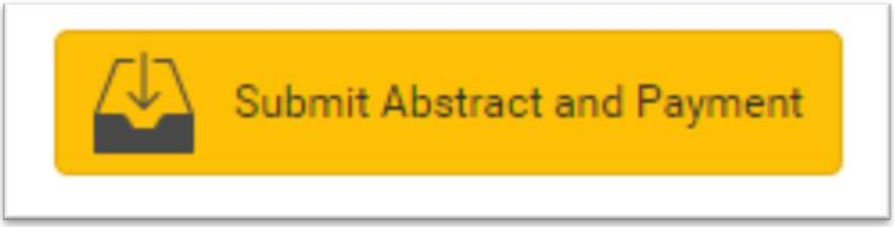
To finalize and complete the submission please select Submit Abstract and Payment. You can edit your abstract submission until the poster/podium deadline of Monday, September 23, 2024. Once the deadline has passed you are unable to make any edits to your submission.



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Step 3 Submission:

Poster Blitz Application:

Q1: The Poster Blitz Presentation is open only to Graduate Students and Postdoc Fellows with three years or less of postdoc experience, NO individuals in a Faculty Position are eligible.

I attest I am a Graduate Student or Postdoc Fellow AND I am not a previous poster blitz award recipient.

- Yes
- No

Q2: What is your current rank?

- Graduate Student (PhD)
- Graduate Student (SLP, AuD, clinical degree)
- Post-Doctoral Fellow
- Other

Q3: Are you the first author (presenter) on the submission?

- Yes
- No. *You must be the first author (presenter) on the submission to complete this Poster Blitz Presentation application.

Q4: Have you participated as a presenter in an ARO Poster Blitz session in the prior year or the past?

- Yes, I have participated in past poster blitz session however, I have never been an award recipient.
- No

Q5: Is this your first time attending the ARO MidWinter Meeting?

- Yes
- No

Q6: What is your primary area of research? (Choose the closest match)

- Age-related changes in hearing
- Binaural hearing
- Cochlear mechanics
- Cochlear implants and other prostheses
- Genetics & gene therapies
- Hair cells
- Hearing impairment
- Middle and external ear
- Physiological measurements
- Psychophysics
- Speech perception
- Stem cells
- Synaptopathy
- Therapeutics
- Tinnitus
- Vestibular

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Submission Site User Guide

Step 3 Submission:

Poster Blitz Application:

Q7: Please indicate your role in this project.
You may indicate multiple categories.

- Concept
- Design
- Data Collection
- Data Analyses

Q8: PLEASE CHECK EACH BOX AND ENTER THE REQUESTED INFORMATION FOR EACH QUESTION.

- Please **enter** the complete name of your lab. (e.g., the full name of your PI)

- Please **write a 2-3 sentence summary** of the message of your presentation. Please note, exceeding 3 sentences will disqualify this application.

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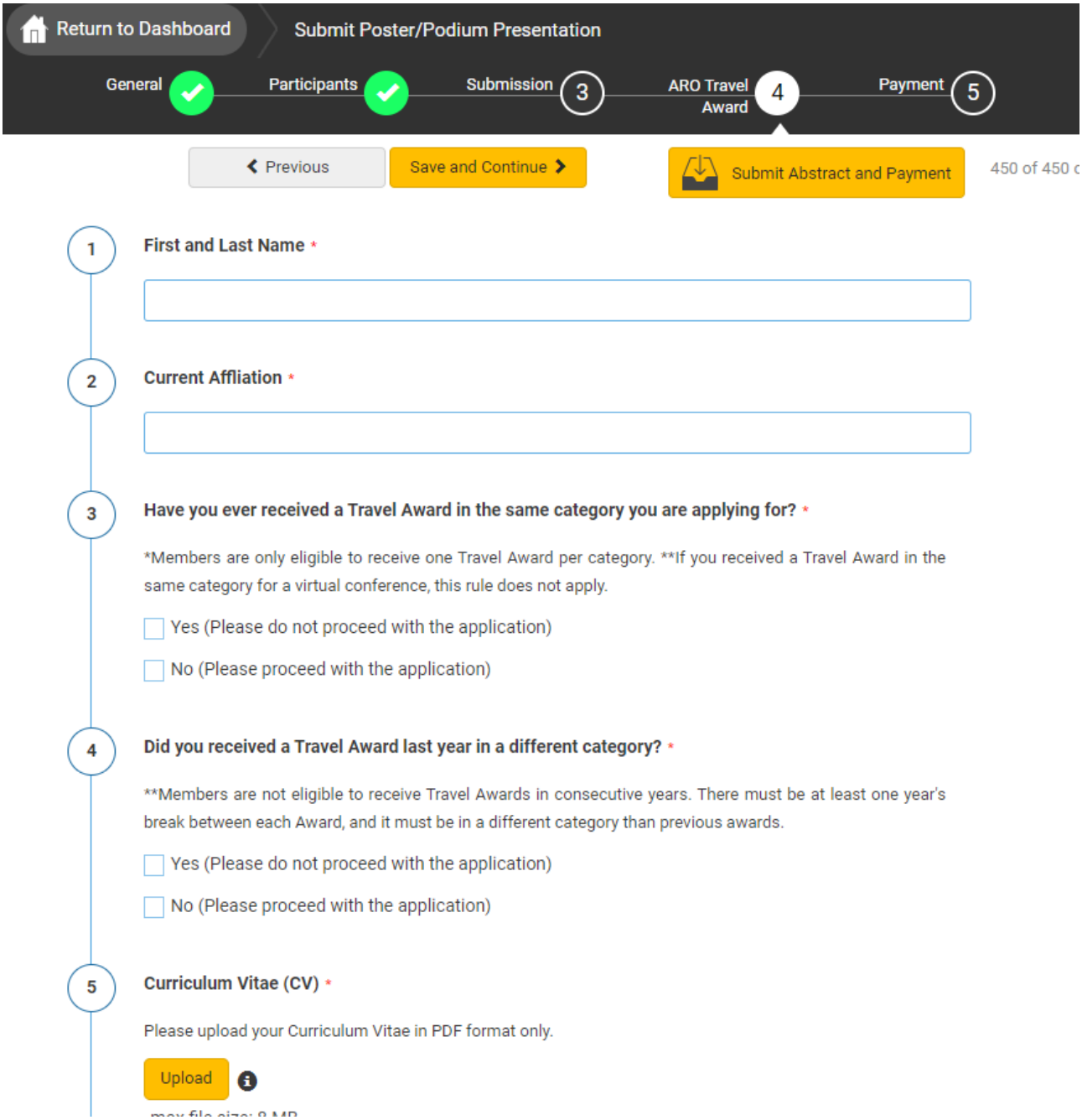
Step 4 ARO Travel Award:

Application Questions



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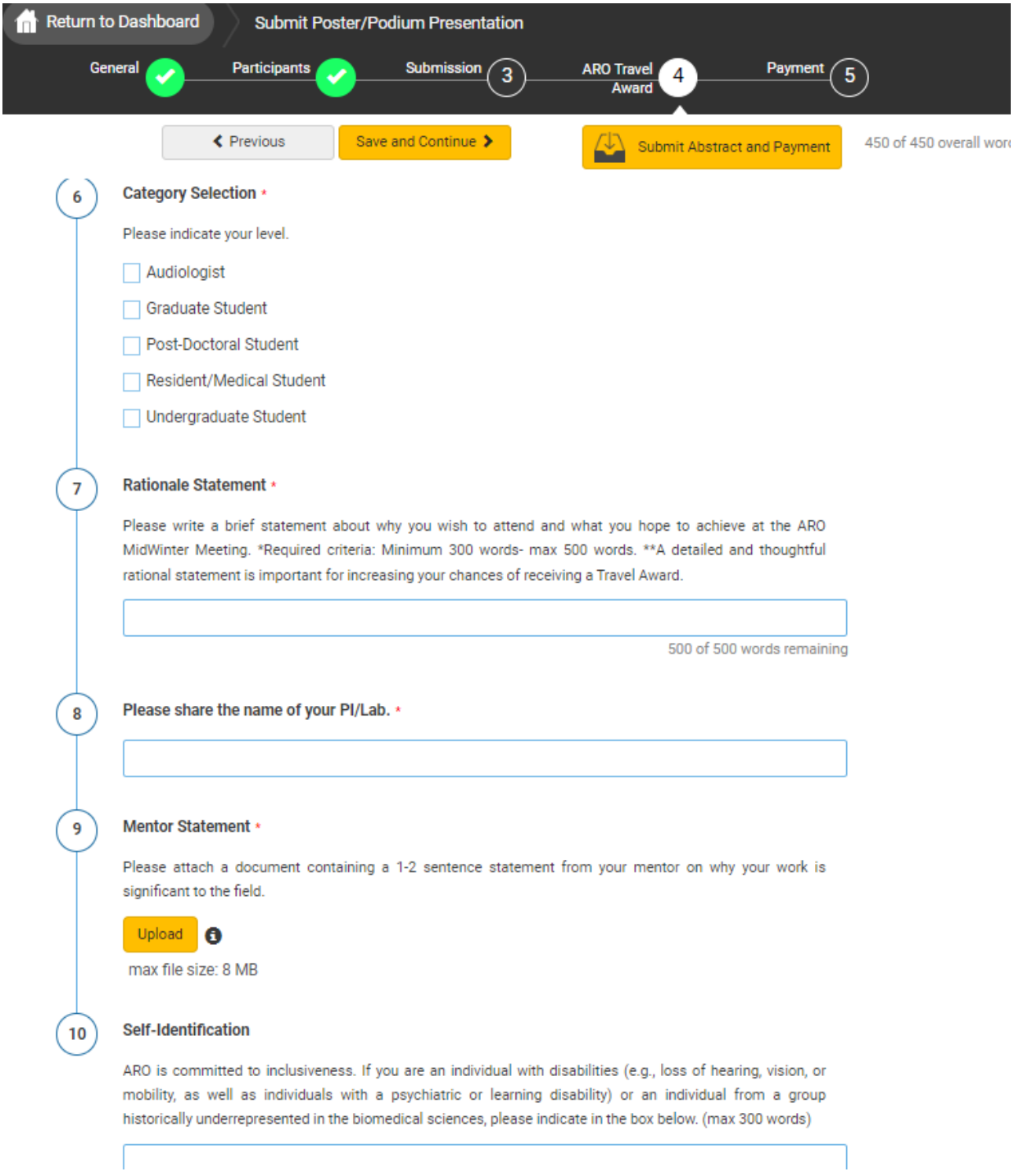
Step 4 ARO Travel Award:

Application Questions Continued



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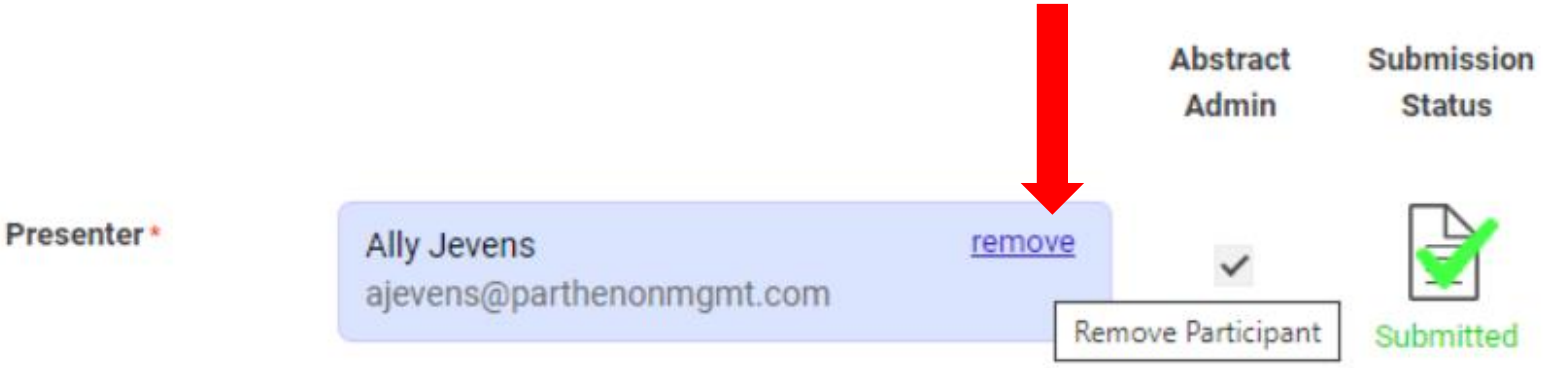
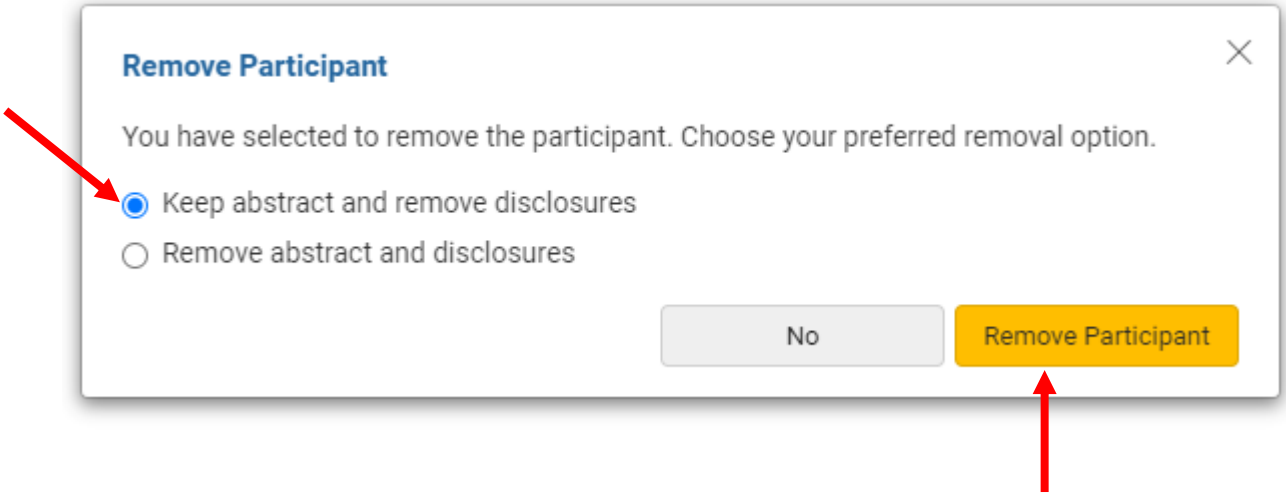
HOW TO CHANGE A PRESENTER:

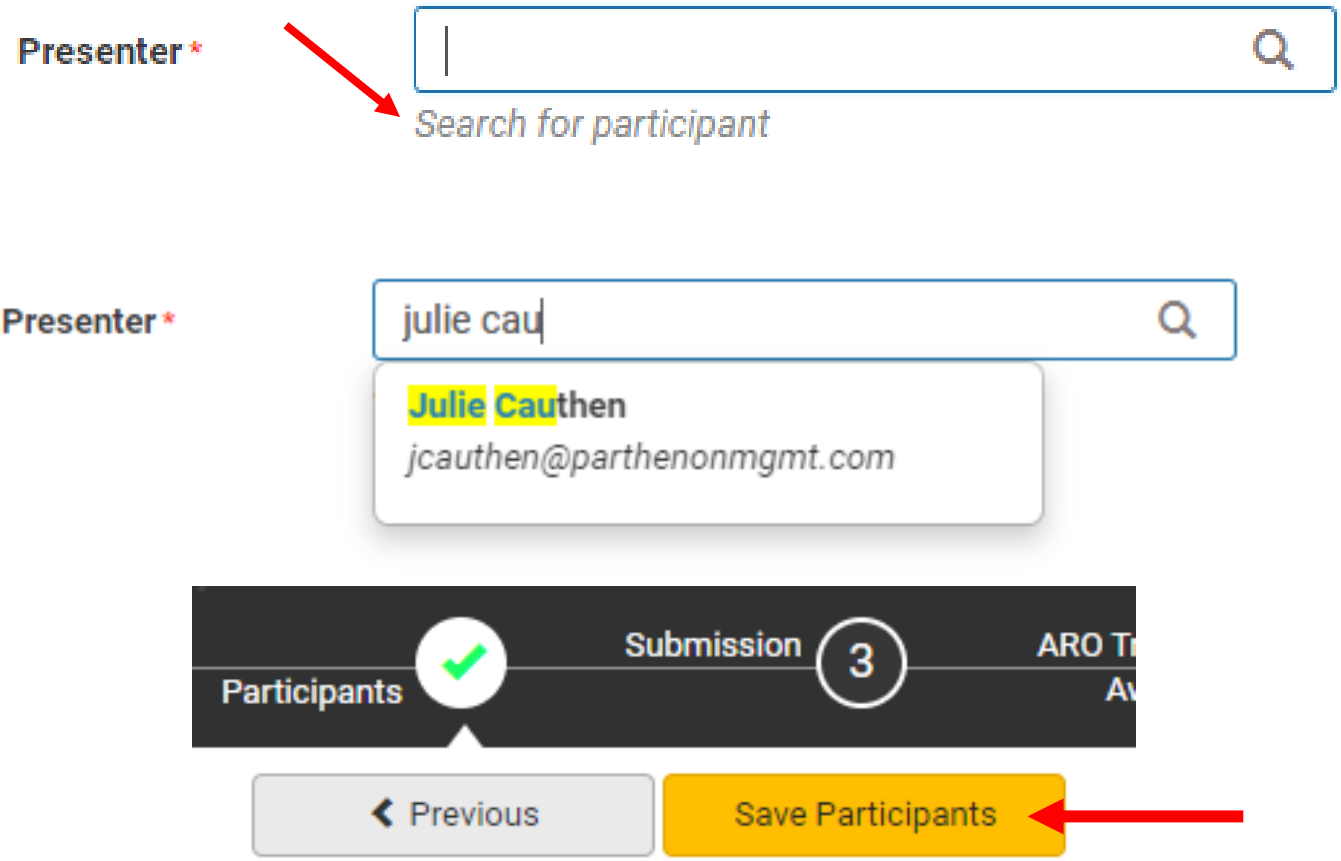
To change the name in the presenter box, click 'remove', make sure the radio button 'Keep abstract and remove disclosure' is marked.

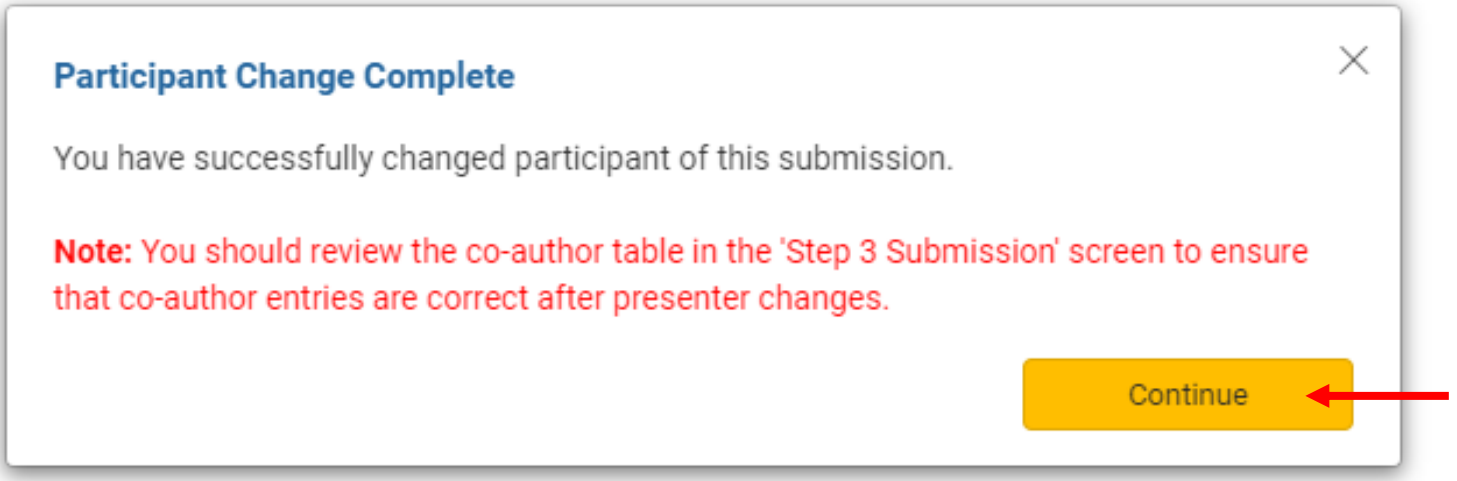




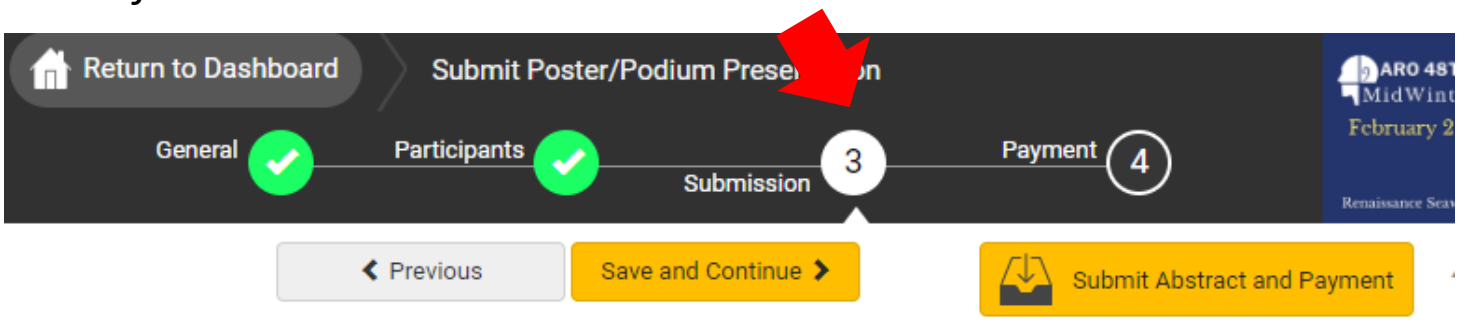
HOW TO CHANGE A PRESENTER:

Search for the name of the student in the database. Once the name of the student is found, click on the name. At the top, click 'Save Participants', you will see the pop-up 'Participant Change Complete', click Continue.





HOW TO CHANGE A PRESENTER: *The portal will move you to Step 3, Submission,* ***scroll down to the Co-Author block*** *and move the student to the correct position needed for the Printed Abstract.*



Previous | Save and Continue | Submit Abstract and Payment

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SUBMISSION TYPES:

POSTER PRESENTATION ONLY - DO NOT CONSIDER THIS ABSTRACT FOR ANY OTHER SUBMISSION TYPE:

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12 **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

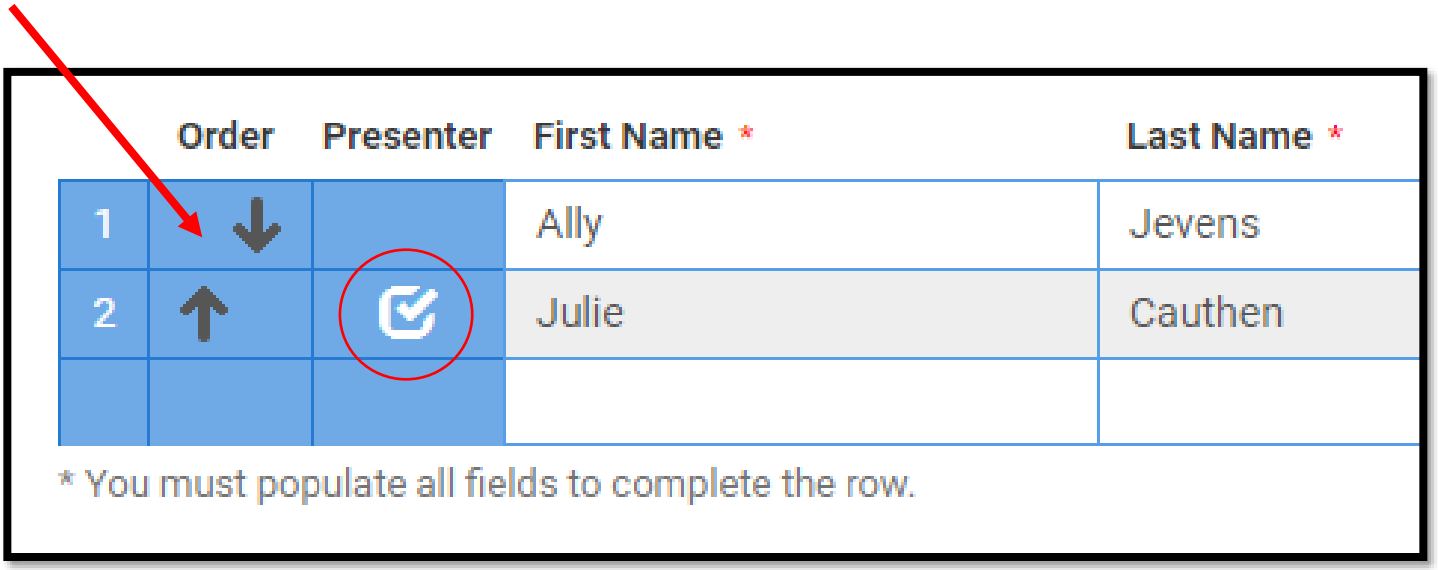
	Order	Presenter	First Name *	Last Name *	Affiliation *	
1	↓		Ally	Jevens	PMG	*remove*
2	↑	☑	Julie	Cauthen	PMG	

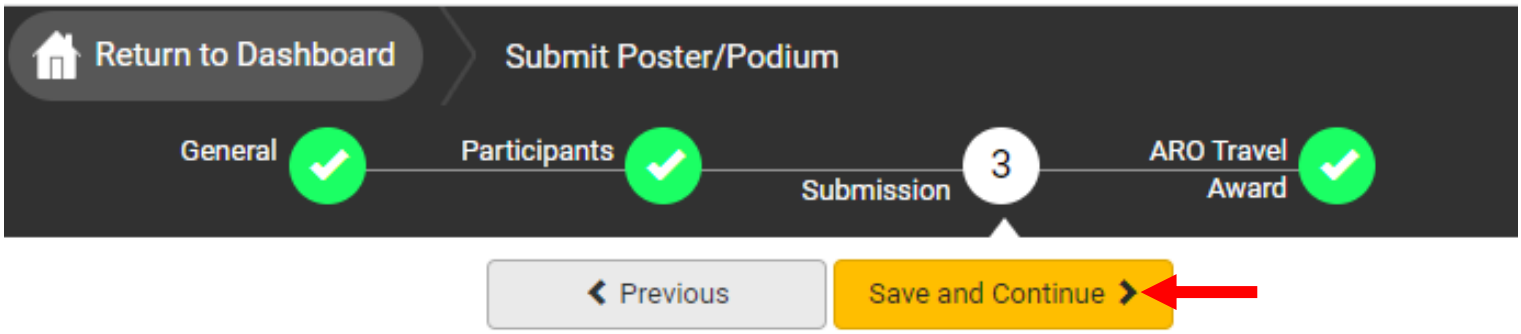
* You must populate all fields to complete the row.

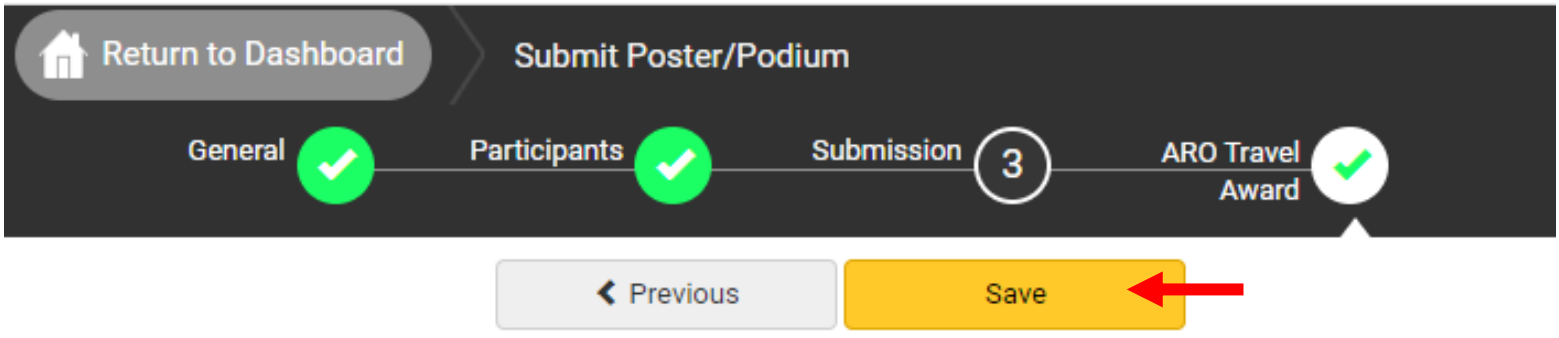
Ally Jevens[1], **Julie Cauthen**[1]

[1]PMG

HOW TO CHANGE A PRESENTER: *In the Co-Author block, use the black arrows under 'Order' to move the student to the correct position needed for the Printed Abstract. The white check in the box denotes the Presenter of the abstract for the meeting. Click 'Save and Continue' then 'Save' to complete the submission.*

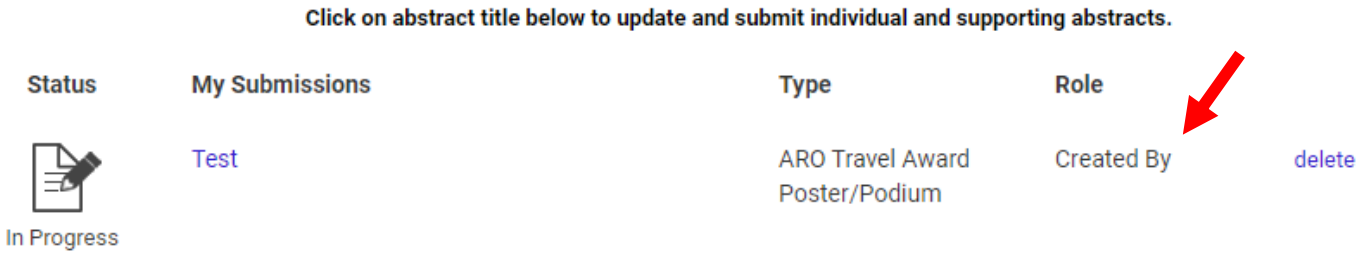


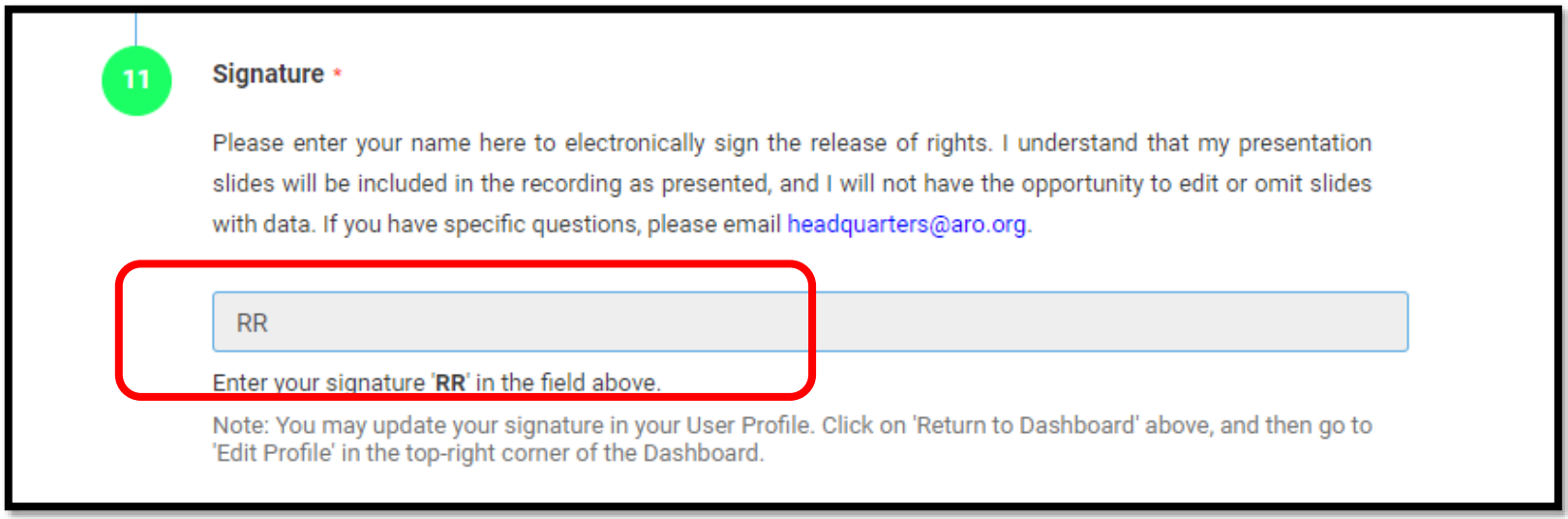




HOW TO CHANGE A PRESENTER: *From your Submission Dashboard, your role has now been changed to 'Created By'. The submission has now been moved to the student's account profile.*

The student will need to log in and change the 'Video Consent & Release of Rights' from you to themselves. In their profile, step 2, participants will show 'Created By' and list your name. Once the signatured has been entered, the student will click 'Submit Abstract and Payment' to complete the submission.





***If you have gotten to this point and are thinking this is too complicated to change the presenter on your own, just email either headquarters@aro.org or kmoeller@parthenonmgmt.com for assistance and we will help!*