



GUIDELINES FOR SCIENTIFIC CONTRIBUTIONS **10th IHNS NATIONAL MEETING**

The 10th IHNS National Meeting is opened to the submission of scientific contributions in the form of free communication, virtual poster or video, by any members.

The works must comply with the characteristics illustrated above.

The Scientific Committee will award free registration to the under 40 colleagues/residents who have submitted a scientific contribution - oral communication, virtual posters or audiovisuals - judged to be of particular importance.

DEADLINE abstract submission:

December 31st, 2023 within 12 pm Italian hour.

via e-mail to segreteria-aiocc@stilema-to.it

indicating main theme and if you are applying for oral communication, virtual poster or audiovisuals.

The author who has submitted the abstract will be notified via e-mail of acceptance by the Scientific Committee, no later than January 31st, 2024, together with confirmation of the type of presentation (oral communication, virtual poster or video).

GENERAL INFO

- Maximum text length (including title, authors, affiliations, objectives, materials and methods, results, conclusions and references) 2.500 characters including spaces (we recommend using the "word count" functionality for counting).

- Use the English language to draft the text.

- Do not include figures and tables within the text.

STRUCTURE OF THE ABSTRACT

> **Title:** Max 100 characters including spaces

> **Subtitle:** indicate the thematic area

> **Authors:** Max 10

For all authors, indicate the full name and surname with the reference to the affiliation in the superscript (do not include titles or specializations, as MD, PhD, Dr, Prof)

Example: M. Rossi¹, G. Bianchi², F. Verdi³

> **Affiliations:** Department, University or Organization, City, State/Province (if applicable) and Country – for each author. Each affiliation must be separated from the previous one by a semicolon (;) and preceded by the reference number placed at the top.

Example: ¹ Unit of Anatomic Pathology, Department of Biomedical and Neuromotor Sciences, University of Bologna, Bologna, Italy; ² Department of Translational Research and of New Technologies in Medicine and Surgery, University of Pisa, Italy

> **Objectives**

> **Materials and methods**

> **Results**

> **Conclusions**

> **References** Max 5 [OPTIONAL]

Bibliographic entries listed in progressive order as they were cited in the text. In the text, bibliographic entries must be indicated with an Arabic number in the superscript.

The first three authors must be reported, possibly followed by “et al.”.

ASSOCIAZIONE ITALIANA DI ONCOLOGIA CERVICO CEFALICA

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Journals must be cited according to the abbreviations reported on *Pubmed*.

Multiple references in the text must be separated by commas without spaces and when there are more than three they must be indicated as a range (e.g. 1.4-8.22)

Include the Doi Number if present.

Examples of correct bibliographical citation for:

Journal article: *Oh EJ, Lee S, Bae JS, et al. TERT Promoter mutation in an aggressive cribriform morular variant of papillary thyroid carcinoma. Endocr Pathol 2017;28:49-53. <https://doi.org/10.1007/s12022-016-9454-3>*

Books: *Smith DW. Recognizable patterns of human malformation. Third Edition. Philadelphia: WB Saunders Co 1982.*

Chapters from books or material from conference proceedings: *Krmpotic-Nemanic J, Kostovis I, Rudan P. Aging changes of the form and infrastructure of the external nose and its importance in rhinoplasty. In: Conly J, Dickinson JT, eds. Plastic and reconstructive surgery of the face and neck. New York, NY: Grune and Stratton 1972, p. 84.*

ABSTRACT EVALUATION

The Scientific Committee will confirm or modify the thematic area and the type of presentation (free communication, virtual poster or video) and verify the suitability of the abstracts received based on the following evaluation criteria:

- originality/innovativeness of the research;
- methodology and technologies;
- clinical or cognitive impact of the research;
- quality and correctness of the scientific English used to draft the abstract.

Acceptance of the works is at the complete discretion of the Scientific Committee.

ORAL COMMUNICATIONS

Each member of the Congress can submit one or more oral communications on cervical-cephalic oncology topics.

All works accepted as free communication will be notified by e-mail no later than January 31st, 2024 of the time and time assigned for the presentation of the communication.

The presentation must be in English.

The calendar and timing may be subject to change for organizational reasons.

VIRTUAL POSTERS

Each member of the Congress can submit one or more virtual posters on cervical-cephalic oncology topics. Each poster must consist of a maximum number of 6 slides, written in English, saved in Power Point format. The posters will be displayed in automatic presentation mode with timed slides (30 sec./slide) projected inside a dedicated room. Video projection is provided via a PC provided by the Organisation. A slide center will be in operation at the conference venue where it will be possible to deposit your virtual poster up to one hour before the presentation session. The use of personal PCs is not permitted. The session includes a continuous screening of the video posters.

AUDIOVISUALS

Each member of the Congress can submit one or more videos on topics of robotic surgery or related technologies in cervical-cephalic oncology. The videos should last a maximum of 10 minutes and be preferably accompanied by an audio commentary in English.

Video projection via a PC provided by the Organization is foreseen. A slide center will be in operation at the congress venue where you can deposit your video up to one hour before the presentation session. The use of

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personal computers is not permitted. The video session provides for the continuous and automatic projection of the videos.

REGISTRATIONS AUTHORS OF ORAL COMMUNICATIONS, VIRTUAL POSTERS AND AUDIOVISUALS

First author, even if invited faculty, must be regularly registered to the meeting within February 15th, 2024.

AWARDS

The prizes will be delivered to the winners at the end of the Meeting.