APPOS 2025 Seoul
GUIDELINES FOR ABSTRACT SUBMISSION (FREE PAPER)

Please read carefully the guidelines below for abstract submission.

1. Rules for abstract submission

A. All abstracts must be submitted online through the APPOS 2025 Seoul website only at www.appos2025.org. Your abstract submission will be acknowledged automatically by email. FAX OR EMAIL SUBMISSIONS WILL NOT BE ACCEPTED.
B. Complete all required sections of the online abstract submission. Failure to complete the required fields results in an incomplete abstract. Incomplete abstracts cannot be reviewed.
C. Submission of an abstract indicates acceptance of and compliance with the abstract submission rules and the scientific validity of the presentation, and that all authors have read and approved the abstract and its contents.
D. Authors are required to indicate their preference on the type of presentation between oral or poster presentation by checking the appropriate box on the submission page. The APPOS 2025 Seoul Scientific Committee, however, reserves the right to make the final decision on the type of presentation for all abstracts.
E. The APPOS 2025 Seoul Scientific Committee reserves the right to reject abstracts that do not observe the abstract submission rules mentioned in this guideline.
F. Acceptance or rejection of abstracts will be based on rankings given by a peer review of experts in the associated subspecialties. Notification of acceptance will be sent to the author by email. The reviewing process is confidential, and the decision is final and cannot be appealed.
G. All accepted abstracts will be published in the official abstract book and distributed to all delegates. Abstracts will be published exactly as submitted. Errors will not be amended by the organizing committee.
H. Accepted abstracts are official documents of the meeting. The presenting author must register, attend the meeting and present the abstracts as scheduled. The presenting author's registration deadline is **July 31, 2025**. Accepted abstracts whose presenting authors do not register by this date, will be automatically excluded from the program and from all awarding nominations, and will not be published in the program/abstract book.
I. Abstracts can be accessed and edited until the abstract submission deadline of **May 31, 2025**. There is no 'final submit' button. Your last update and submission will be your final abstract.
J. Instructions on the preparation of presentations and information on the projection facilities will be sent to the submitter after the notification of acceptance.

2. Instructions for abstract preparation

A. **Language:** Abstracts must be written and presented in English.
B. **Title**: Use a concise title that indicates the content of the abstract. The complete title may not exceed **30 words.** Refrain from using abbreviations in the title.
C. **Authors**: Given names and surnames of all co-authors must be provided. Do not include degrees or titles.
D. **Institution**: Each author must be listed by department, institution and country.
E. **Contents**:
   - Abstracts may not exceed **300 words**.
   - Contents may be organized as the author sees fit, though they should include the purpose of the study, the methods used, a summary of the results and the conclusion reached. Please include concrete results and avoid "research is in progress" or "results will be discussed."
   - All abbreviations must be defined in the complete term with the abbreviation in parenthesis in first use. Only standard abbreviations may be used without definition. Data must be given in units widely used in literature (An international metric system is preferred).
   - Abstracts will be reproduced exactly as submitted and will not be edited in any way. The authors are responsible for all spelling, grammatical or scientific errors.
F. **Keywords:** Three keywords must be entered.

3. Topics

For reviewing and scheduling purposes, abstracts will be divided into thematic areas. Please select a topic that best describes your abstract during abstract submission. The Scientific Committee will respect the authors' choice regarding their self-assignment of a topic, but it reserves the right to change the topic classifications in order to achieve a well-balanced scientific program.

1	Basic Research
2	Otology
3	Auditory Implant
4	Others-Otology
5	Allergy
6	Paranasal Sinus
7	Sleep Apnea
8	Others-Rhinology
9	Head & Neck
10	Airway
11	Laryngology
12	Others-Head & Neck

4. Declaration

A. Statement of Responsibility
- The co-authors agree with the stated results and have consented to inclusion as authors.
- Work involving humans or animals, or material derived from them, was approved by institutional ethics committees.

B. Conflicts of Interest: To avoid any commercial bias, all authors must disclose conflicts of interest in the presentation.

C. Abstract withdrawal is only permitted if notified in writing to scientific@appos2025.org and confirmed by the secretariat within 14 days of notification of acceptance.

5. Notification of Acceptance

Notification of Acceptance will be sent to authors **from July 14, 2025**. If your abstract is accepted, please be sure that the presenting author registers by no later than **July 31, 2025**. If you do not register in time, your abstract will not be included in the program of APPOS 2025 Seoul.

Abstract Submission Deadline: by May 31, 2025
Notification of Acceptance: from July 14, 2025
Presenting Author's Registration Deadline: by July 31, 2025

[ABSTRACT SAMPLE]

The on-line submission system will automatically fit your abstract to the standard format.

FP-0001 *[Apply No.]*

Pediatric Otolaryngology *[Abstract Topic]* *[Type of Presentation]* Oral

Emergency management of the pediatric airway *[TITLE]*

[Authors' Name] Presenting author's name will be in bold and underlined.

Eugene HONG[1], **Mina LEE[1],** Jong-Ho KIM[2]

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[Contents Body] Use of subtitle such as 'purpose, method, result and/or conclusion' depending on your choice.

This study focuses on the emergency management of the pediatric airway...

Keywords: Pediatric airway, Emergency management, Treatment