



ARS at COSM 2024

May 15th & 16th, 2024

Presenter TO-DO ITEMS

Dear ARS Presenter,

As you prepare for the upcoming *ARS at COSM 2024 in Chicago, IL*, below is your to-do list. Please make sure that all sections have been successfully completed on or before the deadline.

IT IS IMPERATIVE THAT YOU REVIEW ALL OF THE INSTRUCTIONS IN THEIR ENTIRETY.

No title or presenter changes will be accepted after April 14, 2024. **No exceptions** will be made.

Thank you!

REGISTRATION

All Oral and Poster presenters must be registered for the meeting. Use the link below to register:

Registration: https://www.compusystems.com/servlet/ar?evt_uid=138

For assistance/questions on registration, contact COSM at cosmsupport@facs.org.

Deadline: Early Bird Registration ends: April 5, 2024

HOUSING

The Hyatt Regency Hotel is the Headquarters Hotel of the American Rhinologic Society's at COSM 2024 meeting.

Reserve your housing Accommodations: <https://www.hyatt.com/en-US/group-booking/CHIRC/G-ECOS>

Deadline: April 22, 2024, or when the block fills up.

For assistance/questions regarding housing please contact Wendi Perez (Wendi@american-rhinologic.org).

MANUSCRIPTS (IFAR)

All Podium/Oral presenters must submit their manuscript to IFAR (International Forum of Allergy & Rhinology) no later than **March 29, 2024**

Poster Presenters are not required to submit a manuscript.

IFAR Author Guidelines: <https://onlinelibrary.wiley.com/page/journal/20426984/homepage/forauthors.html>

IFAR Manuscript Submission Site: <https://mc.manuscriptcentral.com/alr>

For assistance/questions regarding the manuscript submission, contact the Editorial Office at (ifar@wiley.com).

SPEAKER READY ROOM

Location: Grand Suite 2AB

MANDATORY: You MUST submit/upload your presentation at least four (4) hours prior to the start of your scheduled session start time. You will have an opportunity to review and update your presentation in the Speaker Ready Room.

Presentation Upload Link to Coast 2 Coast @ <https://www.dropbox.com/request/khA8e7w5kUgTMS0uskJU>
If you have any technical questions, please contact Coast 2 Coast Audio Visual at Nadeem.arif@c2caudiovisual.com

POSTERS

Location: Riverside Exhibit Hall (at the Hyatt Regency Chicago)

Poster Set Up: Wednesday, May 15th 9:00am – 1:00pm

Poster Session: Wednesday, May 15th 1:00pm – 7:00pm Thursday, May 16th 9:00am – 7:00pm

Poster Removal: Thursday, May 16th 7:00pm – 8:00pm

ePoster Upload Deadline: **1:00pm Central Time April 15, 2024**

Genigraphics is the official contractor for the ARS at COSM 2024 Meeting for Posters. Please use the link below to find poster format requirements or to place your orders: <http://www.genigraphics.com>.

Presenting authors must be at their posters during the Meet the Author's Reception on Thursday, May 16th, 5:30pm – 7:00pm

DISCLOSURES (COI'S)

The **Presenting Author (Oral and Posters)** is required to submit an on-line disclosure. Use the link below:

<https://www.cognitofirms.com/AmericanRhinologicSociety/COSM2024COIDisclosureForm>

Deadline: March 4, 2024

CONTACT INFORMATION

Questions: Contact Wendi Perez, ARS Administrator (Wendi@american-rhinologic.org) or Tel: 973-545-2735 Ext. 4105.

Frequently Asked Questions:

- 1. I am presenting a poster presentation. Do I have to register for the meeting?** *Yes, ALL oral and poster presenters are required to register for the meeting.*
- 2. I am the presenting author and have submitted my COI. Do I need to submit COIs for all the co-authors?** *No, only the presenting author needs to disclose.*
- 3. I submitted an abstract and listed 10 co-authors however, I have an additional 5 I would like to add. Is that possible?** *No, unfortunately, once the abstract is submitted and accepted, changes are not allowed. However, if your abstract is accepted as a Podium Presentation, you will have the opportunity once your manuscript is submitted to the IFAR.*
- 4. My abstract was accepted as a poster presentation. Do I need to be present?** *Yes, you must be present or a representative (one of the co-authors).*
- 5. I will not be able to attend the conference this year and my abstract was accepted as an oral presentation.** *You must have a co-author or replacement to give the lecture.*
- 6. Does the presenting author need to be the first author on the author list of an abstract?** *Yes.*
- 7. The manuscript deadline is quickly approaching, and I am waiting on reviews from the corresponding author. Can I request an extension?** *You may request an extension; however, it is rare that an extension is granted. The deadline is well posted in advance in the abstract module, website, and several blast emails.*
- 8. How do I reserve Housing?** *The housing link can be found on the ARS website (American-rhinologic.org) Rooms a quickly filling up so do not wait to make a reservation:*

Housing Link: <https://www.hyatt.com/en-US/group-booking/CHIRC/G-ECOS>

- 9. Are there any penalties for not submitting a manuscript?** **YES!**
Each podium presentation is required to submit a single, unique corresponding manuscript. If a manuscript is not received prior to presentation, all manuscript authors are prohibited from oral abstract presentations at ARS meetings for 2 years.