

GUIDELINES FOR ABSTRACT SUBMISSION (Free Papers)

All abstracts must be submitted through the IFNS 2022 website at www.ifns2022.org

Click on [Abstract Submission] and follow the steps carefully making sure to complete all sections. If all sections are not completed, your abstract submission will **NOT** be accepted.

1. Rules for abstract submission

- A. Authors of free papers are required to indicate their preference on the type of presentation among video presentation, oral presentation or poster display by checking the appropriate box on the submission page. The IFNS 2022 Scientific Committee, however, reserves the right to make the final decision on the type of presentation for all papers.
- B. 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 reviewers' decision is final and cannot be appealed.
- C. Instructions on the preparation of presentations and information on the projection facilities will be included with the notification of acceptance.
- D. 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.
- E. All accepted abstracts will be published in the official abstract book and/or abstract USB and distributed to all delegates. Abstracts will be published exactly as submitted. Errors will not be amended by the organizers.
- F. 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 **must register at the time of acceptance of abstract**. Accepted abstracts whose presenting author does not register **by February 28, 2022**, will not be published.
- G. The IFNS 2022 Scientific Committee reserves the right to reject abstracts that do not observe the abstract submission rules mentioned above.
- H. The IFNS 2022 Scientific Committee will review all submitted abstracts. The reviewing process is confidential, and the decision is final and cannot be appealed.

2. Instructions for abstract preparation

- A. **Abstracts must be written and presented in English.**
- B. **Title:** Use a concise title that indicates the content of the abstract. The complete title should not exceed **30 words**. Refrain from using abbreviations in the title.
Authors: Names and surnames for all co-authors must be provided. Do not include degrees or titles. Presenting author' name will be underlined, and corresponding authors' names will be in bold.
Affiliations: Each author must be listed by department, institution and country.
Contents: Abstracts should not exceed **300 words**. Abstracts will be reproduced exactly as submitted and will not be edited in any way.
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. It is not satisfactory to simply state that "The result will be discussed." Only standard abbreviations may be used without definition. Drug products should be identified by their generic name only. Data must be given in units (International metric system is preferred) widely used in literature.
No references, tables, charts or drawings are allowed.
- C. Refer to the Abstract Sample on page3.
- D. Only a limited number of abstracts selected by the Scientific Committee will be presented as Video presentations. Others will be accepted as orals or posters.

3. Topics

For reviewing and scheduling purposes, abstracts will be divided into thematic areas. Please indicate on the submission page the appropriate topic classifications to which your abstract belongs to. Topics may be chosen up to three. The Scientific Committee will attempt to 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	Anatomy	9	Nerve Regenerative Study
2	Bell's Palsy	10	Neurotology
3	Botulinum Toxin	11	Parotid Gland
4	Epidemiology	12	Pathogenesis
5	Facial Nerve Surgery	13	Rehabilitation
6	Facial Perception and Recognition	14	Synkinesis
7	Grading System	15	Trauma
8	Nerve Monitoring	16	Miscellaneous

4. Others

- 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 an institutional ethics committee.
- B. Modifications may be made before the abstract submission system is closed.
- C. Authors who wish to withdraw their abstract should send a written request to scientific@ifns2022.org.
- D. All abstracts must be submitted through the IFNS 2022 website, and the online submission opens in June, 2021. Please follow the detailed instructions on the website and the submission page. Your abstract submission will be acknowledged automatically by email. **FAX SUBMISSIONS WILL NOT BE ACCEPTED.**
- E. Presentation guidelines will be sent along with the notification of acceptance.

5. Notification of Acceptance

Notification of Acceptance will be sent to authors **by February 15, 2022** along with allocated sessions and requirements and instructions for presentations. If your abstract is accepted, please be sure to register by no later than February 28, 2022. If you do not register in time, your abstract will not be included in the abstract book/USB.

Abstract Submission Deadline: January 31, 2022

Notification of Acceptance: February 15, 2022

Presenting Author's Registration Deadline: February 28, 2022

[ABSTRACT SAMPLE]

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

FP-0001 *[Apply No.]*

Audiology and Hearing aids *[Subspecialty-TOPIC]*

[Type of Presentation] Oral

Outcomes of Neurotological Reconstruction of the Facial Nerve

[TITLE]

[Authors' Name] Presenting author will be underlined, and Corresponding author will be bolded.

Eugene HONG¹, Mina Lee¹

[Affiliation Name]

¹ Department of Otorhinolaryngology, Seoul National University College of Medicine, Seoul, Korea

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

Outcomes of neurotological reconstruction of the facial nerve...

Keywords: Neurology, Reconstruction, Facial Nerve