

**Springmeeting of the Royal Belgian Society
for Ear, Nose, Throat, Head and Neck Surgery**

2022

ABSTRACT INSTRUCTIONS

1. Abstracts should be submitted in English.
2. Abstracts must be informative. Statements such as “our findings and results will be discussed ...” are not acceptable and may lead to rejection.
3. The length of the title is restricted to 200 characters.
4. Provide all authors names (e.g. P. Janssens, J. Dubois), institutions, city, country. Underline the presenting author’s name. Omit titles, degrees. Do not use capitals for title and author’s names.
5. Organize the body of the abstract as follows and include these headings:

*Introduction and aim: Material and methods: Results:
Conclusions:*

For case reports replace “Material and methods, Results” by “Case report”.

6. Simple tables and graphs may be included, but only if they fit within one page A4.
7. Single space typing; Limit the length of the abstract body to 300 words.

The abstract should be submitted electronically to the secretarial office: secretary@orl-nko.be, to the president 2022 frans.indestege@kno.be. Clearly indicate all the requested information and send the abstract as an attached Word file.

The deadline for the abstract is **January 31, 2022**. Abstracts arriving after January 31, 2022 cannot be considered for presentation.

The abstract format is as following:

- Title: maximum 2 lines, no capitals,
Leave open 2 lines
- Author(s) maximum 2 lines, no capitals ex given: **P. Janssens, B. Dewit, (no capitals), in this order: abbreviation first name followed by name)**
- Institution(s) maximum 2 lines
Leave open 2 lines
- Abstract body: (300 words or 2100 characters) Introduction and aim:
Material and methods or Case Report
Results:
Conclusions: