



## Spring meeting of the Royal Belgian Society for Ear, Nose, Throat, Head and Neck Surgery

16 March 2024

Double Tree by Hilton Brussels, Brussels

### 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. Jansens, 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.

### ABSTRACT SUBMISSION

- The abstract should be submitted electronically to: [ORL@semico.be](mailto:ORL@semico.be) **and** to the president 2024 [An.Boudewyns@uza.be](mailto:An.Boudewyns@uza.be).
- Clearly indicate following information :
  - Submitted as oral or poster presentation
  - Submitted as free presentation or eligible for award of best presentation in one of the categories
- Send the abstract as an attached Word file.

The deadline for the abstract is **February 10th 2024**. Abstracts arriving after February 10<sup>th</sup> 2024 cannot be considered for presentation.

### ABSTRACT FORMATTING

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. Jansens, 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: