Politzer 2026 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 Politzer 2026 Seoul website only at www.politzer2026.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 Politzer 2026 Seoul Scientific Committee, however, reserves the right to make the final decision on the type of presentation for all abstracts.
E. The Politzer 2026 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 17, 2026**. 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not register by this date, will be automatically excluded from the program and from all awarding nominations, and will not be published in the program/abstract book.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 **April 30, 2026**. 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 presenter 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	Audiology
2	Auditory Implants & Implantable Hearing Devices
3	Middle Ear & Chronic Ear Disease
4	Eustachian Tube
5	Pediatric Otology
6	Vestibular Disorder
7	Tinnitus
8	Endoscopic Ear Surgery
9	Temporal Bone Trauma & Anatomy
10	Temporal Bone Tumors & Skull Base Surgery
11	Facial Nerve
12	Basic Science
13	Future & Translational Science
14	Others

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. Originality: Abstracts must be original and must not have been published at the time of abstract submission.

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

D. Copyright
- The content belongs to the author(s). By submitting the abstract, the author(s) also grant Politzer Society Meeting free of charge the non-exclusive right to edit, publish, display, distribute, store the abstract and make all types of derivative works in all forms, formats, and media, now known or hereinafter developed.
- The authors retain the right, after presentation, to subsequently include the work in articles, books, or derivative works that he/she authors or edits, provided said use does not imply the endorsement of the Politzer Society Meeting.

5. Notification of Acceptance

Notification of Acceptance will be sent to authors **from July 1, 2026**. If your abstract is accepted, please be sure that the presenting author registers by no later than **July 17, 2026**. If you do not register in time, your abstract will not be included in the program of Politzer 2026 Seoul.

Abstract withdrawal is only permitted if notified in writing to scientific@politzer2026.org and confirmed by the secretariat within 14 days of notification of acceptance.

Abstract Submission Deadline	**by April 30, 2026**
Notification of Acceptance	**from July 1, 2026**
Presenting Author's Registration Deadline	**by July 17, 2026**

[ABSTRACT SAMPLE]

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

FP-0001 *[Apply No.]*

Audiology *[Abstract Topic]* *[Type of Presentation]* Oral

Advances in Audiology: Emerging Trends and Future Directions *[TITLE]*

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

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

[Institution Name]

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

[2] Department of Otorhinolaryngology, Severance Hospital, Yonsei University, Korea

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

Audiology has witnessed remarkable advancements in recent years…

Keywords: Hearing loss, Clinical Practice, Hearing Disorders