2016 IADR/APR SESSION PROPOSAL GUIDELINES

Table of Contents:

Session Proposal Descriptions…….....**1**

Submitting a Session Proposal…….....**1-3**

Submission Elements, Criteria Used to Select Proposals,

Pre-registration and Speaker Funding, Audio Recorded Symposia

Guidelines for Symposia and Hands-on Workshops……...**3-5**

Guidelines for Lunch & Learnings ….....**5-6**

ADA Continuing Education Recognition Program (CERP)……....**6**

Important Dates to Remember:

Submission Site Opens for Session Proposals……....August 24, 2015
Group/Network Sponsorship Approval Deadline…....….Oct. 13, 2015
Deadline to Submit a Session Proposal…….....Oct. 26, 2015
Notifications Emailed to Organizers……..…..November 17, 2015
Presenter Pre-registration Deadline…….....April 20, 2016

To Submit your Session Proposal:

Click the SUBMIT YOUR SESSION PROPOSAL NOW button wherever it appears online on the official 2016 IADR/APR General Session web site, www.iadr.org/iags or within this document. Please follow the session proposal submission instructions. Any questions may be directed to the IADR Meetings Department at meetings@iadr.org.

SESSION PROPOSAL DESCRIPTIONS

Symposium: A cohesive session organized around a cutting-edge topic with about 3-4 speakers; typically 90 minutes in length unless approved otherwise. Approval of Group/Network sponsorship is **required** from at least one IADR Scientific Group/Network. Symposium submissions exhibiting a cross-collaboration between more than one Scientific Group/Network will be prioritized higher if accepted into the scientific program. IADR encourages not only collaboration within Groups/Networks, but with the greater scientific community.

Hands-on Workshop: A session organized with a "hands-on" application; typically 90 minutes in length unless approved otherwise. Approval of Group/Network sponsorship is **required** from at least one IADR Scientific Group/Network. Hands-on Workshop submissions exhibiting a cross-collaboration between more than one Scientific Group/Network will be prioritized higher if accepted into the scientific program. IADR encourages not only collaboration within Groups/Networks, but with the greater scientific community.

Lunch & Learning: An informal discussion led by an expert on a topic of high interest that takes place during the lunch period. These sessions are directed at students but all are welcome to sign up. Approval of Group/Network sponsorship is **required** from at least one IADR Scientific Group/Network. Lunch & Learning submissions exhibiting a cross-collaboration between more than one Scientific Group/Network will be prioritized higher if accepted into the scientific program. IADR encourages not only collaboration within Groups/Networks, but with the greater scientific community.

Satellite Symposium: A cohesive session organized around a cutting-edge topic that will be scheduled before or after the 2016 IADR/APR General Session's June 22-25, 2016.

SUBMITTING A SESSION PROPOSAL

To receive Scientific Group/Network sponsorship approval, the Organizer should contact the IADR Scientific/Network Group Officers of the applicable Group(s)/Network(s) for further instruction no later than **October 13, 2015**. Each Scientific Group/Network may have its own protocol on how proposals are approved. Organizers are encouraged to submit their requests to the appropriate Group/Network representative by no later than **October 13, 2015** and include, if applicable, any other Scientific Group/Networks approached for co-sponsorship. All submissions due to IADR no later than **October 26, 2015**.

SUBMISSION ELEMENTS

1. **Proposal Title:** Titles are limited to 10 words or less and should be dynamic and conclusive, rather than descriptive. Titles should be entered in title case format (AP Style). In general, you should capitalize the first letter of each word unless it is a preposition or article. Italicize scientific names of organisms such as *streptococci* or *candida.*
2. **Proposal Description:** 250 words or less for Symposia and Hands-on Workshops; 50 words or less for Lunch & Learnings. Include corporate sponsorship information if applicable.

3. **Sponsoring Scientific Group(s)/Networks:** You must select at least one **IADR Scientific Group/Network**. There will be space to add up to 3 Scientific Group/Networks in the submission system. If your proposal was sponsored by more than 3 Groups/Networks, please enter this information in the field provided for "Other."
4. **Educator/Clinician Tracks:** IADR will ask if your research fits well into one of the tracks created by the Annual Session Committee (ASC). Selecting the **Educator track** indicates content would be of most interest to educators. Selecting the **Clinician track** indicates content would be of most interest to clinicians.
5. **Learning Objectives:** You will be asked to enter 1-3 brief learning objectives that will be listed with your description (if accepted). The objectives should identify the expected learner outcomes. As provided by the American Dental Association in conjunction with the ADA CERP program, learning objectives may include, but are not limited to, the following categories:
    a. Changes in the attitude and approach of the learner to the solution of dental problems; corrections of outdated knowledge;
    b. Provision of new knowledge in specific areas;
    c. Introduction to and/or mastery of specific skills and techniques; and
    d. Alteration in the habits of the learner; accurate educational objectives succinctly describe the education that will result from attending the course.
6. **People:** Symposia and Hands-on Workshops should have at least one Organizer, one Chairperson, and 3-4 speakers. Lunch & Learnings require one Organizer and one Speaker.
7. **Keywords:** All session proposal submissions will require the entry of 3-5 keywords.
8. **Miscellaneous:** You should include any special requests in the Special Scheduling field. For example, if you wish to request more than the standard allotment of 90 minutes for a symposium, please make a note for the ASC to consider additional time. Requests made after submission closes will not be considered.
9. Symposia Organizers will be asked if all participants agree to be audio recorded. If yes, the Organizer will be required to complete the **Authorization Form** on behalf of all the participants. To view recorded symposia from a previous meeting, please visit the IADR/AADR Knowledge Community.

CRITERIA USED TO SELECT PROPOSALS

The Annual Session Committee (ASC) will select proposals based on the following: 1) multidisciplinary research, 2) cutting-edge science, 3) relevance of the topic to IADR/AADR members, 4) geographic distribution of speakers (prefer to not have all speakers from the same institution), and 5) submissions demonstrating cross-collaboration of more than one Scientific Group/Network. The ASC will also take into account the number of submissions from any one Group to provide an equal distribution of the science across the various Groups.

IMPORTANT PRE-PREGISTRATION AND SPEAKER FUNDING

All participants of accepted proposals are required to pre-register for the meeting by the presenter pre-registration deadline of April 20, 2016. It is the responsibility of the Proposal Organizers to arrange to cover the meeting registration and travel for speakers that require it. The Member registration rate will be extended to non-member symposia/hands-on workshop presenters. A waiver of registration can be requested for non-members only presenting at one symposium and truly outside the traditional oral, dental, and craniofacial research fields, i.e. not located in a dental institution and not a recipient of an oral, dental, and craniofacial grant from either public or private sources, if the sponsoring Scientific Group/Network

has a balance of less than $7,500. A waiver must be requested at the time of submission and this will be decided by the ASC in the review process. If any of your speakers meet the waiver criteria, please enter their names on your proposal form. **Requests made after submission has closed will not be considered.**

AUDIO RECORDED SYMPOSIA

IADR will audio record symposia and a preference will be given to those who agree. If all participants agree to be audio recorded, please note that the Organizer will be required to complete an authorization form during the submission process. To view recorded symposia from a previous meeting, please visit the IADR/AADR Knowledge Community.

GUIDELINES FOR SYMPOSIA/HANDS-ON WORKSHOPS

General Guidelines

1. The Annual Session Committee reserves the right to accept or reject any Session Proposal.

2. Groups/Networks may submit more than one proposal, however, they should keep in mind that proposals should be high quality, include topics considered to be the cutting-edge of science and endorsed by the Proposal Organizer. **Remember, there are only a limited number of positions open in the program.**

3. The total number of proposals will be limited (number to be determined by the ASC). The proposals will be scheduled throughout the meeting; Wednesday, June 22, 2016, through Saturday, June 25, 2016.

4. Each proposal must have an Organizer who will be the contact person for the IADR Meetings Department. **All communications will be sent via email to the Organizer.** The Organizer will be responsible for communicating with all other proposal participants.

5. It is required that at least one Scientific Group/Network sponsor a proposal although it is recommended that at least two Groups/Networks sponsor each proposal. Symposia/Hands-on Workshops demonstrating a cross-collaboration between more than one Group/Network will be prioritized higher if accepted into the scientific program. **The Organizer must obtain permission from his/her own Group/Network and the co-sponsoring Group(s)/Network(s) prior to submitting the proposal no later than October 13, 2015.**

6. Selection of potential speakers and time allotted:
   a) **In general, plan no more than four speakers**.
   b) Each speaker is allowed **to present at ONLY ONE Symposium/Hands-on Workshop** and give only one presentation based on an abstract submitted for oral or poster presentation.
   c) Each speaker should be contacted tentatively to be sure that they are available to participate in the meeting should the proposal be approved.

d) Symposia/Hands-on Workshops will be allotted 90 minutes. If additional time is needed, please make a request in the online submission form.
e) It is suggested that ample time be allowed for discussion. Even if a general discussion period is planned at the end of a symposium, a ten-minute discussion period (minimum) should follow each speaker's presentation. Speakers will be held to the schedule as programmed.

7. The Organizer must appoint one Chairperson (usually the Organizer) and one Co-chairperson to run the session on site.

8. No presentation is to be a repeat of a poster or oral paper presentation.

9. A topic and description must be submitted to the IADR Global Headquarters and must also contain all speakers' names and tentative titles of their talks. Each speaker will be entered separately on the online form. Individual abstracts from each speaker are not collected.

10. Selling and/or promoting products as part of a symposium/hands-on workshop program is prohibited at the IADR meeting. A program will not be accepted if viewed as being too commercial.

11. It is strongly suggested for an IADR General Session that each symposium proposal (not applicable to Hands-on Workshops) has at least one speaker from outside the North America Region.

Additional Guidelines for Accepted Proposals

1. Once the proposal is accepted by the ASC, notification of acceptance and materials will be sent to the Proposal Organizer who must then distribute those materials to the speakers. **All participants are required to pre-register for the meeting and pay the applicable fee by the presenter pre-registration deadline of April 20, 2016.**

2. A description from the Organizer only must be submitted for publication in the USB of Abstracts and in the online Scientific Program. The description should be 250 words or less. Include corporation sponsorship if applicable. The description provided in the proposal will be used unless the Organizer wishes to make minor changes to the content. Individual abstracts from each speaker are not collected.

3. Each meeting room will be set for computer projection, lavaliere microphone at the podium, table top microphones at the head table (if necessary) and aisle microphones. If additional equipment is needed, the Proposal Organizer must notify the IADR Meetings Department during the submission process. **Please note: Internet connection will NOT be available and you will not be able to use your own laptop computers.** If an internet connection is absolutely needed for the session, please make a special request in the space allotted on the online submission form. All speakers must upload their presentations online in advance or in the Speaker Ready Room prior to the session date/time. Requests made after submission may not be accommodated.

4. IADR does not produce printed handouts for distribution but the Organizer can provide them and is responsible for the production and distribution.

5. The Organizer must also confirm that each speaker in the program has agreed to the **IADR/AADR Policy on Full Disclosure** and **abstracts licensing**.

HANDS-ON WORKSHOP ADDITIONAL ITEMS

1. During submission, Organizers must inform the IADR Global Headquarters of the attendance limit if one is needed. If accepted, attendance is complimentary; however, delegates must sign-up for Workshops with a limited attendance on the meeting registration form and will be assigned on a first-come, first-served basis (if needed).

2. The program must include some "hands-on" experience as to distinguish between a Hands-on Workshop and a Symposium. The program should not be limited to just a lecture from select speakers but should include audience participation/interaction.

3. After the pre-registration deadline, the list of registrants and their email addresses will be sent to the Organizer in case he/she wishes to send registrants any materials in advance. This is only if the Hands-on Workshop has limited attendance and pre-registration is required.

To submit a Session Proposal, click the SUBMIT YOUR SESSION PROPOSAL NOW **button on the IADR/APR General Session website at www.iadr.org/iags for additional instructions.**

GUIDELINES FOR A LUNCH & LEARNING PROPOSAL

1. Topics must be of a high interest level. The ASC encourages Organizers to submit numerous proposals covering a wide range of topics from each Group/Network. The Lunch & Learning Sessions will likely be scheduled for approximately 75 minutes on Thursday, June 23, 2016, and/or on Friday, June 24, 2016, if necessary.

2. A brief description (50-words or less for publication in the USB of Abstracts and in the online Scientific Program) along with the name/address of the speaker must be entered *via* the online Lunch & Learning session proposal submission by the deadline date.

3. When completing the online submission, there should only be one speaker per table topic.

4. Lunch & Learning Speakers must be sufficiently prepared to involve participants in the topic.

5. This program is directed at students, and delegates must register to attend and are assigned on a first- come, first-served basis.

6. The tables will be seated for a total of 10 people (one speaker and nine paying registrants). Additional seats are NOT available for those who wish to just listen to the presentation and not eat.

7. There will be no props, audiovisual equipment or laptops allowed during the presentation--only discussion. **There will be no electricity provided for any equipment.**

8. After the pre-registration deadline, the list of registrants and their email addresses will be sent to the speakers in case they wish to send registrants any materials in advance.

9. Lunch & Learning speakers do not need to register for their own Lunch & Learning table but they do need to register for the meeting at the applicable rate.

To submit a Session Proposal, click the SUBMIT YOUR SESSION PROPOSAL NOW **button on the IADR/APR General Session website at www.iadr.org/iags for additional instructions.**

ADA CONTINUING EDUCATION RECOGNITION PROGRAM (CERP)

The International Association for Dental Research is an American Dental Association Continuing Education Recognition Program (ADA CERP) recognized provider. Delegates are eligible to receive continuing education credits by attending the scientific oral and poster sessions throughout the meeting. One hour of program time is equivalent to one credit hour. Forms will be printed in the Program Book for your convenience, and delegates are responsible for completing the forms accurately and keeping them for auditing purposes. (Do NOT return the forms to IADR.) For information on the ADA CERP program, please contact IADR Senior Manager, Publications & Abstracts Kourtney Skinner at **kskinner@iadr.org**.

ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry.

IADR will announce the maximum number of continuing education credits available for this meeting when the scientific program is released (mid-December).

ADA C·E·R·P® | Continuing Education Recognition Program