
2023 AADOCR/CADR ANNUAL MEETING

SESSION PROPOSAL GUIDELINES

Important Dates and Deadlines:

- July 11, 2022–Session Proposal Submission Site Opens
- September 1, 2022–Group/Network Sponsorship Approval Deadline
- September 14, 2022–Group/Networks to notify Organizers of sponsorship status
- September 20, 2022, 11:59 p.m. PT–Deadline to Submit a Session Proposal to ScholarOne Abstracts site
- Mid-October 2022–Notifications Emailed to Organizers
- January 12, 2023–Presenter Pre-registration Deadline (Session Proposal Speakers required to be registered)

To Submit Your Session Proposal:


Click the  button wherever it appears online on the official 2023 AADOCR/CADR Annual Meeting web site, <https://www.iadr.org/2023aaam>, 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

Table of Contents:

- [Session Proposal Submission Descriptions](#)
- [Submitting a Session Proposal](#)
 - *Scientific Group/Network Sponsorship, Submission Components, Criteria Uses to Select Proposals, Pre-registration and Speaker Funding, Recorded Symposia*
- [Guidelines for Symposia and Submissions](#)
- [Guidelines for Focused Learning Session Submissions](#)
- [ADA Continuing Education Recognition Program \(CERP\)](#)

SESSION PROPOSAL SUBMISSION DESCRIPTIONS

Symposium: A cohesive session organized around a cutting-edge topic with about three to four 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.

Focused Learning Session: A 60-minute informal discussion led by an expert on a topic of high interest over the designated time. 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. Focused Learning Session 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 2023 AADOCR/CADR Annual Meeting official dates, March 15-18, 2023.

SUBMITTING A SESSION PROPOSAL

Scientific Group/Network Sponsorship: To receive Scientific Group/Network sponsorship approval, the Organizer should contact the [IADR Scientific Group/Network Officers of the applicable Group\(s\)/Network\(s\)](#) for further instruction no later than **September 1, 2022**. Each Scientific Group/Network may have its own protocol on how proposals are approved. Organizers are required to submit their requests to the appropriate Group/Network representative by no later than **September 1, 2022**, and include, if applicable, any other Scientific Group/Networks approached for co-sponsorship. After Scientific Group/Network sponsorship is received, all submissions must be submitted by the Organizer through the ScholarOne Abstracts online submission system to AADOCR no later than **September 20, 2022**.

Scientific Group/Network Sponsorship Timeline:

- **September 1, 2022**—Deadline for Organizers to submit to Group/Network Sponsorship/co-sponsorship Approval
- **September 14, 2022**—Deadline for Group/Networks to notify Organizers of sponsorship status
- **September 20, 2022, 11:59 p.m. PT**—Deadline to Submit a Session Proposal to ScholarOne Abstracts site

Session proposals must be submitted through the online system by the Organizer by September 20, 2022, in order to be considered for inclusion in the program by the Annual Session Committee.

Scientific Group/Network sponsorship can either indicate 1) the Group/Network will assist the session proposal Organizer financially (speaker registration, travel and hotel accommodations); or 2) the Group/Network acknowledges the science presented in session is of relevance to their members though they will not provide financial assistance. Organizers should be clear on which type of sponsorship they are requesting of the Scientific Group/Network when contacting the Group/Network Session Proposal Coordinator.

SUBMISSION COMPONENTS

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 or Hands-on Workshop and 50 words or less for Focused Learning session proposals. Include corporate sponsorship information if applicable.
3. **Sponsoring Scientific Group(s)/Network(s):** You must select at least one [IADR Scientific Group/Network](#). There will be space to add up include all sponsoring Scientific Group/Networks in the submission system. If your proposal was sponsored by an entity outside of the listed Scientific 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. Participants:** In Step 2 of the online submission process, the session proposal submitter will be asked to enter session proposal organizers and chairs. Symposia require at least one Corresponding Organizer and one Chairperson. Focused Learning Sessions require one Corresponding Organizer.
- a. **Corresponding Organizer:** The corresponding organizer is the designated point of contact for the AADOCR Global Headquarters staff. This individual will be copied in on requests for authorization forms and other required materials for virtual components. If a Corresponding Organizer is not designated at the time of submission, it is assumed the individual submitting the session proposal will take on this role. This person may be may also be an Organizer, Organizer/Chair or Chair.
 - b. **Organizer:** An Organizer is an individual who has participated in the creation of the session proposal.
 - c. **Chair:** A Chair is an individual who will be in attendance to moderate the session proposal if accepted into the scientific program.
 - d. **Organizer/Chair:** An individual who has participated in the creation of the session proposal and will be in attendance to moderate the session proposal if accepted into the scientific program.
- 7. Speakers:** In Step 3 of the online submission process, the session proposal submitter will be asked to add in the speakers. Speakers should have been extended a tentative invitation by the Organizers prior to their listing in the system as a potential speaker. It is imperative the speakers have been extended a tentative invitation as the AADOCR Global Headquarters staff will conduct direct follow-ups with listed speakers to ensure their agreement to participate in virtual components.
Each speaker is allowed to present at ONLY ONE Symposium and give only one presentation based on an abstract submitted for oral or poster presentation.
- 8. Keywords:** All session proposal submissions will require the entry of three to five keywords. Keywords should be selected from Medical Subject Headings (MeSH) to be used for indexing of articles. See: <http://www.nlm.nih.gov/mesh/MBrowser.html> for information on the selection of key words.
- 9. Virtual/Recorded Components of the Meeting:** The 2023 Annual Meeting will be an in-person meeting. In the event the Annual Meeting cannot be held in person all sessions will be held virtually in an online meeting platform.
- 10. All session proposals accepted into the scientific program are required to be recorded and made available for a minimum of 90 days after the scheduled presentation for registered attendees of the 2023 AADOCR/CADR Annual Meeting to access from the online meeting platform. Organizers should confirm with all tentatively invited speakers, chairs, and other organizers will participate in the recorded components of the meeting as it is required to confirm your agreement to the Guidelines for Session Proposals at the time of submission.**
Additionally, IADR is asking all accepted session proposals to be part of the IADR CE On Demand Library. This member benefit allows IADR members to view recordings from past meetings and claim Continuing Education credit for up to 3 years. You will be asked to opt into being part of the IADR CE On Demand Library as part of your submission. To view recorded symposia from a previous meeting, please visit the IADR CE On Demand Library. If all participants are in agreement, please note that the

Corresponding Organizer will be required to coordinate with speakers to complete the [applicable authorization forms](#) and complete all online tasks related to the assigned virtual component to include but not limited to providing multiple choice questions/answers for their presentation.

- 11. 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.

Enter individual speaker timings within the symposium should your proposal be accepted in the Comments section. If this information is not included it will be assumed for Symposia with 3 speakers, each speaker will be provided 25 minutes with 15 minutes for discussion; for Symposia with 4 speakers, each speaker will be provided 20 minutes with 10 minutes for discussion. If there is going to be a Chair introduction or an introduction from one of the Organizers, it must be indicated at the time of submission.

CRITERIA USED TO SELECT PROPOSALS

Annual Meeting symposia are popular events in the meeting schedule that should present cutting edge science around a theme that provides added value to the scientific program and would be unlikely to emerge as an oral session. The Annual Session Committee (ASC) will select symposium proposals based on the following principal guidelines:

- 1) The greatest scientific merit
- 2) Diversity and geographic distribution of speakers (e.g. speakers should reflect the diversity of IADR membership and selection should not discriminate on the basis of gender, sexual orientation, ability, race, ethnicity, socioeconomic status or religion. Only under exceptional circumstances inclusion of speakers from the same institution may be justified)
- 3) Demonstrate cross-collaboration with required sponsorship of more than one Scientific Group/Network (SGN).

It is encouraged, where appropriate, to include a speaker(s) from outside the dental, oral, and craniofacial arena with specific expertise who is not an IADR/AADOCR member.

Scientific Groups/Networks are expected to involve their members in selecting topics and speakers of relevance to their Scientific Group/Network, or more broadly across the organization's membership. The ASC will also consider the number of submissions from any one Scientific Group/Network to provide an equitable distribution of symposia across the various Scientific Groups/Networks.

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 January 12, 2023. 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 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.**

GUIDELINES FOR SYMPOSIA/HANDS-ON WORKSHOP

GENERAL GUIDELINES

1. The Annual Session Committee reserves the right to accept or reject any Session Proposal.
2. All participants, speakers, Organizer/Chairs, and Chairs must agree to participate in the virtual components of the meeting should the in-person component of the meeting cannot be held. Symposium participants who do not agree to virtual components should submit an abstract for presentation consideration in lieu of participating in a symposium.
3. Scientific 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 Scientific Group/Network Proposal Organizer. **Remember, there are only a limited number of positions for session proposals open in the program.** When more than one proposal covering related topics are submitted, Group/Networks are encouraged to rationalize them and if applicable, suggest combining elements of the similar proposals to the Organizers.
4. The total number of proposals will be limited (number to be determined by the ASC). The proposals will be scheduled throughout the meeting; Wednesday, March 15, 2023, through Saturday, March 18, 2023.
5. Each proposal must have a Corresponding Organizer who will be the contact person for the IADR Meetings Department. **All communications will be sent via email to the Corresponding Organizer.** The Organizer will be responsible for communicating with all other proposal participants.
6. 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 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 September 1, 2022.**
7. Selection of potential speakers and time allotted:
 - a. Each speaker is allowed to present at ONLY ONE Symposium and give only one presentation based on an abstract submitted for oral or poster presentation.
 - b. Each speaker should be contacted tentatively to be sure that they are available to participate in the meeting should the proposal be approved.
 - c. Symposia will be allotted 90 minutes. Organizers may make a request in the ScholarOne Abstracts online submission system. Requests will be evaluated by ASC.
 - d. **Plan no more than four speakers.**

- 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.
8. Symposia speakers do not need to submit a separate abstract for their talks in the symposia.
9. The Organizer must appoint one Chairperson (usually one of the Organizers) and a Co-chairperson to run the session.
10. No presentation is to be a repeat of an Interactive Talk abstract presentation.
11. A topic and description must be submitted online 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.
12. Selling and/or promoting products as part of a symposium program is prohibited at the AADOCR/CADR Annual Meeting. A program will not be accepted if viewed as being too commercial.

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, if requested, 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.

ADDITIONAL GUIDELINES FOR ACCEPTED PROPOSALS

1. Once the proposal is provisionally accepted by the ASC, notification of acceptance and materials will be sent to the Corresponding Organizer who must then distribute those materials to the speakers.
2. IADR Global Headquarters will confirm with each tentative speaker their agreement to participate in virtual components if the Organizer has indicated during submission the proposal would like to be considered for virtual participation.
3. Organizers, Chairs and speakers will be required to complete training on virtual presentation and how to utilize the IADR hybrid meeting platform prior to the start of the meeting.
4. **All participants, including speakers, are required to pre-register for the meeting and pay the applicable fee by the presenter pre-registration deadline of January 12, 2023.**
5. A description from the Organizer only must be submitted for publication in the online Scientific Program. The description should be 250 words or less. Include corporate or commercial 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.
6. IADR does not produce printed handouts for distribution, but the Organizer can provide them. The Organizer would be responsible for the production and distribution.
7. The Corresponding Organizer must also confirm that each speaker in the program has agreed to the [IADR/AADOCR Policy on Full Disclosure](#), [Abstracts Licensing Policy](#), [IADR Corporate Sponsorship Policy](#) and the [Symposia Financial Sponsorship Policy](#).

GUIDELINES FOR A FOCUSED LEARNING SESSION 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 Focused Learning Sessions will likely be scheduled for approximately 60 minutes on Thursday, March 16, 2023, and/or on Friday, March 17, 2023, if necessary.
2. A brief description (50-words or less for publication in the online Scientific Program) along with the name/address of the speaker must be entered through the ScholarOne Abstracts system by the deadline date.
3. When completing the online submission, there should only be one speaker per topic. Focused Learning Sessions Speakers must be sufficiently prepared to involve participants in the topic.
4. This program is directed at students, and delegates must register to attend and are assigned on a first-come, first-served basis.
5. After the pre-registration deadline, if requested, 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.
6. Focused Learning Sessions do not need to purchase a ticket for their own Focused Learning Sessions, but they do need to register for the meeting at the applicable rate.

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. 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. Concerns or complaints about a CE provider may be directed to the provider or to the Commission for Continuing Education Provider Recognition at ADA.org/CERP

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. For information on the ADA CERP program, please contact IADR Director of Membership and Publications, Kourtney Skinner at kskinner@iadr.org.

IADR will announce the maximum number of continuing education credits available for this meeting when the scientific program is released (mid-February 2023).

