

GUIDELINES FOR PRESENTING AT AAE'S ANNUAL MEETING

Please read these instructions carefully. A copy of the frequently asked questions is listed at the end of this document. Each presenter is responsible for having a thorough understanding of this material.

ELIGIBILITY

- Presenters and co-presenters must be AAE members. Membership number and type must be included on submission site.
- Applicants may present or co-present (not both) one project in one of the following presentation categories: oral, poster or table clinics. Applicants may co-author multiple abstracts. All co-authors must agree that the abstract may be submitted for presentation.
- Residents who graduated in the previous year, whose research was completed during their endodontic residency are eligible to present and be judged for the AAE/DENTSPLY Resident Awards.
- Research must be original. Abstracts may not be submitted for research that has already been or will have been published or presented at another meeting.

AAE/Dentsply Sirona RESIDENT AWARDS

The AAE/Dentsply Sirona Resident Awards provide prizes of \$1,000 to the ten highest scoring endodontic post-graduate student presenters in each category. In order to be eligible to present in this category, presenters and co-presenters must be endodontic residents at a CODA accredited institution *and* Resident Members of the AAE (*or* Active 1st Year Members if presenting research completed during residency and graduated prior year). Postgraduate endodontic presentations will be judged, unless the presenter indicates he/she does not wish to participate in the competition. There is only one award per presentation. The abstract represents 25 percent of the total score and the presentation represents 75 percent. Abstracts are scored by the Research and Scientific Affairs Committee, and presentations are scored by AAE members selected by the committee chair.

Oral and Poster Research Presentations

Oral presentations: A 10-minute presentation on clinical or basic science research. An additional five minutes are allowed for questions. An abstract of the presentation must be submitted. The AAE provides a speaker ready room to drop off a copy of your PowerPoint® or Keynote® presentation at least 24-hours prior to the presentation date and time. Presentations must be given from the AAE-supplied computer, not your own. The location of the speaker ready room will be provided via email in January prior to the annual meeting.

Poster presentations: Presenter(s) use a poster board format to present their research. Text, illustrations, tables and graphs may be included. Five to ten minutes are allocated for the presentation. A presenter must remain at the poster throughout the entire session. Session date and time will be provided via email prior to the annual meeting. A written abstract of the research must be submitted.

- A numbered eight (8) foot wide by four (4) foot high bulletin board is provided. Any sized printed poster which fits the height and width of the bulletin board is appropriate. Please try to fill the space as fully as possible.
- The provided presentation number must be affixed in the left in the upper left corner of the bulletin board. For the poster heading, font size must be at least one inch (2.5 cm) high. The following information must be included: line one -- project title; line two -- presenter's name/s, institutional affiliation, if applicable, and home city.
- A photo of the presenter/s must be attached to the poster.
- Posters must be neat, legible and creatively designed. Attachments must be visible from several feet away. Text should be a minimum of 1 cm high.
- Items must be attached with pushpins. Tape or staples may not be used.
- All poster research presentations must be left on display until the exhibit hall closes at the conclusion of the meeting. If you would like to keep your poster, please pick it up during the last hour and day the exhibit hall is open. Posters that are not claimed by that time will be discarded.

Table Clinic Presentations

Presenter(s) demonstrate a simple, time-saving clinical procedure or technique, or an interesting scientific phenomenon. Five to ten minutes are allocated for the presentation. An abstract must be submitted. The presenter/s must remain at the table throughout the entire session.

- A six (6) foot long by three-and-a-half (3.5) foot wide counter height table and a sign with the presenter's table number are provided. Electrical power will only be available to those presenters who request it during the online submission period. A presenter may use his or her own laptop computer to display data or graphics. Additional equipment needs will be reviewed on a case-by-case basis.
- Models and radiographs may be used to enhance the presentation.
- Video equipment, posters over 36 inches high and equipment not confined to the tabletop are prohibited. This includes any additional panel at the top of the poster adding extra height.
- All equipment and material must be removed at the end of the session.

Evaluation Criteria

Oral and Poster Presentations

- Content
 - Introduction
 - Review of previous research that is relevant to the study
 - Justification of research conducted leading to hypothesis
 - Well-developed hypothesis
 - Purpose or objectives of the study
 - Materials and methods
 - Experimental methods are clearly explained

- Methods described are precise and adequately sensitive to allow accurate measurement
 - Adequate sample size
 - Random assignment of samples
 - Adequate controls included
- Results
 - Clearly presented
 - Appropriate statistical analysis used
- Discussion and conclusions
 - Results are discussed
 - Literature supporting researcher's findings has been identified
 - Literature opposing researcher's findings has been identified
 - Conclusions are supported by results, and are considered to be a significant contribution to the endodontic literature
- Presenter
 - Uses appropriate audiovisual aids (oral presentations) or illustrations/tables (posters)
 - Adheres to the size specification (poster presentations)
 - Presents material clearly
 - Is knowledgeable about the material
 - Adheres to the time limit
 - Is able to answer questions

Table Clinics

- Presentation content
 - The content is original
 - Relevant literature is presented and discussed
 - Scientific/clinical application
- Presenter
 - Adheres to time limitations
 - Visual aids
 - Material fits on table
 - Demonstrates procedure or technique of interest
 - Is able to clearly present material
 - Is knowledgeable about material
 - Is able to answer questions

Preparation of Abstracts

Abstracts for oral and poster presentations must be written in English and approximately 250 words long. Abstracts must include: 1) objectives; 2) concise description of the experimental design, and materials and methods; 3) results of the data and statistical analysis; 4) conclusions (underlined); and 5) funding source(s).

Abstracts for table clinics must contain: 1) objectives or rationale; 2) concise description of the technique or interesting phenomenon; and 3) conclusions.

Abstract headings are not required; any headings included in the abstract will be counted towards the 250 maximum word count.

No figures, photos or illustrations are allowed in the abstract. Upon submission, applicants will receive an electronic confirmation that their abstract has been received. Changes to the abstract can be made until the deadline date. Unfinished abstracts will be automatically withdrawn. Notification regarding the abstract's acceptance will be sent electronically.

Abstracts for oral and poster presentations are published in the online pages of the *Journal of Endodontics* and become part of the scientific literature. Selections for presentation are made by the Research and Scientific Affairs Committee based on the scientific merit and the quality of the writing. The committee reserves the right to place the abstract in a different and more appropriate category based on its topic and content. The presenter may withdraw the abstract if the requested mode of presentation has not been granted.

Residents, who are the presenting authors, must indicate whether or not they would like their abstract included in the judged competition.

Abstracts May be Rejected for the Following Reasons
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- The abstract is incomplete or poorly organized
- Information is missing (objective, methods, results – data and statistical analysis, conclusions)
- The subject is not significant
- The abstract is not original or was already presented, or published
- Well-defined criteria are not given for evaluation of variables
- Poor choice of controls or no controls reported
- The method of obtaining data is not appropriate to the stated problem
- The conclusions are not supported by the results
- There are spelling, grammar or syntax errors

Important Dates

- AAE18: **April 25 – 28, 2018**
- Abstract submission site opens: **Monday, August 7, 2017 (9 a.m. CDT)**
- Abstract submission site closes: **Wednesday, October 11, 2017 (5 p.m. CDT)**
- Membership applications for presenters and co-presenters must be submitted by: **Monday, October 2, 2017**
- When will I know if my abstract has been accepted?: **December 15, 2017**
- When will I know what time I am presenting at AAE17?: **Oral Research presenters will be notified of their presentation time on or around January 31, 2018. Presentations will take place on either Wednesday, April 25 or Thursday, April 26. Poster Research and Table Clinic presentations are all scheduled on Thursday, April 26, 10 a.m. – 1 p.m.**
- Poster Research and Table Clinic Presenters may begin set up: **One hour before exhibit hall opens on Wednesday, April 25**
- AAE/DENTSPLY Resident Award Winners will be notified: **no later than the morning of Friday, April 27, via email**
- AAE/DENTSPLY Resident Award Winners will be announced: **at the General Assembly, Friday, April 27, 2018, 8:30 – 9:45 a.m.**
- To claim your poster before the exhibit hall closes, you must pick it up: **one hour before the exhibit hall closes on Friday, April 27. Exhibit hall closes at 6:00 p.m.**

Frequently Asked Questions about Submitting and Presenting Abstracts:

I have an AAE Membership. Does my co-presenter need an AAE membership?

---Yes. All presenters and co-presenters must be AAE members. To apply for an AAE Membership, visit <http://www.aae.org/join>. See list of important dates within guidelines for specific date. Co-authors need not be AAE members.

May I submit more than one abstract to present? Can I co-present a table clinic if it doesn't conflict with my oral research presentation?

---No. Applicants may only submit one abstract for presentation. Applicants may present or co-present (not both) one project in one of the following presentation categories: oral, poster or table clinics. Applicants may co-author multiple abstracts.

I graduated already, but I did most of my research during my residency. Can I still present my research to be judged for the AAE/DENTSPLY Resident Awards?

---Yes. You may present as an Active 1st Year Member if the research was completed during residency AND you graduated the prior year.

How do I know which category I should present in?

---When submitting your abstract, it is important to select your accurate AAE Membership type. If you have questions regarding your membership type, please contact Allison Houle, ahoule@aae.org or Brenda Stewart bstewart@aae.org.

Based on this information, AAE staff will categorize your presentation into one of two categories. In order to be eligible for the judged presentation category, presenters and co-presenters must be post-graduate endodontic students at a CODA accredited institution *and* Resident Members of the AAE (*or* Active 1st Year Members if presenting research completed during residency). Postgraduate student presentations will be judged, unless the presenter indicates he/she does not wish to participate in the competition. Presenters in any other membership category will not be in the non-judged category. For specific questions about presentation categories, please contact Aly Hall, ahall@aae.org.

How do I know if I should submit an Oral Presentation, Poster Presentation, or Table Clinic?

---Research projects should be presented in the Oral or Poster Presentation categories, depending on the presenter's preference. Table Clinics should demonstrate a simple, time-saving clinical procedure or technique, or an interesting scientific phenomenon. Case reports should be presented as a Table Clinic. If an abstract is submitted in an inappropriate category, the Research and Scientific Affairs Committee may place the abstract in an appropriate category. The presenter may withdraw the abstract if the requested mode of presentation has not been granted.

What time can I start setting up my poster or table clinic presentation?

---All Presenters should begin setting up their poster presentation or table clinic materials up to an hour before the Exhibit Hall opens on the first day (please see list of important dates within guidelines for specifics). Please be sure to have your "Program Participant" ribbon on your badge to be permitted into the exhibit hall. Preregistered participants will have the ribbon in their envelope at registration. Presenters who register on-site will need to request a ribbon when they register. **All poster research presentations must be left on display until the exhibit hall closes at the conclusion of the meeting. If you would like to keep your poster, please pick it up during the last hour the exhibit hall is open (see list of important dates within guidelines for specific date and time). Posters that are not claimed by that time will be discarded.**

When will I know if my abstract has been accepted?

--- See list of important dates within guidelines for specific date.

When will I know what time I'm presenting my research?

See important dates listed within guidelines for specific dates and times for each type of presentation.

Do I receive a discount on AAE16 registration for being a presenter?

---No.

I am eligible for the AAE/DENTSPLY Student Awards. How do I sign up?

---All eligible presentations submitted in the Endodontic Resident category will be included and scored at AAE16, unless the applicant requests not to be at the time the abstract is submitted.

I'm presenting as a Predoctoral Student or a graduate student who is not in an endodontic program (other dental post-graduate program or research program). Am I eligible for the AAE/DENTSPLY Student Awards?

---No.

How will I know if my presentation is scored among the top 10?

---You will be notified via email (see list of important dates within guidelines for specific date). A list of the winners will be posted at registration and near the meeting registration area following the notification emails.

When do winners receive their award checks?

---Six to eight weeks after the meeting. Award checks are sent to the primary presenters.

How does the AAE ensure fairness in the judging?

---Three members of the Research and Scientific Affairs Committee score each abstract. Their scores are averaged to calculate the written score. The written score is 25% of the total score. Three on-site judges score each presentation. Their scores are averaged to calculate the presentation score. The presentation score is 75% of the total score. Committee members and judges are required to disclose any conflict of interest. They are not assigned to review or judge an applicant if a conflict of interest has been identified.

Who should I contact with questions related to presenting?

--- Please contact Allison Houle at ahoule@aae.org (800/872-3636, ext. 3025) or Brenda Stewart at bstewart@aae.org (800/872-3636, ext. 3049) with any questions about applying or presenting at the meeting. Questions about A/V equipment should be directed to Danielle Rejowski in Meeting Services at drejowski@aae.org.