

GUIDELINES FOR PRESENTING ORAL RESEARCH, POSTER RESEARCH AND/OR TABLE CLINICS AT AAE'S ANNUAL MEETING

Please read these instructions carefully. Frequently asked questions are 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 American Association of Endodontists (AAE) members. Membership number and type must be included on the submission site.
- Applicants may present or co-present (not both) one project in one of the following presentation categories: oral research, poster research, 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 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 RESIDENT AWARDS

The AAE Resident Awards are given to the ten highest scoring endodontic post-graduate student presenters in each category. 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 indicated via the submission site. 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.

ONLINE SUBMISSION SITE

AAE utilizes CadmiumCD to collect oral research, poster research and table clinic abstract submissions in preparation for the Annual Meeting. CadmiumCD is a fully integrated, web-based conference technology platform. Abstract for all three presentation types must be submitted through this online portal for consideration. Submitters are required to create an account and all tasks must be completed by the deadline before the submission can be reviewed. Tasks include uploading the abstract, biosketches, and other pertinent information. For questions about CadmiumCD, contact Cassie Rotolo, crotolo@aae.org.

Preparation of Abstracts

Abstracts must be written in English and approximately 250 words long.

Abstracts for oral research and poster research presentations, 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 research and poster research presentations are published in the online pages of the *Journal of Endodontics* (following the annual meeting) 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.

Abstracts May be Rejected for the Following Reasons

- 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

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. AAE provides a speaker ready room staffed by technicians 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 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 presentation number provided will be affixed to 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, timesaving, 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 for Presentations

Oral and Poster Research Presentations

- Presentation 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 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
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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

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Important Dates

- AAE23: **May 3-6, 2023**
- Membership applications for presenters and co-presenters must be submitted by: **Friday, November 4, 2022**
- When will I know if my abstract has been accepted? **Wednesday, January 25, 2023**
- When will I know what time I am presenting at AAE23? **Oral Research presenters will be notified of their presentation time via email prior to the Annual Meeting. Presentations will take place on either Wednesday, May 3 or Thursday, May 4. Poster Research and Table Clinic presentations are all scheduled for Thursday, May 4, 1 p.m. – 4 p.m.**
- Poster Research and Table Clinic Presenters may begin set up: **One hour before exhibit hall opens on Wednesday, May 3, 2023**
- AAE Resident Award Winners will be notified: **no later than the morning of Friday, May 6, via email.**

- AAE Resident Award Winners will be announced: **at the General Assembly, Friday, May 6, 2023, 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, May 6.**

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 does not 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 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 in which category I should present?

---When submitting your abstract, it is important to select your accurate AAE Membership type. If you have questions regarding your membership type, please contact Cassie Rotolo, croto@aae.org.

Based on this information, AAE staff will categorize your presentation into one of two categories. 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 Cassie Rotolo, croto@aae.org.

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

---Research projects should be presented in the Oral or Poster 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 of AAE23. Please be sure to have your "Program Participant" ribbon on your badge to be permitted into the exhibit hall. Ribbons can be picked up at the registration desk. **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 for the meeting. Posters that are not claimed by that time will be discarded.**

When will I know if my abstract has been accepted?

--- See the list of important dates published on the AAE's website.

Do I receive a discount on AAE23 registration for being a presenter?

---No, presenters do not receive a discount on meeting registration. However, the Foundation for Endodontics is honored to provide the Endo1 & Foundation [Annual Meeting Resident Development Scholarship](#) program. The goal of this funding opportunity is to financially assist endodontic residents, in their final year of training, who attend and present an oral research, poster research or table clinic presentation at the AAE's annual meeting. The Foundation will provide AAE-member residents a scholarship that reimburses expenses up to \$500, to attend and present at the AAE annual meeting. Eligible expenses include costs incurred by the applicant (not otherwise covered by the applicant's institution) for annual meeting registration, lodging, and/or travel.

I am eligible for the AAE Resident Awards. How do I sign up?

---All eligible presentations submitted in the Endodontic Resident category will be included and scored at AAE23, unless the applicant requests not to be at the time the abstract is submitted.

I am 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 Resident Awards?

---No.

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

---You will be notified via email by an AAE staff member. A list of the winners will be posted on the AAE's website following the notification emails.

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 Cassie Rotolo at crotolo@aae.org or 312.872.0452 with any questions about applying or presenting at the meeting.