

CALL FOR SEMINAR AND WORKSHOP ABSTRACTS

2020 National Oral Health Conference®

April 6-8, 2020

San Diego, CA

The **2020 National Oral Health Conference®** will mark the 21st joint meeting of the Association of State and Territorial Dental Directors (ASTDD) and the American Association of Public Health Dentistry (AAPHD). The Planning Committee for the **2020 NOHC®** invites proposals for seminars and workshops addressing the following areas related to dental public health:

- medical/dental integration;
- oral health programs/practices/health promotion;
- new and emerging research in oral health;
- policy/advocacy;
- surveillance/epidemiology;
- social determinants of oral health.

This invitation is not for individual oral, poster or roundtable abstracts. The requests for General Poster and Oral Abstracts and Roundtable abstracts will be issued in a separate call.

We encourage submissions for both **panel presentations (seminars) and interactive sessions (workshops)**. You will be asked to indicate your preference for a 60- or 90- minute **seminar**, or a 60- or 90- minute **workshop**; however, the final decision on program format and date and time of the presentation will be made by the Planning Committee. The Planning Committee also reserves the right to work with sessions selected for “workshops” to ensure that the sessions are truly interactive. Seminars and workshops can be scheduled at any time during the 2020 NOHC (April 6-8). Presenters must be available during the duration.

Before beginning the submission process, we encourage you to review the [guidelines](#), [components](#) of the submission process, and description of the [educational formats](#) listed on the following pages.

Important Dates to note:

- **August 15, 2019** – Site opens for submission of abstracts for seminars and workshops
- **October 8, 2019** – Deadline to submit abstracts – site closes at 11:45 pm EASTERN
- **November, 2019** – Notifications emailed to Session Coordinator

Submission Guidelines for Seminar and Workshops

I. Submission Guidelines

- Abstracts must be submitted electronically by visiting the [NOHC Abstract Submission Site](#). No manual submissions will be accepted.
- Be sure to complete all the submission tasks – You may save your submission and return to the form as needed until the deadline. However, a submission is not considered complete if you do not complete all tasks. A green checkmark will be shown once a task is completed. This includes contact information and credentials for all speakers. Only completed submissions will be reviewed by the Planning Committee.
- It is the responsibility of the person submitting the abstract to verify the correct spelling and email address for all presenters' email addresses when the abstract is submitted. NOHC is not responsible if presenters do not receive email communications as a result of an incorrect email address provided during the submission.
- Proposals must be submitted by **11:45pm EDT, October 8, 2019**. No exceptions. Notification of selection will be made in November. Any questions may be directed to the NOHC office at abstract@nationalhealthconference.com.
- We recommend that you print a copy of your abstract for your records.

II. Components for Submissions

For all abstracts, the following tasks must be addressed in order for the submission to be considered complete:

1. **Title of overall session.** *Limit 100 characters not including spaces.* Titles should be entered in title case format, i.e. the first letter of each word is capitalized unless it is an article or preposition. DO NOT USE all capital letters in the title.
2. **Type of session being planned.** A session can be a 60 - or 90-minute seminar or 60 - or 90-minute workshop. See section "[Educational Session Formats](#)" below for detailed descriptions of session types and guidelines.
3. **Identifying Coordinators.** Two types of coordinators need to be identified for each session:
 - a. [Session Coordinator](#). The Session Coordinator (SC) is responsible for program development and solicitation of the speakers. The SC is also responsible for communicating with all speakers involved in the session, therefore, it is highly recommended that the SC is also the person submitting the online proposal. The SC must notify the NOHC staff immediately, in writing, of any changes to the speaker lineup and provide the contact information for the replacement speaker.
 - b. [On-site Session Coordinator](#). The On-site Session Coordinator (OSC) is responsible for introducing the speakers and keeping the speakers on schedule. The OSC may be same person as the SC identified above. The OSC is also responsible for making sure all slide sets are uploaded into Cadmium by the deadline **and** that all slide sets are uploaded to the AV provider, *Animatics*, site in advance of the meeting.
4. **Session Description.** *Limit 150 words.* This is a brief narrative of proposed session and includes the purpose, goals and content of the session.
5. **Learning objectives.** *Three to five educational learning objectives must be included.* Learning objectives should identify expected learner outcomes. Examples of types of learning objective, provided by the American Dental Association in conjunction with the ADA CERP program, may include but not be limited to the following:
 - 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;
- d. Alteration in the habits of the learner; accurate educational objectives succinctly describe the education that will result from attending the course.

6. Speaker contact information. It is highly recommended that the session should not exceed more than two speakers in a one-hour period and between 1/4 and 1/3 of the session time should be set aside for discussion. All speaker contact information must be completed in the Seminar and Workshop abstract.

For each speaker, please provide the following information:

- o Speaker's name
 - o Job title
 - o Organization
 - o Street address, city, state, zip code
 - o Email address
 - o Telephone number
 - o Credentials (e.g. professional degrees, clinical degrees). *Please limit to 3 credentials.* If speaker does not have any credentials, indicate "None"
 - o Has speaker been contacted: Yes or No?
- 7. Selection of Primary and Secondary Track.** Please select a primary and secondary topic areas: medical/dental integration; oral health programs/practices/health promotion; new and emerging research in oral health; policy/advocacy; surveillance/epidemiology; social determinants of oral health; or none of the above. *Selection of "none of the above" does not have an impact on the selection process.*
- 8. Approval.** Agree to the statement regarding notification to the speakers and that the speakers have completed the tasks required to be in compliance with ADA CERP requirements and registration.

III. Speaker Funding Guidelines

- Funds are **not** available through NOHC, ASTDD or AAPHD to support speaker travel unless a session is directly sponsored by one of the host organizations. Session Coordinators may solicit sponsorship to support speaker travel; however, acknowledgement for such sponsorship must be coordinated with NOHC staff in order to meet ADA CERP compliance standards.

IV. Audio/Visual Information

- For each session (concurrent seminar or workshop) NOHC will supply a standard AV package: (1) stand up or table podium, (1) lavalier or lapel type microphone, (1) podium microphone, (1) microphone on stand for audience Q&A, (1) screen, (1) laptop computer, (1) LCD projector and (1) table for materials.
- Internet access for speakers is also available at no additional charge. Please note that wireless internet is not guaranteed for all attendees in session rooms. Each session/workshop room will have an Audio Visual Technician available to assist with sound and projection.
- All concurrent seminars will be recorded by NOHC unless otherwise notified to NOHC by Speaker. Workshops will not be recorded. If a speaker in a panel does not want his/her presentation recorded, then the entire seminar will not be recorded.
- If other A/V is requested, you will need to contact Jan Aument at meeting@nationaloralhealthconference.com to determine availability and approximate cost. The cost of adding A/V other than what NOHC provides may require sponsorship/financial support from the speaker or organization requesting additional A/V.

V. Conference Registration and Fees

- All speakers must register online for the conference even if he/she is only attending the day of their presentation.
- If a speaker only plans to attend the conference the day of the presentation, the registration fee is waived.
- If a speaker plans to attend additional day(s), he/she must register and pay the appropriate conference registration fee.

VI. Session Coordinators

- Responsibilities of **Session Coordinator**:
 - Develop session program and solicit speakers.
 - Communicate with all speakers involved in the session; therefore, it is highly recommended that the SC is also the person submitting the online proposal.
 - Must notify NOHC staff immediately, in writing, of any changes to the speaker lineup and provide appropriate the contact information for the replacement speaker.
 - If the session is accepted, notify all speakers of the date and time of the session and confirm their participation.
 - If the session is accepted, ensure that each confirmed speaker completes the tasks required to be in compliance with ADA CERP requirements and that all speakers register online for the conference by March 20, 2020, even if he/she is only attending the day of their presentation.
- Responsibilities of **On-Site Session Coordinator**: (this may be the same individual as the SC)
 - Introduce speakers and keep the speakers on schedule.
 - Make room announcements where appropriate.
 - If the session is accepted, ensure that all slide sets are uploaded into Cadmium by the stated deadline so that they are available in the app.
 - If the session is accepted, ensure that all slide sets are uploaded to the AV provider, *Animatics*, site in advance of the meeting.
- Session Coordinators and On-site Session Coordinators are not considered as speakers; therefore, they are not eligible for speaker rates. All OSC must register online for the conference at the appropriate registration category.

VII. Special consideration will be given to proposed sessions:

- With speakers who have not presented at the two most recent NOHCs;
- Featuring innovative models or ideas.

Educational Session Formats

I. Workshops

60-minute Workshops

A 60-minute workshop is designed as an **experiential and interactive learning opportunity** for participants. Participants are guided by the speakers in collaborating with one another to solve problems, share ideas, role play, or generate answers to “how-to” questions. Provocative questions, examples, and case studies guide the participants through a process of considering new ideas, perspectives, and techniques. Speakers are expected to launch activities with minimal lecturing or presentation, and a maximum of ten minutes is dedicated to wrap-up speaker and participant Q&A.

Additional information for 60-minute workshops:

- No more than two (2) co-speakers plus one (1) on-site session coordinator.
 - The On-site Session Coordinator (OSC) is responsible for introducing the speakers and keeping the speakers on schedule. The OSC may be same person as the SC identified above. The OSC is also responsible for making sure all slide sets are uploaded into Cadmium by the deadline **and** that all slide sets are uploaded to the AV provider, *Animatics*, site in advance of the meeting.
- The room may be set in crescent rounds or classroom and a [standard audiovisual package](#) is included.
- If attendance is limited, the number of participants that can be accommodated must be specified. For a workshop to be effective, it is recommended that there be no more than 100 participants

90-minute Workshops

A 90-minute workshop is an **engaging and highly collaborative interactive learning experience** facilitated by no more than three leaders. Participants are guided by the speakers in collaborating with one another to solve problems, share ideas, role play, or generate answers to “how-to” questions. Provocative questions, examples, and case studies guide the participants through a process of considering new ideas, perspectives, and techniques. Speakers are expected to launch activities with minimal lecturing or presentation. Robust discussion with presentation and Q&A flowing throughout the workshop is common.

Additional information for 90-minute workshops:

- No more than three (3) co-speakers plus one (1) on-site session coordinator.
 - The On-site Session Coordinator (OSC) is responsible for introducing the speakers and keeping the speakers on schedule. The OSC may be same person as the SC identified above. The OSC is also responsible for making sure all slide sets are uploaded into Cadmium by the deadline **and** that all slide sets are uploaded to the AV provider, *Animatics*, site in advance of the meeting.
- The room may be set in crescent rounds or classroom and a [standard audiovisual package](#) is included.
- If attendance is limited, the number of participants can be accommodated must be specified. For a workshop to be effective, it is recommended that there be no more than 100 participants.

II. Seminars

60-minute Seminars

A 60-minute seminar **addresses one critical issue, technique, or model** in a clear and concise manner that is easy for the audience to understand. This seminar may present the topic in broad overview or focus in more detail on no more than three aspects of the topic. It should not attempt to cover “A to Z” for any subject. At least 15 minutes dedicated to Q&A from the participants interspersed during the program is effective.

Additional information for 60-minute seminars:

- No more than two (2) co-speakers plus one (1) on-site coordinator is permitted per seminar.
 - The On-site Session Coordinator (OSC) is responsible for introducing the speakers and keeping the speakers on schedule. The OSC may be same person as the SC identified above. The OSC is also responsible for making sure all slide sets are uploaded into Cadmium by the deadline **and** that all slide sets are uploaded to the AV provider, *Animatics*, site in advance of the meeting.
- The room will be set theater style and a [standard audiovisual package](#) is included.

90-minute Seminars

A 90-minute seminar provides the audience with an opportunity to **delve more deeply into a topic** than possible during a 60-minute seminar. The audience will learn about an issue (or a set of closely related issues) that is of immediate relevance and importance to the dental public health community. A 90-minute seminar should address the details of one or more solutions, techniques, or models that are innovative or based on current best practices. At least 15 minutes dedicated to Q&A from the participants is effective.

Additional information for 90-minutes seminars:

- No more than **three** (3) co-speakers and one (1) on-site session coordinator is permitted per seminar.
 - The On-site Session Coordinator (OSC) is responsible for introducing the speakers and keeping the speakers on schedule. The OSC may be same person as the SC identified above. The OSC is also responsible for making sure all slide sets are uploaded into Cadmium by the deadline **and** that all slide sets are uploaded to the AV provider, *Animatics*, site in advance of the meeting.
- The room will be set theater style and a [standard audiovisual package](#) is included