

## Call for Monday Roundtable Session Abstracts

**2020 National Oral Health Conference®**  
**April 6-8, 2020 ♦ San Diego, California**

The Program Committee for the 2020 National Oral Health Conference® invites abstract submissions for the Monday Roundtable Session presenting scientific research, program evaluations, community-based interventions and partnerships related to dental public health.

The Roundtable Session will be held on Monday, April 6, 2020. During the 90-minute session, participants will have an opportunity to rotate between two tables, so the roundtable presenter must plan on presenting twice. Starting with the 2020 NOHC, box lunches will **NOT** be provided during the roundtable session. A networking lunch will be offered as a separate event earlier during the day.

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

### Important Dates to note:

- **September 12, 2019 – Site opens for submission of abstracts for the Monday Roundtable Session**
- **November 22, 2019 – Deadline to submit abstracts – site closes at 11:45 pm EST**
- **December, 2019 – Notifications emailed to Session Coordinator**

# Submission Guidelines for Seminar and Workshops

## I. General Information

- 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 – A submission is not considered complete if you do not complete all 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. All tasks must have a green checkmark indicated the task is complete.
- The abstract submitter will receive an immediate email acknowledgement once the submission is **complete**. *Only completed submissions will be reviewed for consideration.*
- It is the responsibility of the person submitting the abstract to verify the correct spelling and email address for the presenter 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 EST, November 22, 2019**. No exceptions. Notification of selection will be made in December. Any questions may be directed to the NOHC office at [abstract@nationalhealthconference.com](mailto:abstract@nationalhealthconference.com).
- We recommend that you print a copy of your abstract for your records.

## Guidelines

- Only one (1) presenter can present the abstract at each roundtable topic table.
- If the presenter is not able to attend the conference after confirming attendance, they will not be able to submit an abstract for the subsequent year.
- Presenter ***must have authority*** to present data/abstract when it is submitted for consideration.

## Abstract Requirements:

- **Title.** *Word limit: 30.* 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.
- **Presenter.** Contact information including credentials must be completed for the presenter.
- **Conflict of Interest Disclosure.** Conflict of interest disclosure is required for the presenter.
- **Abstract.** 250 words. The abstract should be in a paragraph format; no bullet points, no numbering, etc.
- **Source of Funding.** Must be identified.

## Funding Guidelines:

- Monday Roundtable presenters selected to present at the NOHC must register and pay the applicable registration fees (Member, Non-Member, One Day, or Student).
- *Monday Roundtable presenters are not eligible for the speaker rates.*

Please contact the NOHC office at [abstract@nationalhealthconference.com](mailto:abstract@nationalhealthconference.com) or at 217-529-6503 with questions.

We look forward to seeing you in San Diego!