

CALL FOR SEMINARS
2023 National Oral Health Conference®
Location: Orlando, FL
Seminars: April 17-19, 2023

The **2023 National Oral Health Conference®** will mark the 24th 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 **2023 NOHC®** invites proposals for 60-minute and 90-minute seminars 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;
- diversity/equity/inclusion;
- global oral health.

This call is not for individual General Poster or Roundtable abstracts. The requests for General Poster and Roundtable abstracts will be issued in a separate call.

Sessions can be scheduled at any time during the 2023 NOHC (April 17-19), therefore presenters must be available during these days.

Before beginning the submission process, please review the [guidelines](#) and [components](#) of the submission process listed on the following pages.

Important Dates to note:

- **July 7, 2022** – Site opens for submission of abstracts for seminars
- **September 7, 2022** – Deadline to submit abstracts – site closes at 11:45 pm EASTERN
- **October, 2022** – Notifications emailed to Abstract Submitter

Submission Guidelines for Seminars

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 check-mark 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 (Abstract Submitter) 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 **11:45 pm EDT, September 7, 2022**. No exceptions. Notification of selection will be made in October. Any questions may be directed to the NOHC office at abstracts@nationalhealthconference.com
- We recommend that you print a copy of your abstract for your records.

II. Educational Session Formats

60-minute Seminars

*A 60-minute seminar should **address 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. There should be no more than two (2) speakers and 10-15 minutes dedicated to Q&A from the participants at the end of the program. Introductions and Q and A will be facilitated by a moderator.*

Additional information for 60-minute seminars:

- No more than two (2) speakers and one moderator are permitted per 60-minute seminar.
- The abstract submitter (AS) is responsible for making sure all slide sets are uploaded by the deadline (to be determined later) **and** that all slide sets are uploaded to the AV provider site in advance of the meeting
- The room will be set theater style and a standard AV setup including stand up or table podium, lavalier or lapel type microphone, podium microphone, screen, laptop computer, LCD projector and table for materials) 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. Introductions and Q and A will be facilitated by a moderator.

Additional information for 90-minutes seminars:

- No more than **three (3)** speakers and a moderator are permitted per 90-minute seminar.
- The Abstract Submitter is responsible for making sure all slide sets are uploaded by the deadline **and** that all slide sets are uploaded to the AV provider site in advance of the meeting.
- The room will be set theater style and a standard AV set up including stand up or table podium, lavalier or lapel type microphone, podium microphone, screen, laptop computer, LCD projector and table for materials) is included.

III. Components for Submissions

For all abstracts, the following tasks must be addressed 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.* (<https://titlecaseconverter.com/>)
- 2. Abstract Submitter.** The *Abstract Submitter (AS)* is the person who submits the abstract and who will receive all correspondence regarding the online submission. This person is also responsible for ensuring speakers complete all tasks in a timely manner. Additional responsibilities are listed in [Section VII](#).
- 3. Session Description.** *Limit 150 words.* This is a brief narrative of proposed session and includes the purpose, goals and content of the session.
- 4. 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 knowledge that will result from attending the course.

5. Speaker Contact Information. All speaker contact information must be completed in the Seminar abstract. For each speaker, please provide the following information:

- Speaker's name
- Job title
- Organization
- Street address, city, state, zip code
- Email address
- Telephone number
- Credentials (e.g. professional degrees, clinical degrees). *Please limit to 3 credentials.* If speaker does not have any credentials, indicate "None"
- Has speaker been contacted: Yes or No?

6. Session Moderator. The Session Moderator is the person who will introduce the speakers and moderate the questions and comments that come through the app's Audience Response System (ARS) during the session. Therefore, it is highly recommended that the Session Moderator is not one of the speakers for the session. Additional responsibilities are listed in [Section VIII](#). All moderator contact information must be completed in the Seminar abstract:

- Moderator's name
- Job title
- Organization
- Street address, city, state, zip code
- Email address
- Telephone number
- Credentials (e.g. professional degrees, clinical degrees). *Please limit to 3 credentials.* If speaker does not have any credentials, indicate "None"
- Has moderator been contacted: Yes or No?

7. Selection of Primary and Secondary Track. Please select a primary and secondary topic area: 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; diversity/equity/inclusion; global 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 moderator.

IV. Audio/Visual Information

- Speakers must agree to work with NOHC's audio visual company, Animatic Media. 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. For each session (concurrent seminar) NOHC will supply a standard AV package: (1) stand up or table podium, (1) lavalier or lapel type microphone, (1) podium microphone, (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 room will have an audio visual technician available to assist with sound and projection.
- *Please note:* If other A/V is requested, you will need to contact Jan Aument at meeting@nationaloralhealthconference.com to determine availability and approximate cost.

V. Conference Registration and Fees

- All speakers and moderators must register online for the conference and pay the appropriate conference registration fee, even if they are only attending the day of their presentation.

VI. Speaker Funding Guidelines

Funds are not available through NOHC, ASTDD or AAPHD to support speaker's and moderator's travel unless a session is directly sponsored by one of the host organizations. The Abstract Submitter (AS) may solicit sponsorship to support speaker travel; however, acknowledgement for such sponsorship must be coordinated with NOHC staff to meet ADA CERP compliance standards.

VII. Abstract Submitter

- Responsibilities of Abstract Submitter (AS):
 - Develop session program and solicit speakers.
 - Communicate with all speakers involved in the session.
 - Notify NOHC staff immediately, in writing, of any changes to the speaker and/or moderator lineup and provide appropriate contact information for the replacement speaker and/or moderator.
 - If the session is accepted, the Abstract Submitter (AS) is responsible for:
 - notifying all speakers and moderator of the date and time of the session and confirm their participation;
 - ensuring that all slide sets are uploaded to the AV provider's site in advance of the meeting;
 - ensuring that each confirmed speaker completes the tasks required in Cadmium, so NOHC is in compliance with ADA CERP requirements;
 - ensuring that all slide sets are uploaded to the AV provider's site in advance of the meeting and into Conference platform.

VIII. Session Moderator

Responsibilities for Session Moderator

- *Must* be able to access the conference mobile app
- Introduce speakers and make any room announcements
- Monitor questions as they are entered into the app by attendees.
- Monitor speaker's time and keep the session on time.
- Attend training session

IX. 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.