

## INVITATION TO SUBMIT FOR WEEKEND WORKSHOP

**2024 National Oral Health Conference®, April 15-17, 2024**

**Weekend Workshops, April 13-14, 2024**

**St. Louis, MO**

The **2024 National Oral Health Conference®** will mark the 25th joint meeting of the Association of State and Territorial Dental Directors (ASTDD) and the American Association of Public Health Dentistry (AAPHD).

*A **workshop** is an **engaging and highly collaborative interactive learning experience** facilitated by no more than three (3) leaders (speakers). Workshops should accommodate a minimum of 25 and a maximum of 50 participants. Participants are guided by the leaders to practice skill building, solving problems, sharing ideas, role playing, or generating answers to “how-to” questions. Provocative questions, examples, and case studies guide the participants through the process of learning new skills and considering new ideas, perspectives, and techniques. Robust discussion with presentation and Q&A flowing throughout the workshop is common.*

**Note: Please contact [Christine Wood](mailto:cwood@astdd.org) at [cwood@astdd.org](mailto:cwood@astdd.org) or [Frances Kim](mailto:fkim@aaphd.org) at [fkim@aaphd.org](mailto:fkim@aaphd.org) if you would like to be considered for a weekend workshop. Submissions for Weekend Workshops require approval by Christine or Frances prior to the submission process.**

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

### Important Dates to note:

- **August 24, 2023** - Deadline to submit proposal for weekend workshops
- **August 31, 2023** - Notifications regarding proposals status sent out
- **September 28, 2023** - Deadline to submit abstracts - site closes at 11:45 pm EASTERN
- **October 2023** - Notifications emailed to Abstract Submitter

# Submission Guidelines for Weekend Workshops

## I. Submission Guidelines

- Abstracts are by invitation only and must be submitted electronically by visiting the [NOHC abstract submission site](#). *NOHC reserves the right to charge for participation in weekend workshops.*
- Be sure to complete all the submission tasks – You may save your abstract and return to the form and make changes as needed until the deadline. After the deadline date, no changes can be made. NOHC is not responsible for incorrect information in program material due to incorrect information provided by the submitter.
- 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. Once all the tasks have a green checkmark, you must save the abstract and you must submit the abstract.
- 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.
- Abstracts must be submitted by 11:45 pm EDT, September 28, 2023. Any questions may be directed to the NOHC office at [abstract@nationaloralhealthconference.com](mailto:abstract@nationaloralhealthconference.com)
- We recommend that you print a copy of your abstract for your records.

## II. Components for Submissions

For all submissions, 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.
- 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. *Responsibilities include:*
  - Working with all speakers involved in the workshop in developing the sessions.
  - Communicating and sharing NOHC-related emails with all speakers involved in the session
  - Must notify NOHC staff immediately, in writing, of any changes to the speaker lineup and provide appropriate contact information for the replacement speaker.
  - If the session is accepted, the Abstract Submitter (AS) is responsible for:
    - notifying all speakers of the date and time of the session and confirm their participation;
    - ensuring that all speakers are registered for the weekend workshop by the required due date;
    - ensuring that each confirmed speaker completes the tasks required in Cadmium to be in compliance with ADA CERP requirements by required due date; and
    - ensuring that all slide sets are uploaded to the AV provider, *Animatics*, by the required due date.

3. **Session Description.** *Limit 150 words.* This is a brief narrative of the proposed session and includes the purpose, goals and content of the session.
4. **Learning objectives.** *Three (3) to five (5) 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:
  - Changes in the attitude and approach of the learner to the solution of dental problems; corrections of outdated knowledge;
  - Provision of new knowledge in specific areas;
  - Introduction to and/or mastery of specific skills and techniques;
  - 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 for the workshops. For each speaker, please provide the following information:
  - Speaker's name
  - Job title
  - Organization
  - Street address, city, state, zip code
  - Email address
  - Telephone number
  - Cell phone number (recommended)
  - Credentials (e.g., professional degrees, clinical degrees). *Please limit to 3 credentials.* If speaker does not have any credentials, indicate "None"
  - Confirm if the speaker been contacted
6. **Maximum number of Participants.** Indicate the number of participants for the session. Minimum of 25 and a maximum of 50.
7. **Session Duration.** Indicate the number of hours for the workshops. Weekend workshops should be interactive, intensive sessions that last a minimum of 2 hours. The maximum number of hours for a workshop is 8 hours. Food and beverages will not be provided so plan an adequate amount of time for breaks so participants have time to get snacks or lunch if the session is longer than two hours.
8. **Internet Access.** If the internet is required for participants, please indicate on your submission.
9. **Sponsorship.** Indicate if the session will have a sponsor. Weekend Workshop Coordinators may solicit sponsorship to support speaker travel; however, acknowledgement for such sponsorship must be coordinated with NOHC staff to meet ADA CERP compliance standards. If yes, you must provide the name of the sponsor and contact information.
10. **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

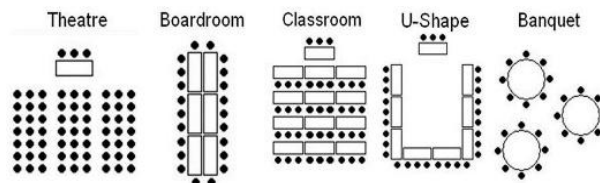
- Funds are **not** available through NOHC, ASTDD or AAPHD to support speaker travel.
- Workshop organizers may solicit sponsorship to support speaker travel; however, acknowledgement for such sponsorship must be coordinated with NOHC staff in order to meet ADA CERP compliance standards.

### IV. Audio/Visual Information

- For each weekend session NOHC will supply a standard AV package: one (1) stand up or table podium, one (1) lavalier or lapel type microphone, one (1) podium microphone, one (1) microphone on stand for audience Q&A, one (1) screen, one (1) laptop computer, one (1) LCD projector and one (1) table for materials.
- If additional equipment is needed or other A/V is requested, you will need to contact [meeting@nationaloralhealthconference.com](mailto: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.
- 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. If internet access for participants is required, please coordinate with NOHC staff. Each workshop room will have an audio-visual technician available to assist with sound and projection.
- Weekend workshops will not be recorded by NOHC.

### V. Room Set Up

For the weekend workshops, the room is typically set up in rounds (banquet style). If you require a different set up, you will need to contact [meeting@nationaloralhealthconference.com](mailto:meeting@nationaloralhealthconference.com) to determine availability. Other options may include: conference/theatre; boardroom; classroom; hollow squares/U-shape; and crescent rounds.



### VI. Weekend Workshop Registration and Fees

- Speakers for the weekend workshop must register online for the conference, so that they can receive a badge.
- If workshop speakers are planning to attend the NOHC (Sunday Opening Reception through Wednesday), they must register and pay the appropriate registration fee.