ADEA | THE VOICE OF DENTAL EDUCATION

Call for Programs, Posters and TechExpo Proposals for the ADEA Annual Session & Exhibition

Preparing Your Submission Checklist

Session Title:

- ✓ Up to 10 words, capitalize words of four letters or more.

Authors:

- ✓ Presenting author is listed first.
- ✓ Each author is listed separately.
- ✓ Each author's full name and academic degrees are included.

Abstract (for publication if accepted):

- ✓ Up to 100 words.
- ✓ Focused on what participants will "take away" from the presentation.
- ✓ Written in second person (i.e., "you").
- ✓ No references listed.   No abbreviations (acronyms are spelled out).
- ✓ No commercial product names are listed.

Description (for proposal review process, not published):

- ✓ Up to 100 words.   Contains the following elements:
- ✓ Introduction (with time; e.g., 5 minutes).
- ✓ List of session activities and content (with times for each).
- ✓ Wrap-up and Q&A (with time).
- ✓ Times add up to total session time (e.g., 60 minutes).

Learning Objectives:

- ✓ Each learning objective starts with a concrete action verb that implies observable results. Examples: Describe, Explain, Apply, Summarize, Identify, etc.
- ✓ Do not use verbs that are difficult to measure objectively. Examples: Understand, Learn, Know, Study, Be aware, etc.

Poster descriptions (see also "Preparing poster abstracts" instructions on adea.org):

- ✓ Up to 300 words.

TechExpo descriptions:

- ✓ Up to 100 words.

Keywords

- ✓ Two professional interest keywords

Spell check run before cutting and pasting into online submission fields.