

2021 National Oral Health Conference®

Location: Virtual

Seminars: April 16, 23, 30

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 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, December 7, 2020. No exceptions. Notification of selection will be made in January.** 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. Session Format: 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 interspersed during the program is effective.

III. 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. (<https://titlecaseconverter.com/>)
2. **Name of 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.

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 education that will result from attending the course.
5. **Speaker contact information.** It is highly recommended that the session should not exceed more than two speakers in a one-hour period and between 10-15 minutes of the session time should be set aside for discussion. 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. **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; 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.*
 7. **Approval.** Agree to the statement regarding notification to the speakers.

IV. Audio/Visual Information

Speakers must agree to work with NOHC's virtual platform company Animatic Media and be able to ensure the following can be met:

- All sessions will be recorded by NOHC.
- Adequate internet access with a minimum bandwidth speed of 25 Mbps and upload speed of a 5 Mbps.
- All presenters need to have a good quality camera and microphone for recording. If you do not have these items, NOHC may be able to provide them for you for a fee.
- Attend a scheduled rehearsal session prior to the event.
- Be prepared to pre-record your session, if needed and agree to be available for live introductions and question and answer session the day of your scheduled conference session. Note not all sessions will be pre-recorded.

V. Conference Registration and Fees

- Speakers and session coordinators are not required to register for the conference unless they wish to attend other sessions, in which case, they must register and pay the appropriate conference registration fee.

VI. Session Coordinator

- 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, the SC is responsible for:
 - notifying all speakers of the date and time of the session and confirm their participation;
 - ensuring that *all* slide sets are uploaded to the AV provider, *Animatics*, site in advance of the meeting;
 - ensuring that each confirmed speaker completes the tasks required in Cadmium to be in compliance with ADA CERP requirements by March 26, 2021.

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.