

ADEA Speaker Guidelines

This information was created to assist anyone interested in submitting a presentation to be considered for inclusion in the ADEA 87th Annual Session program. All potential speakers should read this ENTIRE document before submitting a program or poster. If you are selected to make a presentation, you are required to follow all of the guidelines provided in the Speaker Guidelines. It is also important to confirm the availability to present at any date or time during the conference.

Where and when will the 2010 ADEA Annual Session be held?

The ADEA 87th Annual Session will be held in Washington, DC, February 27 – March 3, 2010 at the Gaylord National Resort & Convention Center.

ADEA Annual Session experiences—lectures, interactive workshops, symposia, networking opportunities, and connecting with colleagues—provide glimpses of the evolving future of dental education. These glimpses can guide and frame our vision of the future through assessment as portraits of change.

Proposals supporting the theme, “Assessment: Portraits of Change,” could involve either formative or summative assessment methods. The assessments may be of applicants, students, faculty, curricula, or the assessment methods themselves. The assessments may be of changes in dental education as they relate to preferences of millennial learners, innovative technological advances that support curriculum enhancement, best practices in the classroom and the clinic, the value and meaning of scholarship related to teaching and learning, promotion and tenure of faculty, emerging leadership issues, critical thinking and lifelong learning, and other related topics. Proposals should examine, explore, and report on a wide range of topics related to assessment in dental education.

We strongly encourage thematic submissions involving assessment. However, they are not required.

Who should submit?

ADEA invites program proposals from **all members of the dental education community**, including:

- Academic affairs administrators
- Allied dental educators and students
- Biomedical science faculty
- ADEA Commission on Change and Innovation in Dental Education (ADEA CCI) Liaisons
- Clinic administrators
- Clinicians
- Clinical faculty
- Colleagues from other health professions
- Corporations
- Curriculum developers
- Deans
- Government relations experts
- Health professions advisors
- Informatics experts
- Interdisciplinary teams
- Leadership trainers
- Predoctoral dental educators and students
- Postdoctoral dental educators and students
- Program directors
- Public health and community health specialists
- Researchers
- ADEA Sections and Special Interest Groups
- Student Affairs professionals
- Technology specialists

Types of Proposals

Categories for proposals differ in delivery methods and learning environments.

Symposium (length: two hours)

A symposium specifically addresses a topic relevant to the theme of the 2010 Annual Session, "Assessment: Portraits of Change." Provocative proposals that demonstrate evidence-based and interactive learning and are grounded in well-reasoned thinking and experience are more likely to be accepted. Symposium rooms are set up with theater seating and vary in size.

Faculty Development Workshop (length: three hours)

The ADEA Faculty Development Workshop (FDW) provides an active learning environment to gain knowledge of more effective assessment tools, enhance the scholarship of teaching and learning, investigate new strategies for professional development, explore change and innovation, develop new curricular strategies, or develop collaborative research models. The best proposals will demonstrate a high level of interactivity with well-orchestrated outlines for meeting learning objectives.

Lunch & Learn (length: one hour)

The Lunch & Learn (L&L) is an informal lunch discussion for as many as nine participants to examine critical issues facing the dental education community. The selection committee seeks program proposals that demonstrate the potential for a lively, interactive, group conversation as the outcome. Each L&L will be offered once, and there is no audiovisual component. Participants purchase lunch.

ADEA Council, Section, Special Interest Group (SIG), or Community of Interest Program

(length: 90 minutes)

A program presented by an ADEA disciplinary or interest group is more likely to be accepted if it builds on programming presented by the group during the year, or if it is developed by several groups working together. Note: only officers of the groups may submit Section or SIG program proposals.

ADEA SoTLfest

Scholarship of Teaching and Learning (SoTLfest) proposals will examine how teaching is valued, assessed, and rewarded and contributes overall to the learning experience of students and educators. Programs describing best practices in teaching, assessing, defining scholarship, exploring proven ways of delivering ideas and knowledge, and increasing the quality of the teaching and learning experience are more likely to be accepted. ADEA SoTLfest proposals can be submitted as standalone SoTLfest programs, or as symposia, FDW, L&L, or ADEA Council, Section, Special Interest Group, or Community of Interest Programs. If submitted as the later category, they may be designated as ADEA SoTLfest at any time before or upon acceptance.

ADEA TechExpo Presentation (length: three hours)

The ADEA TechExpo Presentation demonstrates computer-based technology applications used to support dental education, including enhancing educational and patient care programs and services. The ADEA TechExpo consists of tabletop demonstrations or presentations. This format is best suited for demonstration of software and hardware in an interactive one-to-one or small group setting. All presenters will be provided with individual 2' x 4' table space, electrical outlets, and Internet connectivity.

New Idea Session (length: 25 minutes)

A New Idea Session allows presenters and participants to explore a newly formed idea. The New Idea Session is designed to pique participants' interest and introduce unique, unusual, or innovative ideas. The selection committee seeks ideas and concepts that elicit a "Wow Factor" from the audience.

Poster Presentations and Student Poster Presentations

Presented during exhibition hours, poster presentations provide members the opportunity to discuss issues of mutual interest in three categories: New Programs, Educational Research and Works in Progress. A poster author may be the primary author of, at most, two poster abstracts. A special competition is also held for student poster presentations. Please note all accepted poster abstracts, except Works in Progress, will be published in the *Journal of Dental Education*.

Frequently Asked Questions Regarding Presenting at the ADEA Annual Session

How many proposals may I submit?

Individuals may submit up to three proposals for the ADEA Annual Session.

Are all proposals accepted?

No. All proposals are peer reviewed based on specific criteria.

What criteria are used when rating proposals?

The ADEA Annual Session brings together individuals from all areas of dental education. The ADEA Annual Session Planning Committee, therefore, seeks variety in (a) topics proposed, (b) approaches used, (c) level of expertise of proposers, (d) interests covered, (e) professional and geographic distribution of proposers, and (f) relevance of the proposal to the needs of dental education and the ADEA 87th Annual Session's theme, "Assessment: Portraits of Change."

Proposals are peer reviewed and evaluated for: a) content and relevance, b) clarity, c) format style, d) professional writing, and e) contribution to the ADEA Annual Session. For a more detailed explanation of the above criteria, please review the proposal evaluation rubrics that can be found at www.softconference.com/adea.

Reviewers also assess the past success of similar presentations, the number of other submissions about the same topic, and the need to balance ADEA Annual Session programming.

What audiovisual equipment is available?

The standard audiovisual equipment that will be available for presenters is an LCD projector and stand, a computer, a screen, a podium, a microphone, and a head table. If you have additional requirements, the cost must be absorbed by the presenting group. Please contact Mr. Britt Brannan with Freeman Company at britt.brannan@freemanco.com to order additional equipment.

Will an internet connection be provided for presentations?

There will be no internet connection.

Who sets up the audiovisual equipment?

Audiovisual equipment will be set up for you by the ADEA contracted audiovisual company before presentations. Presenters must arrive at the meeting room at least 30 minutes prior to start to check A/V and set up.

I want to provide handouts to those attending my conference session. Does ADEA handle production?

ADEA does not produce printed handouts for distribution at the Annual Session. Speakers may provide handouts if they can be responsible for their production and their distribution. Presentations are made available to attendees after the event via the ADEA Live Learning Center, if they were made in PowerPoint format.

What is the ADEA Live Learning Center?

Are there any restrictions in submitting a proposal?

- Proposal information cannot be changed after the submission deadline of June 1, 2009.
- Submitters may include up to five presenters for proposals.
- Selling or promoting products is prohibited in ADEA Annual Session presentations.
- Presenters must observe copyright and trademark rules. If you plan to use copyright or trademarked resources or songs, you must obtain appropriate permissions prior to submitting your proposal.

When will I know if my proposal is accepted?

Acceptance notification will be emailed in mid to late September 2009. If you have not received an email notification on or before September 30, please check your spam filters and then contact us at opd@adea.org to verify your status of your proposal.

What happens if my contact information has changed since the submission process?

Please notify us immediately at opd@adea.org if your contact information changes.

What do I need to do when I receive notice my presentation has been accepted?

- **Verify that all the information in the presentation was accurate and error-free presentation submission.** If you have co-speakers, are they listed correctly? Is your contact information correct?

My poster presentation has been accepted. What do I need to know?

- Authors may find the location of their poster displays by using the identification number found in the Poster Abstract section of the January issue of the *Journal of Dental Education*. You will not be assigned an abstract number until publication of the January issue of the JDE.
- Posters will be hung and displayed all day on the day presentations are scheduled. They must be removed after presentation times.
- Either the author or co-author must stay with the poster display for the ENTIRE scheduled period.
- For security measures, only registered poster presenters will be allowed on the exhibition floor to set up their posters during stated setup and teardown times. Ribbons must be worn to gain access to the floor. You will receive your ribbon when you check in.
- The American Dental Education Association is not responsible for posters and materials left on boards after the stated hours.

Preparing Posters:

- Posters should be fit to one side of the poster board. The dimensions of the useable work area of the board is **4 feet high by 8 feet wide**. Use these dimensions only.
- Prepare a label to affix at the top of the poster board. Indicate on the label:
 1. Title
 2. Author(s)
- Authors have complete freedom in displaying poster information in figures, tables, text, photographs, etc. The presentation must cover the same material as the abstract. Thumbtacks or push pins will be supplied. Do not use staples or tape.
- Briefly describe procedures and materials. Define all trade names first, and then use generic names throughout. All compounds and drugs must be identified.
- Prepare all illustrations neatly and legibly beforehand, in a size sufficient to be read at a distance of 8 feet. A series of word-processed pages attached to the poster board is not an acceptable poster. **Electronic presentations are not permitted.**
- Authors must wear name badges so they can be identified as one of the authors.

My ADEA TechExpo presentation was accepted. What do I need to know?

- The ADEA TechExpo consists of tabletop demonstrations or presentations.
- This format is best suited for demonstration of software and hardware in a one to one or small group setting, to provide an environment that promotes more interaction.
- All presenters will be provided individual table spaces (2' x 4'), electrical outlets, and internet connectivity. Your table will also have a sign listing the title of your presentation.
- The ADEA TechExpo format does not support poster presentations.
- Please contact Elise Eisenberg at elise.eisenberg@nyu.edu if you have any questions.

Do speakers need to register and pay to attend the ADEA Annual Session?

All speakers are required to register and pay to attend the ADEA Annual Session. Registration fees can be found on www.adea.org

Are Presenter's expenses covered?

Presenters/speakers are responsible for their own hotel and travel expenses. Travel and housing information can be found on our website at www.adea.org. Check back regularly for updates.

What if I have to withdraw my proposal?

Contact opd@adea.org. ADEA must receive this communication in writing in order to withdraw your proposal.

Is there a speaker ready room on site where I can practice my presentation?

Yes, there will be a speaker ready room equipped with work areas and event directories.

Any additional questions may be directed to:

ADEA Office of Professional Development
1400 K Street NW, Suite 1100
Washington, DC 20005
202-289-7201
opd@adea.org