

SEAADE Virtual Meeting

23 – 25 November 2020

ABSTRACT SUBMISSION GUIDELINES

Important Dates and Deadlines:

- 10 August 2020 – Abstract online submission site opens
- 31 August 2020 – Deadline to submit an abstract to system
- 30 September 2020 – Author notified of abstract submission outcome
- 15 October 2020 - presenter pre-registration deadline

To Submit your abstract:

Click the '**Submit Abstract**' button to commence your submission where it appears online on the SEAADE 2020 Meeting website.

You will be directed to the "SEAADE 2020:Abstract submission form". Fill in all required fields and click submit. Applicants will receive a confirmation and a copy of the complete form after submission.

Authors will not be able to edit their abstract after it is submitted.

Please direct any questions to the SEAADE 2020 Meeting Managers at seaade2020@gmail.com

ABSTRACT RULES AND GUIDELINES

1. Individuals may present only **one abstract** (excluding Symposia, Hands-on Workshops, Lunch & Learning and Keynote Speakers).
2. Presentation being submitted may be original research or education case or good practice.
3. Submitters may **NOT** split one study into several papers.
4. Individuals can co-author multiple abstracts.
5. Presenters must disclose any personal or co-author potential conflict of interest and agree to the [SEAADE Policy on Full Disclosure](#) during submission.
6. Previously published abstracts (in print or any electronic format) or those presented at another meeting are not allowed.
7. Abstracts should not be submitted on material that will also be presented at a symposium held at the same meeting.
8. Authors of presentations later proven to contain previously published or presented material will be sanctioned and may be prohibited from presenting at future meetings.
9. The Scientific Program Committee (SPC) reserves the right to reclassify submitted abstracts into the most appropriate area of review.
10. Abstracts must be submitted via the online abstract submission site. Faxes, photocopies or emailed copies will not be reviewed.
11. You must receive the approval of all co-authors before including their names on the abstract.
12. There will not be an option for Late-Breaking News Abstracts.
13. There will not be an abstract replacement period.
14. Abstracts will be reviewed as submitted by **the abstract deadline of 31 August 2020. Presenters are not permitted to modify their abstracts after submission.**

Presenter Agreement

All presenters must agree to the following conditions when submitting an abstract:

1. Affirm that any work with human or animal subjects reported in the abstract complies with the guiding principles for experimental procedures found in the Declaration of Helsinki of the World Medical Association, and the research project has been duly cleared by an Institutional Review Board (IRB) or Institutional Ethics Committee or an equivalent ethical body.
2. Affirm that the work has not been published (in print or electronically) or presented elsewhere prior to the SEAADE 2020 Meeting.
3. Agree that if the abstract is accepted, SEAADE has permission to publish the abstract in printed and/or electronic formats.
4. Agree to pre-register for the meeting and pay the appropriate registration fee by the **presenter pre-registration deadline of 15 October 2020**.

Failure to pre-register by 15 October 2020 will result in the following:

- The abstract will be automatically withdrawn from the Program Book and the Online Abstract System.
- The submitter will not be allowed to present their abstract at the meeting.
- The abstract will not be citable as being part of the Special Issue of the Journal of Dental Research.

SEAADE Abstract Licensing Policy

By submitting an abstract to SEAADE, and in consideration for the opportunity to be included in SEAADE's presentations, the author of the abstract hereby provides to SEAADE a non-exclusive, irrevocable, worldwide, royalty-free license to use the abstract in SEAADE's publications and materials. To the extent that SEAADE incorporates an abstract in a collection or compilation of materials, including but not limited to any publication of meeting abstracts or an online, searchable collection of abstracts, the author acknowledges and agrees that SEAADE shall own all right, title and interest in and to such collections and compilations including any copyrights to said collections and compilations. Notwithstanding the foregoing, U.S. Government Works, as defined under the Copyright Act found under Title 17 of the U.S. Code, are exempt from any copyright transfer contemplated herein, and any purported transfer of the copyright to a U.S. Government Work pursuant to this subsection shall be of no force or effect.

SEAADE Full Disclosure Policy

SEAADE seeks to provide participants in its education sessions with current, scientifically-based information relevant to dental, oral and craniofacial research, the practice of dentistry and the oral health of the public. Once a presenter is selected for a particular topic, SEAADE makes no attempt to control the

content of the presentation or the content of any submitted abstract. Therefore, in submitting an abstract for presentation

and publication, a presenter represents and warrants to SEAADE that any intellectual property associated with or contained in the content of the abstract or presentation is owned by the presenter or the presenter is authorized to use said content along with any applicable intellectual property associated with the content.

A presenter may be required by SEAADE to provide adequate written assurance that the presenter is authorized to use the content of the abstract or presentation. In the event SEAADE requests such written assurance and the presenter fails to provide the requested documentation, the presenter may be denied the ability to make the presentation. For any abstract or presentation, the presenter and any applicable coauthors of the content must be identified by full name and any affiliation. The presenter also has received the approval from the co-author(s) to have their name(s) associated with the abstract and its content prior to submission.

The presenter further agrees to indemnify and hold harmless SEAADE from any and all claims of third parties regarding the content of the abstract or presentation, including but not limited to any claims of infringement of intellectual property or misappropriation of proprietary or trade secret information.

In order to ensure fairness to the audience and the public, however, SEAADE requires each presenter and coauthors to disclose:

1. Any financial relationship between the presenter and co-authors and

a. A company that manufactures or distributes a product discussed in the presentation, or

b. A company whose product competes, or may compete, with a product discussed in the presentation must be disclosed to the SEAADE upon approval on the abstract form and must be disclosed to the audience at the beginning of the presentation.

As used in this document, "financial relationship" includes a consulting arrangement or the conduct or research for the company by the presenter or co-author or a member of the presenter's or co-author's immediate family. It also includes ownership of stock or other interest in a company by the presenter or co-author, and/or a trust of which the presenter, co-author, or a member of the presenter's or coauthor's immediate family is a beneficiary, to the best knowledge of the presenter.

2. All presentations must be made in a professional manner, without disparaging colleagues, companies or products. Unnecessarily demeaning comments and attacks on colleagues, companies or products are unacceptable.

Failure to adhere to these guidelines may result in sanctions as deemed appropriate by the SEAADE, including denial of permission to present at future SEAADE meetings.

Presenter Changes

If you are unable to attend the meeting and wish to name a substitute presenter, please use the following guidelines:

- The **Presenting Author** is the only author that may request a presenter change.
- Substitute presenter must be a co-author.
- Substitute presenter must NOT be presenting another abstract at the meeting.
- All requests for presenter changes **MUST be made by contacting the local committee through email 'SEAADE2020@gmail.com'**.
- Substitution requests must be made PRIOR to the meeting.
- All Presenter Changes must be communicated to and approved by the SEAADE Scientific Program Committee prior to the scheduled presentation.
- Failure to follow the above procedures may result in the presenter being charged the full registration fee and/or not being allowed to present at a future meeting.

Withdrawal of Abstracts

The following are the guidelines for withdrawing abstracts:

- Withdrawal requests must be received PRIOR to October 15th.
- You may withdraw your abstract **by contacting the local committee through email 'SEAADE2020@gmail.com'**.
- Abstracts withdrawn after registration is not permitted.

PLEASE NOTE: Any submitted abstract that does not contain text, or is still in draft, will be withdrawn automatically after 31 August 2020.

PREPARING TO SUBMIT AN ABSTRACT

All abstracts must be submitted online via the SEAADE online abstract submission form. Each completed submission is reviewed for its scientific content by the Scientific Program Committee.

Important Submission Elements

- 1. Scientific Category:** All abstracts must be submitted to an appropriate category, original research, educational case, or good practice, for review based on the scientific content of the abstract. If you select the appropriate area, you are more likely to be rated for the competition by peers with similar interests and who are familiar with you and your research topic.
- 2. Titles:** Abstract titles are limited to **100 characters or less**. The title should be dynamic and conclusive, rather than descriptive, and should be entered in title case format, AP format. In general, you should capitalize the first letter of each word unless it is a preposition or article. Titles should not be in bold font.
- 3. Authors:** Each author should be added separately to the submission to ensure proper listing. Enter first (given) name, and last (family/surname) name for each author, institution/affiliation.

Please do not list the department/branch in the institution/affiliation field. **One person must be identified as the presenting author.**

- 4. Abstract Text:** All abstracts should be **1000 characters or less**. Do not include your title or authors in the Abstract text (these items will be collected separately). Do not include references.
- 5. Funding:** If the abstract is based on research that was funded entirely or partially by an outside source, be sure to enter the appropriate information (funding agency and grant number if applicable) when prompted during submission. You do not need to re-enter the information with your abstract text. However, all external funding **MUST** also be acknowledged in the presentation if accepted. Tables are permitted but should be simple and concise.

Graphics/images are not recommended unless they are integral to the abstract and should be limited to no more than one or two.

- 6. Special Characters:** Special characters in the title or body of the abstract or in the co-author's names or affiliations should be entered into the system using formatting functions in the submission system to avoid formatting errors.
- 7. Content of the Abstract:** Titles, authors and authors' affiliations are not included in the 1000-character limit. The abstract may contain a brief statement of:
 - The objectives** of the investigation,
 - Methods** used,
 - Results**, including data and, where appropriate, statistics,
 - Conclusion**

8. Other Items: the following information should be submitted:

- **Keywords:** All abstract submissions may select up to 6 keywords from a list. A minimum of 4 keywords are required.
- **Contact Information:** SEAADE will only correspond with the presenting author listed on the abstract regardless of who may have submitted the abstract. Thus, make sure to include a correct email address for the presenting author.
- **Chair Opportunities:** Be prepared to enter whether or not the presenter is interested in serving as an Oral Session Chair or Poster Session Chair. Abstract presenters accepted into oral sessions are automatically entered into consideration for Chair.

CRITERIA FOR ABSTRACT ACCEPTANCE

Presentations will be selected for the program on the basis of the scientific quality of the work as judged from the abstract. An impartial panel of reviewers will evaluate the content of each abstract. Selection of the abstracts will be made by these reviewers and by the ASC, whose decision is final.

The following are the evaluation criteria used in the review of abstracts to call your attention to points that will be considered. In the final analysis, it will be the reviewers' judgment of the value of any abstract that will determine whether the abstract should appear on the program. Since the abstracts are published and become part of the world's scientific literature, it is important that the content be scientifically sound and grammatically correct. Each abstract is reviewed so that high standards can be ensured.

Common reasons for rejection are:

1. Abstract is not original.
2. The research is not innovative in its approach to the stated problem (methodology or data collection or analysis, or data interpretation).
3. Nature of problem not explicit from either title or abstract.
4. Material too closely related to another abstract submitted by the same co-authors; please combined into a single paper.
5. Abstract has been presented at other meeting(s) or previously published.
6. Abstract poorly organized and/or not complete. Required information is not given in the abstract:
 - a) Objective, b) Methods, c) Results – data and statistical analysis, or d) Conclusions
7. Methods of obtaining data not appropriate with respect to the stated problem for the following reasons:
 - a. Methods not sufficiently precise to permit the accurate measurements
 - b. Sampling method contains inherent discriminatory factors not recognized.
 - c. Size of sample insufficient to show significant conformity or differences.
 - d. No well-defined criteria given for evaluation of variables.
 - e. Choice of controls questionable, or no control groups reported.
8. Significance of results related to the nature of the problem being studied is not stated.

9. Conclusions do not necessarily follow as a consequence of the method of analysis applied to the data.
10. Conclusions not adequately qualified, i.e., having greater limitations than implied by the author.
11. Correlations suggested may be fortuitous as no plausible cause-and-effect relation has been suggested.
12. Abstract is not in English.
13. Abstract is over word limit.
14. A single case report and review article are not accepted.

NOTIFICATIONS OF ACCEPTANCE/NONACCEPTANCE

The official notifications will be emailed before **30 September 2020 to all accepted presenters**. A further notification will be sent later on with your presentation date, session time and presentation guidelines.

PRESENTER PRE-REGISTRATION AND RATES

All presenters are required to pre-register for the meeting by the **presenter pre-registration deadline of 15 October 2020**. Failure to pre-register by this date will result in the withdrawal of your submission. Please plan accordingly. Also, if you plan to register at the SEAADE member rate, please make every attempt to complete your annual membership renewal in advance of the presenter pre-registration deadline to allow ample processing time.

MODES OF PRESENTATION

At the time of submission, you will be asked to select your preferred mode of presentation. However, not all requests can be accommodated and the final mode of your presentation will be selected by the Scientific Program Committee.

Every effort will be made to honour poster only presentation requests. The SEAADE 2020 Meeting will include oral and poster presentations.