

## Call for Programs, Posters and TechExpo Proposals for the 2018 ADEA Annual Session & Exhibition



THE 2018 ADEA ANNUAL SESSION & EXHIBITION  
MARCH 17-20 | ORLANDO

### 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/2018/submit](http://adea.org/2018/submit)):

- Up to 350 words.

#### TechExpo descriptions:

- Up to 100 words.

#### Keywords

- Two professional interest keywords.
- One dental education keyword.
- One target audience keyword.
- One target specialty keyword.

#### Spell check

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