Call for Programs, Posters and TechExpo Proposals for the 2018 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/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.