



Call for Programs, Posters and TechExpo Proposals for the 2019 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/2019/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 site.