



**4th Meeting of the International
Association for Dental Research**

Asian Pacific Region 2019

28-30 November 2019

Brisbane Convention & Exhibition
Centre, Queensland, Australia

IADR-APR 2019

SYMPOSIUM SUBMISSION GUIDELINES

Important Dates and Deadlines:


- 31 January 2019 – Symposium proposal on-line submission site opens
- 8 April 2019 – Deadline to submit a symposium proposal to system
- 6 May 2019 – Organiser notified of proposal outcome
- 28 June 2019 – Symposium presenter registration deadline

To Submit your Session Proposal:

Click the 'Submit Abstract' button to commence your submission where it appears online on the official IADR-APR 2019 Meeting website, <https://iadr-apr2019.com>.

You will be directed to the submission site to create an account. Once an account is created, please verify the account by clicking on the link provided via the account verification email sent to your nominated email address.

Log in to your account after it has been verified using your email address as username and nominated password.

Click on the  button and to begin submitting your proposal.

Type the title of your proposal in the 'Proposal Title' field and upload the description of your proposal. Proposal descriptions will have to be uploaded to the system as a file in .doc. or .doc. format. A template is available [here](#). **Do not** repeat the proposal title in the body of your proposal description text.

Organisers will be able to edit their profile which was entered during creating an author account by clicking on the 'edit' button under the Author(s) field section. In this section, the organiser is the 'author' while other speakers are called 'co-authors'.

Complete all other required fields.

Please direct any questions to the IADR-APR 2019 Meeting Managers at iadr-apr2019@arinex.com.au

SYMPOSIUM PROPOSAL SUBMISSION DESCRIPTIONS

Symposium: A cohesive meeting session organised around a cutting-edge topic with 3-4 speakers; typically 90 minutes in length unless another length approved.

SUBMITTING A SESSION PROPOSAL

SUBMISSION ELEMENTS

1. **Proposal Title:** Titles are limited to 10 words or less and should be dynamic and conclusive, rather than descriptive. Titles should be entered in title case format (AP Style). In general, you should capitalise the first letter of each word unless it is a preposition or article. Italicise scientific names of organisms such as *Streptococcus* or *Candida*.
2. **Proposal Description:** Descriptions should be 250 words or less. Descriptions will have to be downloaded to the system as a file in .doc. or .doc. format. A template is available [here](#).
3. **Learning Objectives:** You will be asked to enter 1-3 brief learning objectives that will be listed with your symposium description (if accepted). The objectives should identify the expected learner outcomes. Learning objectives may include, but are not limited to, the following categories:
 - a. Changes in the attitude and approach of the learner to the solution of dental problems; corrections of outdated knowledge;
 - b. Provision of new knowledge in specific areas;
 - c. Introduction to and/or mastery of specific skills and techniques; and
 - d. Alteration in the habits of the learner; accurate educational objectives succinctly describe the education that will result from attending the course.
4. **Keywords:** All proposal submissions will require the entry of 3-5 keywords.
5. **People:** Symposium proposals require at least one Organiser, a Chairperson (often the Organiser) a Co-chairperson, and 3-4 speakers (the Organiser, Chair and Co-Chair can be speakers).
6. **Miscellaneous:** You should include any special requests in the Special Scheduling field. For example, if you wish to request more than the standard allotment of 90 minutes for a symposium, please make a note for the Scientific Committee to consider additional time. Requests made after the submission deadline will not be considered.

CRITERIA USED TO SELECT PROPOSALS

The Scientific Committee will select proposals based on the following: 1) cutting-edge science, 2) multidisciplinary research, 3) relevance of the topic to IADR members, 4) geographic distribution of speakers (the preference is to have speakers from different divisions/countries and gender diversity is encouraged).

IMPORTANT PRE-REGISTRATION AND SPEAKER FUNDING

All participants of accepted symposium proposals are required to pre-register for the meeting by the presenter registration deadline of 28 June 2019. Please note that IADR-APR does not cover any costs associated with organisers or speakers attending the conference. The member registration rate will be extended to non-member symposia presenters.

GENERAL GUIDELINES

1. The Scientific Committee reserves the right to accept or reject any Session Proposal.
2. Organisers may submit only one symposium proposal and would normally be expected to act as chair and be one of the speakers. They should keep in mind that proposals should be high quality and include topics considered to be the cutting-edge of science. **Remember, there are only a limited number of symposium spaces open in the program.**
3. The total number of proposals will be limited (number to be determined by the Scientific Committee). The proposals will be scheduled throughout the meeting; Thursday 28 November 2019 through to Saturday 30 November 2019.
4. Each proposal must have an Organiser who will be the contact person for the IADR Meetings Department. **All communications will be sent via email to the Organiser.** The Organiser, who would normally chair the symposium session, will be responsible for communicating with all other proposal participants.
5. Selection of potential speakers and time allotted:
 - a. **Plan no more than four speakers.**
 - b. Each speaker is allowed **to present at ONLY ONE Symposium** and give only one presentation. They may additionally submit and abstract for an oral or poster presentation within the general program.
 - c. **Each speaker should be contacted tentatively, prior to proposal submission, to ensure that they are available to participate in the meeting should the proposal be approved.**
 - d. Symposia will be allotted 90 minutes. If additional time is needed, please make a request in the online submission form. Requests will be considered by the Scientific Committee.
 - e. It is suggested that ample time be allowed for discussion. Even if a general discussion period is planned at the end of a symposium, a five-minute discussion period (minimum) should follow each speaker's presentation. Speakers will be held to the schedule as programmed.
6. Symposia speakers do not need to submit a separate abstract for their talks in the symposia, beyond the summaries that will be submitted by the Organiser.
7. The Organiser must appoint one Chairperson (usually the Organiser) and one Co-chairperson to run the session on site.
8. No presentation is to be a repeat of a poster or oral paper presentation.

9. A topic and description of the symposium must be submitted and must also contain all speakers' names, tentative titles and brief summaries of their talks. Each speaker will be entered separately on the online form. Individual abstracts from each speaker are not collected.
 10. Selling and/or promoting products as part of a symposium program is prohibited at the IADR-APR 2019. A proposal will not be accepted if its content is viewed as being too commercial in nature.
- 11. It is strongly encouraged that each IADR-APR 2019 symposium proposal has representation from multiple divisions/countries.**

ADDITIONAL GUIDELINES FOR ACCEPTED PROPOSALS

1. Once the proposal is accepted by the Scientific Committee, notification of acceptance and materials will be sent to the Proposal Organiser who must then distribute those materials to the speakers. **All participants are required to register for the meeting and pay the applicable fee by the presenter registration deadline of 28 June 2018.**
2. A symposium description from the Organiser must be submitted for publication in the meeting abstracts and in the online Scientific Program. The description should be 250 words or less. The description provided in the proposal will be used unless the Organiser wishes to make minor changes to the content once the proposal has been accepted.
3. Each meeting room will be set for computer projection, lavalier microphone at the podium, table top microphones at the head table (if necessary) and aisle microphones. If additional equipment is needed, the Proposal Organiser must notify the [Meeting Managers](#) during the submission process. **Please note: You will not be able to use your own laptop computers.** All speakers must upload their presentations online in advance or in the Speaker Preparation Room at least four (4) hours prior to the session date/time. Requests made after submission may not be accommodated.
4. IADR does not produce printed handouts for distribution but the Organiser can provide them and is responsible for the production and distribution.
5. The Organiser must also confirm that each speaker in the program has agreed to the [IADR/AADR Policy on Full Disclosure](#), [abstracts licensing](#) and the [IADR Corporate Sponsorship Policy](#).