

# IADR-SEA ANNUAL MEETING 2023 / INTERNATIONAL ORAL HEALTH SYMPOSIUM CALL FOR ABSTRACTS

## ABSTRACT RULES AND GUIDELINES

1. Individuals may present **only one abstract** (excluding Symposia, Hands-on Workshops, Lunch & Learning and Keynote Speakers).
2. Abstracts **must report on original** research.
3. Submitters may **not split one research project into several abstracts**.
4. Individuals can co-author multiple abstracts.
5. Presenters must **disclose any potential personal or co-author conflict of interest** and agree to the [IADR Policy on Full Disclosure](#) along with the [IADR Abstract Licensing Policy](#) during submission.
6. **Previously published abstracts** (in print or electronically) or those presented at another meeting are not allowed.
7. Abstracts may not report on a research project presented at a symposium held at the same conference.
8. Authors of **presentations later proven to contain previously published material will be sanctioned** and may be prohibited from presenting at future IADR meetings.
9. The Scientific Committee reserves the **right to reclassify submitted abstracts into the most appropriate area of review**.
10. You **must receive the approval of all co-authors** before putting their names on the abstract.
11. Abstracts are **reviewed if submitted before** the abstract submission deadline of **21 July 2023 (deadline extended)**. Abstracts in Draft will not be included in the scientific programme. Presenters are not permitted to modify their abstracts after this date.
12. **Typographical or grammatical errors** that appear in your abstract submission **will also appear in the final online Scientific Programme**.

## PRESENTER AGREEMENT

When submitting an abstract, all presenters must:

1. Affirm that any work with human or animal subjects reported on in the abstract **complies with the guiding principles for experimental procedures** found in the Declaration of Helsinki of the World Medical Association, and that this research project **has been duly cleared** by my 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 IADR-SEA Conference.
3. Agree that if the abstract is accepted, IADR-SEA has permission to publish the abstract in printed and/or electronic formats.
4. Agree to pre-register for the conference and pay the registration fee before the **presenter pre-registration deadline of 31 Aug 2023**.

**Failure to pre-register before 31 Aug 2023, will result in the following:**

- **The abstract will be automatically withdrawn from the Programme Book & the Online Abstract System.**
- The submitter will not be allowed to present his/her abstract at the conference.

### **IADR ABSTRACT LICENSING POLICY**

By submitting an abstract to IADR, and in consideration for the opportunity to be included in IADR's presentations, the author of the abstract hereby provides to IADR a non-exclusive, irrevocable, worldwide, royalty-free license to use the abstract in IADR's publications and materials. To the extent that IADR 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 IADR shall own all right, title and interest in and to such collections and compilations including any copyrights to said collections and compilations.

### **IADR FULL DISCLOSURE POLICY**

IADR 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, IADR 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 IADR 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 authorised to use said content along with any applicable intellectual property associated with the content.

A presenter may be required by IADR to provide adequate written assurance that the presenter is authorised to use the content of the abstract or presentation. In the event IADR 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 co-authors 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 IADR 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, IADR requires each presenter and co-authors 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 IADR 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 co-author'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 IADR, including denial of permission to present at future IADR meetings.

### **PRESENTER CHANGES**

If you are unable to attend the conference 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 the Presenting Author of another abstract at the conference, unless explicit permission is granted by the Conference President because of good reasons.
- After the abstract submission deadline of **14 July 2023 (deadline extended)**, all requests for presenter changes MUST be made by sending an email to [abstract@iadr-sea2023.com](mailto:abstract@iadr-sea2023.com) with the following subject line: "Presenter Change/Withdraw". Requests will be reviewed by the IADR-SEA Conference administration before processing.
- **Substitution requests must be made prior to the conference.**

Failure to follow the procedures above may result in the presenter being charged the full registration fee and/or not being allowed to present at a future conference.

### **WITHDRAWAL OF ABSTRACTS**

The following are the guidelines for withdrawing abstracts:

- You may withdraw your abstract at any time before **14 July 2023**, without notifying IADR-SEA, at the abstract submission site.
- Abstracts withdrawn after **14 July 2023**, must be withdrawn in written form by sending an email to [abstract@iadr-sea2023.com](mailto:abstract@iadr-sea2023.com).
- Withdrawal requests must be received prior to the start of the conference.
- Lack of travel funds is not an acceptable excuse for withdrawing an abstract from the conference.
- Failure to follow the procedures above may result in the presenter being charged the full registration fee and/or not being allowed to present at future IADR meetings.

PLEASE NOTE: Any submitted abstract that does not contain actual text, or is still in draft, will be withdrawn automatically after **14 July 2023**. No changes to abstract text, including typos, incorrect data, etc., will be permitted after **14 July 2023**.

## PREPARING TO SUBMIT AN ABSTRACT

All abstracts must be submitted online via the IADR online abstract system. Each completed submission is peer-reviewed for its scientific content.

### IMPORTANT SUBMISSION ELEMENTS

1. **Scientific Group/Network:** All abstracts should be submitted to an appropriate **Scientific Group/Network category** for initial review based on the scientific content of the abstract. **Clinical Case Reports** have been added to the Scientific Group/Network listing. Clinical Case Reports can only be presented in a poster format. The final allocation to presentation categories will be carried out separately by the Organising Committee.

2. **Titles:** Abstract titles are limited to **10 words 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 capitalise the first letter of each word unless it is a preposition or article. Do italicise scientific names of organisms such as *streptococci* or *candida*. Titles should not be in bold.

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 plus institution/affiliation. Please do not list the department/branch in the institution/affiliation field. **One person must be identified as the Presenting Author**. The order of the authors can be modified at any time prior to the abstract submission deadline. IADR will not list each author's affiliation/institution in the Programme Book due to space limitations.

4. **Abstract Text:** All abstracts should be **300 words or less**. When composing your text, be sure to use a word processor in order to save your abstract in advance. Use the formatting functions available in the submission system to add in special characters. Do not include your title or authors in the abstract text - these items will be collected separately. Do not include references. If the abstract is based on research that was funded entirely or partially by an outside source, then 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 included 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 1 or 2.

5. **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 by using formatting functions in the submission system.

6. **Content of the Abstract:** Titles, authors and authors' affiliations are not included in the 300 word limit (references are not collected by IADR). The abstract must contain a brief statement of:

- a. The objectives of the investigation,
- b. Experimental methods used,
- c. Essential results, including data and, where appropriate, statistics,
- d. Conclusion.

7. **Other Items:** the following information should be submitted:

- **Keywords:** All abstract submissions may select up to five keywords from a list. Two keywords are required. Keywords should be selected from Medical Subject Headings (MeSH) to be used for indexing of articles. See: <http://www.nlm.nih.gov/mesh/MBrowser.html> for information on the selection of key words.
- **Awards/Competitions (optional):** Please be sure to select any applicable awards or competitions during the abstract-submission process and complete any additional required questions. Clicking on the details & conditions for each award will reveal additional information for each award.
- **Contact Information:** IADR-SEA will only correspond with the **Presenting Author** listed on the abstract regardless of who may have submitted the abstract. Therefore, make sure to provide a correct email address/phone number for the presenting author. If the initial presenting author is

- substituted before the 2023 IADR-SEA Conference, please make sure to notify [abstract@iadr-sea2023.com](mailto:abstract@iadr-sea2023.com) with the new information.
- Successful participation in 2023 IADR-SEA Meeting is contingent on the correct email address being provided for the Presenting Author. It is imperative to include a correct, long-term email address/phone number for the presenting author. If the presenting author relocates before the 2023 IADR-SEA Meeting, please be sure to notify the Meetings Department at [secretariat@iadr-sea2023.com](mailto:secretariat@iadr-sea2023.com) with the new information.
  - **Chair Opportunities:** Be prepared to enter whether the presenter is interested in serving as a Session Chair. Abstract presenters accepted into oral sessions are automatically entered into consideration for Chair.

## SYSTEMATIC REVIEW ABSTRACTS

IADR will accept the submission of Systematic Review Abstracts. Systematic Reviews are defined as “a review of a clearly formulated question that uses systematic and explicit methods to identify, select and critically appraise relevant research, and to collect and analyse data from the studies that are included in the review. Statistical methods (meta-analysis) may or may not be used to analyse and summarise the results of the included studies. The aim is to ensure a review process that is comprehensive and unbiased. Findings from systematic reviews may be used to determine research priorities and/or provide the scientific basis for clinical treatment.”

## COMMON ABSTRACT SUBMISSION MISTAKES

- Failure to state objective and conclusion.
- Failure to state sample size and data.
- Excessive use of abbreviations.
- Excessive use of commercial product names.
- Typographical errors (authors may not change text after the abstract deadline).
- Writing your abstract at the last minute.
- Personal research sections include duplicated findings and research. Note that material too closely related to another abstract submitted by a co-author, should have been combined into a single paper by multiple authors.

Make sure to show your abstract to a colleague prior to submission to avoid making common mistakes.

## GROUP-AUTHOR ABSTRACTS

Some research collaborations with large numbers of investigators, operating under a single group name, request the inclusion of the group name as an author, distinct from the individual authors. Group authors may also be known as Collaborative-, Corporate- or Collective-authors. Group-authors would include individuals who contributed to the research that led to the abstract but are not named individually as authors. A common example in dental research would be a practice-based research network. Group-authorship is not meant to acknowledge the University, Institution or Corporation under whose auspices the research was conducted. If your abstract does have a Group-author that includes individuals who contributed to the research that led to the abstract but are not named individually as authors, the name of the Group-author must be added along with the City, State/Prov. and Country for each individual person. The Group-author listings will be included in the Author/Co-author Index online, the Programme Book.

The **Group-author Abstracts section** of the abstract-submission system **should not be used to list individual authors.**

## WORD LIMIT HELP

- Always hyphenate when possible (e.g., use “composite-resin restorations”, rather than “composite resin restorations”), and string together complicated phrases with hyphens.
- Abbreviate extensively [i.e., introduce abbreviations quickly and use them. Do not say hybrid zone but rather introduce hybrid layer (HL) and then use HL from that point onward].
- Always close spaces between numbers and units (e.g., instead of 30 mm, say 30-mm or 30mm; never leave spaces between numbers & standard deviations; and replace “30 ± 5” with “30±5”).
- Always use tables for the presentation of information when possible. Put units in headers and omit them from the rest of the matrix.
- Make sure there is no inadvertent ‘dangling punctuation’ in the text, such as a comma or period that is not immediately adjacent to a word.
- Eliminate as many “articles” (a, an, the, ...) as possible.
- String together all of the steps in the Materials & Methods section so that you are not starting and stopping individual sentences with separate subjects, verbs, and adjectives [e.g., “The samples (n=10/gp) were etched (37% H3POO4), washed (15s), stored (37°C, 7d), conditioned (25°C, 10m), tested (0.1mm/m), and statistically analysed (ANOVA, Tukey’s, p<0.05).”].
- Replace statements with equations [e.g., Instead of “10 samples were tested for each group” insert “(n=10)” into an appropriate sentence.].
- Report all statistical differences with superscripts on results that can be attached rather than requiring separate statements.
- Construct tables to minimise the number of necessary cells.

## SPECIAL REQUESTS

If you have any special requests (because of religious, academic, travel or personal reasons) or if you wish to request that abstracts be scheduled in a specific order enter this information in the “Special Request” box. IADR-SEA will not change your presentation, if you neglect to include any details regarding your request. If you wish to book your travel arrangements prior to receiving your abstract notification email, please book your return flight for the end of the conference.

IADR-SEA will **NOT** change presentation dates/times to accommodate your travel arrangements or requests made after submission. Please note that all special requests cannot be accommodated but the Scientific Committee will do his/her best when scheduling the applicable abstracts.

## IADR AWARDS

Add an Award to your abstract submission! The list of Awards for which you can apply when submitting your abstract is as follows:

- **IADR Hatton Award (Junior Category)**
- **IADR Hatton Award (Senior Category)**
- **Research Category Awards:** The IADR-SEA Research Category Awards are presented to the best research presentations at the IADR-SEA Division Annual Scientific Meeting. Research categories will be assigned after the abstract submission depending on the number of candidates entering the competition. All candidates must be current members of or, at the time of submission, have made bona fide applications to the IADR. Only the oral presentations will be considered for the final competition.

In case, if the number of applicants exceeds the capacity to accommodate oral sessions, the scientific committee may consider including poster presentations in the competition

### CRITERIA FOR ABSTRACT ACCEPTANCE

Presentations will be selected for the programme 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, whose decision is final.

#### Common Reasons for Rejection Are:

1. Abstract is **not original research**.
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**; both abstracts should have been combined into a single paper.
5. Abstract has been **presented at (an)other meeting(s) or previously published**.
6. **Abstract poorly organised and/or not complete**.
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 measurements to be accurate, i.e., variations are within the error limits for the method.
  - b. Sampling method contains inherent discriminatory factors not recognised.
  - 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.
  - f. 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., conclusions have greater limitations than implied by the author.
11. Correlations suggested may be fortuitous insofar as no plausible cause-and-effect relation has been suggested, and none is obvious.
12. Abstract is **not in English (or very poor English)**.
13. **Abstract or title is over word count**.

### NOTIFICATIONS OF ACCEPTANCE/NONACCEPTANCE

The official notifications will be disseminated on or about **early August** to all accepted presenters. The notifications will include presentation mode, date, and session time. An email containing the Final Presentation # will be sent after the Presenter Pre-registration deadline (31 Aug 2023), to all registered, accepted presenters.

All communication between IADR-SEA and the PRESENTING AUTHOR will take place via email. The email address used will be the one supplied at the time of abstract submission for the PRESENTING AUTHOR. Please make sure that you enter a valid, long-term email address for the PRESENTING AUTHOR to ensure the PRESENTING AUTHOR will receive all important notices that are sent from IADR-SEA regarding your abstract and presentation at the meeting. Successful participation in the 2023 IADR-SEA Meeting is contingent on the correct email address being provided for the Presenting Author. After 31 Aug 2023, the placement or rejection of your abstract cannot be changed and is considered final. Please do not call IADR-SEA regarding the status of your abstract prior to this date.

## **PRESENTER PRE-REGISTRATION**

All presenters are required to pre-register for the meeting by the presenter pre-registration deadline of **31 Aug 2023**. Failure to pre-register by this date will result in the withdrawal of your submission. Please plan accordingly. Also, if you plan on registering at the IADR membership rate, please make every attempt to complete your annual renewal in advance of the presenter pre-registration deadline to allow ample processing time.

## **TERMS AND CONDITIONS**

By presenting at the conference, you agree to the following terms and conditions:

1. Presenters take full responsibility for the content of their abstract and presentation.
2. You understand your abstract and biographical information will be published in the conference proceedings. Your abstract must not have been published elsewhere at the time of presenting.
3. You will not use your presentation as means of selling your organisation's products or services.
4. Where required, you will commence your presentation with a Conflict-of-Interest declaration.
5. You will undertake to provide required items to the Conference Organisers in a timely fashion.