

# CALL FOR SEMINAR AND WORKSHOP ABSTRACTS

## 2019 National Oral Health Conference® April 15-17, 2019 Memphis, TN

The Planning Committee for the **2019 National Oral Health Conference®** invites proposals for seminars and workshops addressing medical/dental integration; oral health programs/health promotion; new and emerging practices; policy/advocacy; surveillance/epidemiology related to dental public health. Seminar submissions will be considered for either a plenary or a concurrent session. **This invitation is not for individual oral, poster or roundtable abstracts. The requests for Poster and Oral Abstracts and Roundtable abstracts will be issued in a separate call.**

We are again encouraging both **panel presentations (seminars) and interactive sessions (workshops)**. You will be asked to indicate your preference for a 60- or 90- minute **seminar**, or a 60- or 90- minute **workshop**; however, the final decision on program format will be made by the Planning Committee. The Planning Committee also reserves the right to work with sessions selected for “workshops” to ensure that the sessions are truly interactive. The Planning Committee strongly encourages those submitting abstracts for workshops to carefully evaluate the need to limit the number of attendees. Please do not indicate a need to limit the number of attendees unless you truly need to do so. Only attendees who have registered for a workshop will be allowed to attend. Those who register for a workshop will receive a ticket as part of their registration materials, **and only those with tickets will be admitted into the session room**. Workshop coordinators will also receive an attendee roster from the NOHC staff.

### Submission Guidelines for Seminar and Workshops

The Session Coordinator/Moderator (SC/M) is responsible for program development and solicitation of the speakers.

The Session Coordinator/Moderator must identify:

- Title of overall session.
- Type of session being planned – 60 - or 90-minute seminar or 60 - or 90-minute workshop.
- Description of purpose, goals and content of session. 150 words maximum.
- Minimum of three educational learning objectives.
- Speaker contact information. All speaker contact information must be completed in the Seminar and Workshop proposal. It is highly recommended that the session should not exceed more than two speakers in a one-hour period and between 1/4 and 1/3 of the session time be set aside for discussion.

#### Submissions

Session proposals must be submitted electronically by visiting [www.nationaloralhealthconference.com](http://www.nationaloralhealthconference.com). *No manual submissions will be accepted.* Be sure to complete all the submission tasks -- This includes contact information and credentials for all speakers. *Only completed submissions will be reviewed by the Planning Committee.*

#### Speaker Funding Guidelines

- Funds are **not** available through NOHC, ASTDD or AAPHD to support speaker travel unless a session is directly sponsored by one of the organizations. Session Planners may solicit sponsorship to support speaker travel; however, acknowledgement for such sponsorship must be coordinated with NOHC staff in order to meet CERP compliance standards.

## **Audio/Visual Guidelines**

- For each session (concurrent seminar or workshop) NOHC will supply: stand up or table podium, lavalier microphone(s), screen, laptop computer, LCD projector and a table for materials. Internet access is also available at no additional charge. If other A/V is requested, contact **Jan Aument at jan@goodplanjan.com** to determine availability and approximate cost. The cost of adding A/V other than what NOHC provides may require sponsorship/financial support from the speaker or organization requesting additional A/V.

## **Conference Registration and Fees**

- All speakers must register online for the conference even if he/she is only attending the day of their presentation.
  - If a speaker only plans to attend the conference the day of the presentation, the registration fee is waived.
  - If a speaker plans to attend additional day(s), he/she must register and pay the appropriate conference registration fee.

## **Special consideration will be given to proposed sessions:**

- With speakers who have not presented at the two most recent NOHCs;
- Featuring innovative models or ideas.

**Proposals must be submitted by 11:45pm EST, November 2, 2018. Notification of selection will be made in December.** Any questions may be directed to Jan Aument, jan@goodplanjan.com

**[Click here for Seminar and Workshop Session Formats](#)**