Submit your poster abstract for the Research Summit during the Research and Education Conference!

Key Dates for the 2015 Poster Submissions

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<td>Research Summit Poster Abstract submission site closes</td>
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<td>April 6, 2015</td>
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Research Summit (Poster Presentations)
Poster presentations are scheduled during the Research Summit Reception, 5:30 pm- 7:30 pm on May 6. If your poster is selected for an oral presentation, you will be notified of your presentation time. In the event that the designated presenting author is unable to attend, it is the author’s responsibility to assign a co-author to present and to contact ksmith@aaoms.org regarding the presenting author change. Be sure to include the new presenting author’s name, email address and contact phone number in your message. Please note: edits to authors must be received prior to April 6th, for inclusion in the printed meeting program.

Requirements for Submission
Poster abstracts for the Research Summit must be submitted online through the abstract submission site available at https://aaoms.confex.com/aaoms/rs1505/abstract/papers/index.cgi

Disclosure Requirements
As a provider of continuing medical education through the Accreditation Council for Continuing Medical Education (ACCME), it is the AAOMS’ policy to ensure balance, independence, objectivity, and scientific rigor in all of its educational activities. AAOMS policy requires that everyone who is in a position to influence educational activities must disclose their relevant conflicts of interest. The presenting author must ensure that ALL co-authors provide current disclosure information along the submission of the abstract.

Ethics
For clinical trials, details of ethical committee approval and the type of informed consent should be stated. Patients’ and volunteers’ names, initials, and hospital numbers should not be used.
Writing Standards

Contents
All abstracts (oral or poster) must contain the following information:
1. Statement of the problem
2. Materials and methods
3. Methods of data analysis
4. Results
5. Conclusions
6. 2 references
Data should be summarized in the abstract. It is not satisfactory to say that “data will be presented.”
Do not include subtitles (e.g. methods, results) in the abstract body.

Language
All abstracts must be written in English.

Character Count
Abstracts should be limited to 600 words. Small data tables and images are acceptable.

Review Process

Abstracts are reviewed based on the following criteria:
• Clear statement of the problem
• Description of the materials and methods employed
• Clear explanation of results
• Relevant conclusion

Selection will be based on the quality and content of the abstracts as judged by the committee as well as the basis of scientific merit and documentation.

Notifications will be sent via e-mail to presenting authors only. Be careful to check your SPAM filters if you do not receive your notification.

All authors will be notified on or near March 6, 2015

Accepted Abstracts

Required Paperwork
Presenting authors of accepted abstracts will be required to submit an agreement form. All required paperwork will be distributed and submitted electronically to the presenting author.
Instructions for Submission

1. Access the Abstract Submission site through https://aaoms.confex.com/aaoms/rs1505/abstract/papers/index.cgi

2. **Author’s Acceptance of Responsibility**: Please read the Author’s Acceptance of Responsibility and click each box to agree with each statement.

3. **Abstract Title**: Enter the title of the abstract in the field provided. Make note to follow the provided example of a properly formatted title. Enter your e-mail address in the field provided. Click **Continue** to save your work and move on.

4. **Presentation Category**: Select the single category that most appropriately covers the poster abstract being submitted. The “Other Category” is available if needed; be sure to click the check box and type a category in the available field.

5. **Authors**: Search for authors by entering the author last name(s) in the field provided. Select the author name from the search results, or click the “Not Found” option. Complete all required fields designated with an asterisk (*) for the author(s) and the speaker. Authors will be entered one at a time, however, the steps for entering all authors are the same. Complete all required fields.
   a. Use the **Add new person** button to add another author to the abstract, by selecting the author or the “Not Found” option. Repeat this step until all authors have been entered.
   b. In the “Speaker” column click the checkbox to select the presenting author. You may only designate 1 presenting author per abstract. **Note**: The presenting author will serve as the contact author.
   c. To re-arrange the order of the authors, use the arrows next to the names.

6. **Abstract Body**: Click “Copy and Paste” to begin entering the abstract or click “Upload Method” to upload an html or htm file. Make abstracts as informative as possible, including a brief statement of the problem, the materials and methods used, the methods of data analysis, the results of investigation and the conclusions based upon the results. Data should be summarized in the abstract. It is not satisfactory to say that “data will be presented.” Do not include subtitles (e.g. methods, results) in the abstract body.

7. **Word Count**: Abstracts are limited to 600 words including images and tables.

8. **Create or Edit Table**: Simple tables may be included if they fit within the size constraints of the electronic system. Tables created using the submission system can have a maximum of 10 columns and 10 rows. **Note**: Tables cannot be copy/paste into the abstract. Tables must be created using the “Insert/ Edit Table” function.

9. **Disclosure**: If an author has a financial interest or other relationship with the manufacturer or provider of any oral and maxillofacial surgery related drug, device or service, select **Yes** to document the relationship. The first column lists “Organization Name” and the second column lists “Relationship”. If the author does not have anything to disclose, select the **No** button. If the same CME disclosure applies to other roles that an author or speaker are playing at the Research Summit they may check boxes for those roles that apply. **Note**: The disclosure step is required for **all** authors. It is the presenting author’s responsibility that all co-authors provide current disclosure information along with the submission of the abstract. After completing the disclosure click **Submit** and **Save and Continue**.

10. **Confirmation**: Review the confirmation page to make sure all of the listed information is correct. Click on the **Conclude Submission** button to submit your abstract.

11. Upon clicking the **Conclude Submission** you will view a page which confirms “Your abstract submission has been received”. You can print this page which shows your abstract and author/ speaker information. If your abstract is not complete prior to the deadline, it will not be reviewed for presentation. At this stage, edits can be made using the menu on the left side of the window. Submitted abstracts may be edited online up until the submission deadline. Upon submission, you will receive an auto-generated email that will contain your login information should you wish to edit your submission prior to March 27, 2015.