



Academy of Laser Dentistry Annual Conference Abstract Submission Deadline: November 2, 2020

Requirements for Abstract and/or Course Description Submission

The conference will be conducted in-person as long as travel is available and permitted. Social distancing and all recommendations from the Centers for Disease Control and Prevention and the World Health Organization for gatherings will be followed. Speakers will be asked about their virtual capabilities should the meeting switch to a virtual or hybrid (combination in-person and virtual) meeting.

General Guidelines

Purpose

The focus of the Academy Laser Dentistry's Annual Conference is to share knowledge and educate the dental community on the science, research, and utilization of lasers and related light-based technologies in the field of dentistry.

Author Guidelines

An individual may submit more than one abstract and may appear as a co-author on other abstracts. The primary author must have the consent of all co-authors listed on the abstract or course description prior to submission. At least one of the authors must attend the conference to present the material. Material that has been previously presented will be considered but must be current and relevant to this conference.

All authors, presenters, and moderators must review and consent to the Academy of Laser Dentistry's Policy and Guidelines for Commercial Support and Potential Conflict of Interest. Having dual commitments and /or a potential for a conflict of interest does not preclude a person from presenting at the conference, however, it must be fully

disclosed to the Academy of Laser Dentistry and the attendees to the conference. Failure to disclose will be determined to be a violation of ALD's Principles of Ethics and Code of Professional Conduct. Penalties for failure to disclose will be considered at the discretion of the ALD. Abstracts must be presented with no bias toward or against specific companies.

Travel and Lodging

The Academy Laser Dentistry does not award honoraria or travel / lodging per diem to the presenters speaking at the ALD Conference. Members in good standing of the ALD who reside outside North America and are unable to attend the conference may submit an abstract for consideration in the e-Poster presentation category, however this requires that the author have access to a virtual platform and be available to deliver the content.

Submission Procedures

Submissions are made online at www.laserdentistry.org. English is the official language of the Academy of Laser Dentistry and all documents and presentations must be completed in English.

For convenience of the submitters the online submission process has these provisions:

- Authors may type or paste their abstracts directly into a text box or boxes on the submission form.
- The form will accept plain text with styling (bold and italic), superscripts, subscripts, bulleted and numbered lists and symbols. No tables, diagrams, or photographs are allowed for the submission. Upon acceptance, authors will be able to provide additional text, tables or diagrams for publication in the onsite program.
- Please check spelling and grammar prior to submission.

Presentation Guidelines

Presentation Format

General Guidelines for Oral Presentations

A single LCD projector will be provided, front projection with screen format 16 feet x 9 feet. Each oral presentation will usually be followed by a short question-and-answer period. A panel discussion may follow each oral presentation module.

The Academy reserves the right to edit all abstracts, course descriptions and summaries, biographies and other program information. When substantial changes are made, authors will be given the ability to accept any of these changes or to withdraw their submittal. Preference may be given to presentations with information that has not been presented at previous ALD conferences.

Clinical Case Presentations

Clinical Case Presentations can be either an oral lecture presentation or poster presentation. Oral presentations should be as concise as possible to properly present

the clinical case in sufficient detail. Generally, this can be accomplished in approximately 15 minutes. Clinical case studies should follow the format of the "Clinical Case Presentation Sample Guidelines."

Scientific Research Presentation Guidelines

Objective State the objective and the current state of knowledge related to the topic, as well as the reasons for investigating it.

Materials and Methods Present detail sufficient for the reader to repeat the investigation, including the measurements and the investigational strategy and design. Specify model/product name and manufacturer for all devices and products used.

Results Present the results of the experiments in an order designed to convince the reader of the truth of the paper's conclusions. Reliable observations combined with valid logic result in a sound conclusion. Note that submission of results is required. Statements such as "results will be discussed" are not acceptable.

Discussion/ Conclusion State logical arguments that link the data in the results section as well as the work of other investigators to the conclusions. Reliable observations combined with valid logic result in a sound conclusion.

Workshops (Hands-on Participation)

The course description must include sufficient detail to warrant presentation time. A list of required materials and devices and who is responsible for providing them must be provided 45 days prior to workshop date. Participation courses will be of sufficient duration to allow participants ample time to learn a new technique.

Lectures (Oral Presentations)

Oral presentations should be energetic and convey a new opportunity or solution for dental success. Generally, this can be accomplished in approximately 30-60 minutes. The description must include sufficient detail to allow participants ample time to learn a new concept.

e-Poster Presentations

An e-Poster presentation should be organized in such a way that research data, clinical case studies, or procedural techniques can be delivered without the author present. It allows attendees to digitally view the information presented on demand.

Submission Status Notification will be e-mailed in December 2020

Submitters will receive the status of their submission by e-mail by December 1, 2020. Notices will indicate either acceptance (presentation mode, time, date) or rejection.

Audio/Visual Capabilities & Mandatory Speaker Meetings

Use of an LCD projector is required for all general and scientific session presentations, front projection with screen format 16:9. Speakers are required to test the compatibility of their presentation, onsite, with the equipment provided (software, projector, sound system, etc.). This is to ensure that the program will run smoothly and that the speaker is familiar with the

environment and flow of the entire module. Whenever possible the presenter is encouraged to load the presentation onto a master computer for ease of use during the sessions.

Virtual and Hybrid

ALD is positioned to switch from in-person to virtual or a hybrid format. Details would be forthcoming as planning continues.

Special Requests

If you have any special requests (e.g., religious, academic, or personal concerns or conflicts) please indicate that in the submission form.

Abstracts Selection Criteria

Presentations will be selected for the program based on the scientific quality, clinical excellence of the work, practical relevance in providing solutions to current issues, and suitability for inclusion in the program, as judged from the submission. An impartial panel of reviewers will evaluate the content of each abstract and course description. Selection of the presentations to be presented will be made by this panel.

Since the abstracts are published and become part of the world's scientific literature, it is important that the content be scientifically sound and grammatically correct. Each abstract is reviewed so that high standards can be ensured.

Invitation Letters

If an official invitation is necessary for you to obtain a visa or any other reason to attend the meeting, please send an e-mail to memberservices@laserdentistry.org.

PLEASE NOTE: If travel is restricted due to COVID-19, the prevailing Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) recommendations will be followed.

Withdrawing an Abstract or Course Submission

Requests to withdraw papers must be made in writing (e-mail) by the presenter (requests from anyone other than the presenter will not be honored) and submitted to the ALD central office to academyoflaserdentistry@gmail.com by December 15, 2020.

An Overview of the Operating Principles Governing Disclosure of Dual Commitments and Potential Conflict of Interest

Dual commitments governed by the Academy of Laser Dentistry's Conflict of Interest and Disclosure Policy include but are not limited to:

- Consultancies (paid or unpaid)
- Ownership of companies, stock options, stock ownership, equity
- Current or pending ownership of patents, patent licensing agreements, royalties, copyrights
- Financial interest (honoraria for lecture or other teaching activities, stipends)
- Special customer preferences (material donations, clinical materials, special discounts, special gifts)
- Governance (corporate responsibility, corporate allegiances such as service on governing boards)
- Research contracts, grants, or other support for investigation
- Paid expert testimony
- By virtue of present or past employment of immediate family or relatives.

Academy of Laser Dentistry requires disclosure of dual commitments. In determining the significance and extent of a dual commitment, ALD considers the following:

- Scope of the commitment or relationship
- Frequency and timing – whether past, recent, occasional, or long-standing
- Number – a single, exclusive relationship vs. multiple, competing relationships.

Author(s) Consent

By submitting an abstract and/or course description, the author is stating that he or she has read and agreed to the requirements set forth in these Guidelines for Speakers. With this submission, the author is committing in good faith his or her willingness and ability to speak during the assigned time. Selected speakers may be required to sign an additional copyright release document for publication in the Conference Program.

All presenters are expected to complete and sign the Speaker Packet. Instructions will be provided upon acceptance to present.