



## Academy of Laser Dentistry Annual Conference Call for Abstracts Guidelines

### Requirements for Abstract and/or Course Description Submission

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#### 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 (ALD) and the attendees of 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 or techniques.

##### Travel, Lodging, and Expenses

The Academy of Laser Dentistry does not award honoraria or travel / lodging per diems to the presenters speaking at the ALD Conference.

##### Submission Procedures

Submissions are made online at [www.laserdentistry.org](http://www.laserdentistry.org). English is the official language of ALD 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 on-site program.

- Please check spelling and grammar prior to submission.

## Presentation Guidelines

### Presentation Format

#### General Guidelines for Oral Presentations

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 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 and parameters 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. 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 conclusion. Reliable observations combined with valid logic result in a sound conclusion.

#### Workshops

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 to the attendees in advance must be provided 30 days prior to workshop date. Participation courses will be of sufficient duration to allow participants ample time to learn a new technique.

#### Demonstrations

The course description must include sufficient detail to warrant presentation time. Demonstration courses will be of sufficient duration to allow participants ample time to learn a new technique and answer questions during the live session.

#### 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.

### **Submission Status Notification will be e-mailed on August 15, 2022**

Notices will indicate either acceptance (presentation mode, time, date) or rejection.

### **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 practical relevance in providing solutions to current issues, clinical excellence of the work, the scientific quality, 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.

### **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 at [academyoflaserdentistry@gmail.com](mailto:academyoflaserdentistry@gmail.com) by November 30, 2022.

### **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 investigations
- Paid expert testimony
- By virtue of present or past employment of immediate family or relatives.

The 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 and answer

questions during the assigned time. Selected speakers may be required to sign a copyright release document for publication in the Conference Program.

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

### **Providing Quiz Questions**

The provision of CE credit requires a mechanism that allows participants to assess their mastery of presented material. Therefore, each presentation requires a set of multiple-choice test questions. In general, the educational objectives and test questions should be representative of the full range of program content. Test questions should be multiple-choice, typically with four response options (A, B, C, D) for each question. A minimum of 5 test questions per presentation is recommended.

### **Providing Bibliographic References**

Presenters are encouraged to provide a separate list of references identified in their presentation that supports the content discussed.