Orthodontic Staff Presentation Competition

Program Date Monday May 6
Application Deadline Friday, February 8
Orthodontic Staff Presentation Competition

Place and Time
Pennsylvania Convention Center
Philadelphia, Pennsylvania, USA
Monday, May 6, 2013, 8:30am - 11:30am

Learning Objectives
CE credit hours 1.5
- Review products and techniques available for the orthodontic practice
- Recognize the value of orthodontic assistants to quality patient care
- Learn creative solutions to improve the orthodontic office

Definition
The AAO and the Council on Orthodontic Practice (COOP) are excited to announce the 2013 Orthodontic Staff Presentation Competition at the 2013 AAO Annual Session. Eight staff members will be chosen to compete on Monday, May 6 in the AAO Orthodontic Staff Presentation Competition. Participants will give a 10-minute oral/Pow erPoint presentation based on an orthodontic theme. The Council on Orthodontic Practice will judge the competition. The presenters will receive awards totaling $3,000.

Presentations can be created by the entire office staff, but only one individual can present at Annual Session and the top two presenters will be invited to be speakers on the 2014 AAO Annual Session Orthodontic Staff Program.

Awards
The presenters will receive a monetary award.

1st prize $1000
2nd prize $600
3rd prize $400
4th-8th prizes $200

The office team winners will also receive an Orthodontic Staff Club membership effective June 1, 2013 - May 31, 2014.

How to Apply
1. Interested orthodontic staff members must complete the application and presentation description form. In addition to the application and presentation description forms, applicants need to submit their 10-minute PowerPoint presentation by mail or e-mail. The applicants must include his/her name and his/her employer's name with the presentation.

To submit by e-mail (file size not to exceed 10MB), send to staffcompetition@aaortho.org. The application and presentation description form may be faxed to 314.993.4368 or mailed to the address below. Please submit the PowerPoint presentation CD or DVD (file size not to exceed 10MB) to the address below. To submit by mail, send a CD or DVD of the PowerPoint presentation (file size not to exceed 10MB) along with the application and presentation description form to:

American Association of Orthodontists
c/o COOP
Attention: Barb Simon
401 North Lindbergh Blvd.
St. Louis, MO, USA 63141-7816

Materials are due by February 8, 2013. All applicants must be a staff member of an active AAO member.

2. The presentation description must have an orthodontic theme. The submitted description should fall into one of the following categories:
- Orthodontic oral hygiene (staff member’s role),
- Case presentation (staff member’s involvement),
- Inventory control & model storage,
- Types of bands & bonds and how they are used,
- Orthodontic patient care,
- Patient information pamphlets/educational materials,
- Or any subject based on a relevant project/role enhancement in the orthodontic office.

3. Applications and presentation descriptions that are post-marked or date stamped after February 8, 2013, will not be accepted.

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Selection Process
The AAO Council on Orthodontic Practice will review the applications, presentation descriptions, and PowerPoint presentations and will select eight finalists. The eight finalists will then participate in a competition that will be held in conjunction with the 2013 AAO Annual Session, May 6, 2013. All finalists will receive a certificate of participation.

Notification of Eight Finalists
The Council on Orthodontic Practice will notify all applicants of their decision by Monday, March 11, 2013.

Competition and Presentation Rules and Requirements
1. The eight finalists must deliver a 10-minute oral/PowerPoint presentation based on their submitted presentation description. Once submitted, the application and PowerPoint presentation is considered to be final. No changes will be allowed.
2. The presentation must be in English. The PowerPoint Presentation file size limit is 10MB. Presentations can not contain any audio or video.
3. These finalists must register for the 2013 AAO Annual Session. Registration may be completed online at www.AAOinfo.org.
4. The AAO is not responsible for any loss or damage to the participants’ materials and equipment.
5. Advertising is not permitted in the presentations. No commercial promotion is allowed, and violation of this policy will result in the immediate disqualification of the applicant.
6. Handouts are the responsibility of the participants. The AAO will not pay to duplicate handouts.
7. All applicants must be a staff member of an active AAO member.
8. Presentation must be submitted and delivered by one individual. Only the PowerPoint presentation may be used during the presentation. No additional props may be used.
9. All winners and finalists from previous Staff Competitions may compete but must submit a new presentation.

Judging of the Finalists
The Council on Orthodontic Practice will judge the eight finalists from 8:30am - 11:30am on Monday, May 6, 2013 at the Pennsylvania Convention Center.

IMPORTANT! All participants will be allowed a maximum of 10 minutes with the judging team. Please rehearse your presentation and ensure that the delivery is 10 MINUTES OR LESS.

The presenters will be judged on:
• Evidence-based and technical content,
• Use of visual aids (graphics and text),
• Professionalism, delivery and presentation skills,
• Innovation of material and presentation,
• Orthodontic concept–applicability and usefulness
• Further role development for the orthodontic staff member.

The judges will select first, second and third place winners. The winners will be announced at the conclusion of the competition.
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Application

Complete the Presentation Description Form in addition to the Application.

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Orthodontic Staff Presentation Competition
Pennsylvania Convention Center
Philadelphia, Pennsylvania
Monday, May 6, 2013
8:30am - 11:30am

Return to
American Association of Orthodontists
c/o COOP (attn: Barb Simon)
401 North Lindbergh Blvd.
St. Louis, MO, USA 63141-7816

Fax
314.993.4368
attn: Barb Simon

E-mail
staffcompetition@aaortho.org

Deadline
February 8, 2013

Title of Presentation ________________________________________________

All winners and finalists from previous Staff Competitions may compete but must submit a new presentation.

Presenter (All correspondence will be sent to the address below.) Please print.

Name ___________________________________________________________________________________________________________

AAO member who is your employer ___________________________________________________________________________________

Your title or position within the AAO member’s office _____________________________________________________________________

Address _________________________________________________________________________________________________________

City _______________________________________________________________________        State/Province ______________________

Country ___________________________________________________________________        Zip/Postal Code _____________________

Required Information

Employer’s Phone _________________________   Presenter’s Cell __________________________   FAX _________________________

(Include area code and number.)                                                                                          (Include area code and number.)

E-mail __________________________________________________         Web Address _________________________________________

This Section Must Be Completed

Disclosure of Financial and/or Beneficial Interest
American Association of Orthodontists (AAO) policy requires that all program participants indicate whether or not they, or their family members, have a financial and/or beneficial interest in any products or services related to their presentation. Financial and/or beneficial interest will be noted in the Electronic On-Site Program and the On-Site Pocket Guide with an asterisk (*) placed by the participant’s name and will be announced by the room moderator during introductory remarks on-site to the attendees. In compliance with this policy, participants are required to complete the following:

This is to verify that I, or my family, □ HAVE □ DO NOT HAVE a financial and/or beneficial interest in any product or service related to my presentation at the Annual Session.

Disclosure of Visual Enhancement
AAO policy requires that the enhancement, modification, or alteration of photography, computer images, radiographic images, or other visual images be disclosed to attendees at the Annual Session. Visual enhancement will be noted in the Electronic On-Site Program and the On-Site Pocket Guide with a camera (📷) placed by the participant’s name and will be announced by the room moderator during introductory remarks on-site to the attendees. In compliance with this policy, participants are required to complete the following:

This is to verify that I □ WILL □ WILL NOT use enhanced, modified, or altered visuals in this presentation.

Assignment of Copyright
I assign and transfer to the American Association of Orthodontists (AAO) all property, right, title and interest in and to all parts of the presentation, including copyright and the rights to produce and reproduce reprints of all or part of the presentation for sale or free distribution, and the right to republish in a collection of presentations or in any other format. I also understand and agree that the AAO may decide not to use part or all of, or may edit for stylistic, grammatical or other purposes, the presentation, and I agree to such editing without being afforded the opportunity to review the final version. I further authorize the AAO to use my name, likeness, photograph and biographical data in connection with the use and promotion of the presentation. I warrant and represent that the presentation does not violate any proprietary or personal rights of others (including, but not limited to, copyright and privacy rights), that the work is factually accurate and contains no libelous or otherwise unlawful material; and, that such work constitutes my own original work, of which I am the sole owner of copyright.

Signature of Presenter ______________________ Date ____________

4 Please return to the AAO NO LATER THAN February 8, 2013. E-mail competition questions to staffcompetition@aaortho.org.
Orthodontic Staff Presentation Competition

Presentation Description Form

All applicants must complete the Presentation Description Form and submit it with the Application.

Place and Time
Orthodontic Staff Presentation Competition
Pennsylvania Convention Center
Philadelphia, Pennsylvania
Monday, May 6, 2013
6:30am - 11:30am

Return to
American Association of Orthodontists
c/o COOP (attn: Barb Simon)
401 North Lindbergh Blvd.
St. Louis, MO, USA 63141-7816

Fax
314.993.4368

E-mail
staffcompetition@aaortho.org

Deadline
February 8, 2013

Presenter
____________________________________________________________________

Title of Presentation
____________________________________________________________________

(No changes will be allowed; only one presentation description per participant will be accepted.)

A 30-word Description of Your Presentation
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

All presentation descriptions become the property of the AAO. Submission of a presentation description represents permission to duplicate, publish, and disseminate the attached description.

I have proofread this presentation description and understand the obligation of submission.

Signature of Presenter ___________________________ Date __________

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