



114th Annual Session | April 25-29, 2014

Orthodontic Staff Presentation Competition

Program Date Monday April 28
Application Deadline Friday, January 31



Orthodontic Staff Presentation Competition

Place and Time

**Ernest N. Morial Convention Center
New Orleans, Louisiana, USA
Monday, April 28, 2014 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 2014 Orthodontic Staff Presentation Competition at the 2014 AAO Annual Session. Eight staff members will be chosen to compete on Monday, April 28 in the AAO Orthodontic Staff Presentation Competition. Participants will give a 10-minute oral/PowerPoint 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 2015 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, 2014 - May 31, 2015.

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 50mb), 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 50mb) to the address below. To submit by mail, send a CD or DVD of the PowerPoint presentation 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 January 31, 2014. 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 **January 31, 2014**, will not be accepted.

Application Deadline

Materials are due by **January 31, 2014**. All applicants must be a staff member of an active AAO member.

Orthodontic Staff Presentation Competition

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, April 28, 2014. 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 10, 2014.

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. Presentations can not contain any audio or video.
3. These finalists must register for the 2014 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, April 28, 2014 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.

Orthodontic Staff Presentation Competition

Application

Complete the Presentation Description Form in addition to the Application.

Place and Time

Orthodontic Staff Presentation Competition
Pennsylvania Convention Center
Philadelphia, Pennsylvania
Monday, April 28, 2014
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

January 31, 2014

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 online at aaoinfo.org in the lecture section on the Annual Session page and in the printed *On-Site Pocket Guide* with an asterisk (*) placed by the participant's name. It will also 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 online at aaoinfo.org in the lecture section on the Annual Session page and in the *On-Site Pocket Guide* with a camera (📷) placed by the participant's name. It will also 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 _____

Presentation Description Form

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

Place and Time

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Pennsylvania Convention Center
Philadelphia, Pennsylvania
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8:30am - 11:30am

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St. Louis, MO, USA 63141-7816

Fax

314.993.4368
attn: Barb Simon

E-mail

staffcompetition@aaortho.org

Deadline

January 31, 2014

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 _____

**Please return to the AAO NO LATER THAN January 31, 2014.
E-mail competition questions to staffcompetition@aaortho.org.**

Judging Criteria

**The first four criteria are used to select the finalists.
All five criteria are used to rank the finalists at the live presentation.**

Topic applicability to Audience

1. applicable to a small fraction of the audience
2. applicable to majority of audience with significant support and/or equipment
3. applicable to majority of audience with minor support and/or equipment
4. could be utilized by many practices tomorrow
5. could be utilized by all practices tomorrow

This criterion presumes that the audience members are orthodontic staff members and orthodontists. Presentations that can be utilized by the majority of orthodontic practices are scored higher than presentations that discuss practices or concepts that are not currently available to many practices. Annual Session Orthodontic Staff Program.

Evidence-based Content

1. material presented is not supported by current standards of practice or by current literature
2. material is anecdotal, no evidence cited
3. presentation is based on proprietary material that is not supported by independent research
4. material is mostly evidence-based
5. presentation is based on material that is well supported by systematically assessed evidence

Presentations should be based on scientific evidence. This evidence need not be orthodontic in nature – a presentation on patient communication may cite a reference from a psychology text book, or a presentation on tracking office expenses may cite a reference from a publication on accounting. “Systematic reviews of randomized controlled trials constitute the highest level of current best evidence, and expert opinion is lower-level evidence.” (American Dental Association, 2009) References may be listed on a closing slide, or may be footnoted on the slide where the material is discussed..

Innovation of Material

1. Material or approach has been frequently presented
2. Majority of material has been presented in past
3. Presentation contains some new approaches
4. Much of presentation is material seldom presented to staff
5. Presentation contains innovative material and/or approaches

There are many topics in orthodontics for which orthodontic practices have found new approaches. Many successful presentations are based on a subject that is frequently addressed (i.e., oral hygiene, patient satisfaction) and the innovative ways that the practice approaches that subject.

Presentation Visual Quality

1. Graphics and/or text are not informative, or presentation is not suitable for 10 minute presentation
2. Graphics and/or text are not informative
3. Graphics and/or text could be improved
4. Graphics and/or text are good
5. Excellent graphics and text

All presentations should last 9 to 10 minutes. Presentations that have 4 slides, or 44, are assumed not to meet the time criterion. Contestants are encouraged to use the “Notes” section of the Power Point program to detail any verbal presentation not represented on the slide. Graphics should be applicable to the topic, in focus, and should not obscure text. Grammar and spelling count!! It is strongly recommended that each presentation be checked by two or three other people for spelling and grammatical errors before submission.

Presentation Skills

1. Presentation is poorly rehearsed, over or under time limit
2. Presentation is not well rehearsed
3. Speaker did not present with confidence
4. Good presentation skills
5. Excellent presentation skills

Only one person may make the presentation. Dress should be appropriate for presentation at a national forum. Presenters should rehearse to be sure that the presentation lasts 9 to 10 minutes.