



American Association of Orthodontists

115th Annual Session

May 15-19, 2015 | San Francisco, California, USA

Invitation to Participate

Application Deadline: October 15, 2014

San Francisco
2015



bridging
Science &
Technology

2015 Annual Session Planning Committee

Dr. Robert Varner
AAO President, 2014-2015

Dr. Howard Hunt
General Chair

Dr. Greg Huang
Doctors' Program Co-Chair

Dr. David Turpin
Doctors' Program Co-Chair

Dr. Wear Chuck
Orthodontic Staff Program Co-Chair

Dr. Paul Kasrovi
Orthodontic Staff Program Co-Chair

Mrs. Jacquetta Varner
Featured Speaker Series Chair

Mrs. Pamela Grove
Local Arrangements Co-Chair

Dr. Gerald Nelson
Local Arrangements Co-Chair



Letter from the President and the COSA Chair

Dear Prospective Participant:

You are cordially invited to participate in one of three select scientific programs that will be held in conjunction with the 2015 AAO Annual Session, May 15-19 in San Francisco. We hope that you will choose to share your scientific expertise with your colleagues by participating in one of the following events:

Table Clinics

Scientific E-Posters

Oral Research Presentations

The 2015 AAO Annual Session will be the premier orthodontic meeting of the year, with the Doctors' Scientific Program featuring many of the specialty's most distinguished lecturers from throughout the world. With the vibrant city of San Francisco as its setting, this Annual Session will provide an outstanding combination of educational, social and recreational opportunities.

We invite you to enhance the value of this meeting by contributing to the scientific component as a participant in the programs described in this Invitation.

Please review the information and instructions carefully and submit your application and abstract by October 15, 2014. Only online application submissions will be accepted. This requirement will enhance the efficiency of the registration process.

We look forward to seeing you in San Francisco!

Best regards,



Robert Varner, DMD
AAO President



Shannon E. Owens, DDS, MS
Chair, Council on Scientific Affairs

Table Clinics Information and Procedures

Place and Time

**Moscone Center
San Francisco, California, USA
Sunday, May 17, 2015**

Set Up

8:30am - 9:30am

Display

9:30am - 11:30am

Clinicians must be at their table from 9:30am - 11:30am on Sunday, May 17.

Tear Down

11:30am - 12:00pm

The AAO is not responsible for items left in the Table Clinics area after noon Sunday, May 17.

Definition

Table Clinics present basic clinical and scientific information using photographs, Power Point slides, charts, diagrams, narrative material, and posterboards.

Table Clinics will NOT be listed in the Preview Program. They will only be listed on the Annual Session website.

Table Clinic Assignment

1. Only one Table Clinic application per participant (main author) will be allowed. If you apply to participate in the Table Clinics, you cannot apply for the Oral Research Presentation or for E-Posters.
2. Table Clinics are arranged in alphabetical order based on the last name of the main author. Your table number assignment will be listed on the Annual Session website. Table numbers will NOT be moved on-site.

How to Apply

1. Only an online submission will be accepted. Complete and submit the application and abstract form available at www.AAOinfo.org (click on the 2015 Annual Session link) no later than October 15, 2014. An application received without an abstract will not be considered.
2. Application and abstracts will not be accepted after October 15, 2014.
3. Applications and abstracts will be reviewed by the Council on Scientific Affairs for relevancy to the general membership and quality of work.
4. An abstract submitted with the application should contain the following information:
 - a. Objectives of the investigation
 - b. Experimental methods used
 - c. Essential results, including data and statistics
 - d. Conclusions

For a case report, the abstract submitted with the application should contain the following information:

- a. Rationale – briefly describe the case and why it is interesting
 - b. Diagnosis and etiology
 - c. Treatment objectives and alternatives
 - d. Treatment results
 - e. Conclusions
5. Applicant will receive an e-mail notice of acceptance or rejection by January 15, 2015.

Please do not contact the AAO prior to January 15, 2015 to check on application status.

Equipment for Table Clinics

1. The AAO provides a 18" wide x 72" long x 42" high (46cm wide x 183cm long x 107 cm high) table and a 48" high x 96" wide (123cm x 246cm) tack board (corkboard) with tacks at no charge.
2. Table Clinic participants are responsible for their own audiovisual equipment and support. If needed, the AAO will provide at no cost up to two (2) stools and up to two (2) electrical outlets for each table clinic.

Table Clinics Information and Procedures

Joseph E. Johnson Table Clinic Awards

The Joseph E. Johnson Table Clinic Awards are given for clinical excellence in orthodontics. These awards are presented by the Council on Scientific Affairs. In addition to a plaque, a \$750 award will be given for the Table Clinic judged as the best Table Clinic. A \$500 award will be given to both the second and third best Table Clinics.

The IRS considers most payments received by individuals as taxable income. If the payment is received as a result of a service provided or submission of work, the payment is considered self-employment income. It is the responsibility of the recipient to determine the tax ramifications of payments received and report the income accordingly.

The IRS requires that the AAO issue a Form 1099 reporting certain types of payments as income to the recipient. These 1099 Forms are provided to the recipient, the IRS and the State of Missouri. Most AAO awards, honorariums and travel stipends will be reported on a Form 1099 if the total amount of all reportable payments received by an individual in any one calendar year exceeds \$600. There are a few exceptions, but most payments from the AAO will be reported as "Other Compensation" on Form 1099-Miscellaneous which requires they be reported as self-employment income by the recipient.

The following criteria are used to judge the Table Clinics:

1. Relevance to orthodontics
2. Significance and originality of the Table Clinic
3. Feasibility of the research and adequacy of study design
4. Overall presentation of the Table Clinic, i.e., photography displayed, organization of materials, posterboards used, etc.
5. Personal discussion and demonstration by the clinician

Table Clinic judging is done anonymously. If a Table Clinic participant is not present at their Table Clinic when the judges come by for the judging, then the Table Clinic will not be judged and will automatically be disqualified for the Joseph E. Johnson Table Clinic Award.

Rules and Regulations

1. **Acceptance of the application** obligates the clinician to present the Table Clinic in person at the Annual Session. Should the clinician be unable to attend, the clinician should make every effort possible to find a qualified replacement.

Cancellations must be submitted via e-mail to the AAO Central Office at abstract@aaortho.org by 8:00am CDT, Friday, May 8, 2015. Should a clinician fail to cancel in advance, that clinician will not be considered for Table Clinics the following year.

2. **Disclosure of Financial and/or Beneficial Interest** is an electronically signed statement included with the online application form indicating whether or not the presenter or the presenter's family has a financial and/or beneficial interest in the product or service related to their Table Clinic. *Note: The disclosure statement must be completed or the application will not be accepted.*
3. **Disclosure of Visual Enhancement** is an electronically signed statement included with the online application form indicating whether or not the presenter or the co-presenter uses enhanced, modified, or altered visuals in their Table Clinic. *Note: The disclosure statement must be completed or the application will not be accepted.*
4. **Any costs incurred** to participate in the Table Clinics are the sole responsibility of the clinician. The AAO will not pay for registration fees, travel, or hotel expenses and will not provide any honorarium, stipend, or any other form of payment.
5. **Registration** for the Annual Session must be completed by all clinicians. Registration and hotel reservations will open online Fall 2014 at www.aaoinfo.org.
6. Table Clinic participants will not be allowed to put up their Table Clinic prior to 8:30am on Sunday, May 17, 2015. The main author of the Table Clinic will receive a **thank you letter** for their participation in the Table Clinics. Certificates of participation are not available for the Table Clinics.
7. The AAO is not liable for any **loss or damage** to the clinicians' materials and equipment.
8. **Advertising** is not permitted in the Table Clinics. No commercial promotion is allowed. *Note: Violation of this policy will result in the immediate closure and removal of the Table Clinic from the area.*
9. **Care of the Building** is the responsibility of the clinician. Any damage to the convention center's property by clinicians or their agents must be paid by the clinician causing the damage.
10. **Handouts** are the responsibility of the clinician. The AAO will not pay to duplicate handouts.
11. **Security** is provided by the AAO. A security officer will be located in the Table Clinics area during exhibit hours. The AAO is not responsible for items left in the Table Clinics area after noon Sunday, May 17.

Scientific e-Poster Information and Procedures

Place and Time

Moscone Center
San Francisco, California, USA
May 15-19, 2015 in the e-Poster Kiosk

Definition

Scientific e-Posters are electronic displays of important educational value and of significant new investigative works using e-Posters.

Scientific e-Posters will NOT be listed in the Preview Program. They will only be listed on the Annual Session website.

How to Apply

1. Only online submissions will be accepted. Complete and submit the application and abstract form available at www.AAOinfo.org (click on the 2015 Annual Session link) no later than October 15, 2014. An application received without an abstract will not be considered.
2. Applications and abstracts will not be accepted after October 15, 2014.
3. Applications and abstracts will be reviewed by the Council on Scientific Affairs for relevancy to the general membership and quality of work.
4. Applicants are asked to specify on their application if their e-Poster is either a case report or research.
 - A **Case Report** application is a detailed report of the symptoms, signs, diagnosis, treatment and follow-up of an individual patient.
 - A **Research** (basic science or clinical) application is a process in which a problem is identified, pertinent information is assembled, a hypothesis is advanced and tested empirically and the hypothesis is accepted or rejected.

5. Abstract guidelines must be followed carefully and contain the following information:

- a. Objectives of the investigation
- b. Experimental methods used
- c. Essential results, including data and statistics
- d. Conclusions

For a case report, the abstract submitted with the application should contain the following information:

- a. Rationale – briefly describe the case and why it is interesting
- b. Diagnosis and etiology
- c. Treatment objectives and alternatives
- d. Treatment results
- e. Conclusions

6. Applicants will receive an e-mail notice of acceptance or rejection by January 15, 2015.

Please do not contact the AAO prior to January 15, 2015 to check on application status.

e-Posters

No physical Posterboards will be displayed at Annual Session. e-Posters will be available for viewing during Annual Session in the e-Poster kiosk and until August 1, 2015 on the AAO website.

e-Posters are an electronic display of research. An e-Poster should be created using Power Point slides. All accepted e-Poster applicants will receive enough space to upload 10 to 15 slides. No animation should be used in the e-Poster.

Directions for uploading an e-Poster will be emailed in January 2015 to all accepted e-Poster participants. COSA reserves the right to remove any e-Poster that does not meet its standards. Refer to the section on Guidelines for Evaluating Applications.

Scientific e-Poster Information and Procedures

e-Poster Rules and Regulations

1. Only one Scientific e-Poster application per participant (main author) will be allowed.

Note: The AAO will only accept one abstract application per main author. For example, if you apply to participate in the Scientific e-Posters you cannot apply for the Oral Research Presentation or the Table Clinics.

2. **Acceptance of the application** obligates the clinician to upload a Scientific e-Poster prior to Annual Session. e-Posters will need to be uploaded by Friday, April 17, 2015.

If a clinician decides not to upload an e-Poster then a **cancellation notice** must be submitted via e-mail to the AAO Central Office at abstract@aaortho.org by 8:00am CDT, Friday, April 17, 2015. Should a clinician fail to cancel in advance, that clinician will not be considered for a Scientific e-Poster the following year.

3. **Disclosure of Financial and/or Beneficial Interest** is an electronically signed statement included with the online application form indicating whether or not the presenter or the presenter's family has a financial and/or beneficial interest in the product or service related to their e-Poster.

Note: The disclosure statement must be completed or the application will not be accepted.

4. **Disclosure of Visual Enhancement** is an electronically signed statement included with the online application form indicating whether or not the presenter or the co-presenter uses enhanced, modified, or altered visuals in their e-Poster.

Note: The disclosure statement must be completed or the application will not be accepted.

5. The main author of the e-Poster will receive a **thank you letter** for their participation in the e-Poster program. These letters will be emailed after April 17, 2015 and prior to the start of Annual Session. Certificates of participation are not available for the e-Poster program.
6. **Any costs incurred** to participate in the Scientific e-Poster program are the sole responsibility of the clinician. The AAO will not pay for registration fees, travel, or hotel expenses and will not provide any honorarium, stipend, or any other form of payment.
7. **Registration** for the Annual Session must be completed by all clinicians. Registration and hotel reservations will open online Fall 2014 at www.aaoinfo.org.
8. **Advertising** is not permitted in the Scientific e-Poster program. No commercial promotion is allowed.

Note: Violation of this policy will result in the immediate removal of the Scientific e-Poster.

Oral Research Presentation Information and Procedures

**Moscone Center
San Francisco, California, USA
Sunday, May 17, 2015**

Presentation Time

8:00am – 3:30pm (15-minute increments)

Each presenter will be allotted 10 minutes for the presentation and a 5-minute question and answer period. The time schedule will be strictly enforced by the room moderator.

Definition

Oral Research presentations are research papers of important educational value and significant new investigative works which are presented orally in English.

Oral Research presentations will NOT be listed in the Preview Program. They will only be listed on the Annual Session website.

How to Apply

1. Only online submissions will be accepted. Complete and submit the application and abstract form available at www.AAOinfo.org (click on the 2015 Annual Session link) no later than October 15, 2014. An application received without an abstract will not be considered.
2. Applications and abstracts will not be accepted after October 15, 2014.
3. Applications and abstracts will be reviewed by the Council on Scientific Affairs for relevancy to the general membership and quality of work.
4. Applicants will receive an e-mail notice of acceptance or rejection by January 15, 2015. Please do not contact the AAO prior to January 15, 2015 to check on application status.
5. Only one Oral Research Presentation application per participant (main author) will be allowed.

Note: The AAO will only accept one abstract application per main author. For example, if you apply to participate in the Oral Research Presentation, you cannot apply for e-Posters or the Table Clinics.

6. An abstract submitted with the application should contain the following information:
 - a. Objectives of the investigation
 - b. Experimental methods used
 - c. Essential results, including data and statistics
 - d. ConclusionsFor a case report, the abstract submitted with the application should contain the following information:
 - a. Rationale – briefly describe the case and why it is interesting
 - b. Diagnosis and etiology
 - c. Treatment objectives and alternatives
 - d. Treatment results
 - e. Conclusions

Oral Research Presentation Information and Procedures

7. The application must acknowledge appropriate financial support, i.e., source of grants, amount of funds, and grant number, if applicable.
8. A single study may not be split into multiple applications. Each presentation must stand on its own merit.
9. Individuals may only submit and present one abstract. You may appear as a co-author on other abstracts.
10. The abstract must be original research. Material that is to be presented in other Annual Session programs may not be submitted for the Oral Research Presentation.

Oral Research Presentation

Oral Research presenters must bring their presentation in an electronic format on either a USB memory stick or CD-ROM to Annual Session. The AAO will provide a computer, LCD projector, screen, laser pointer and microphone.

Rules and Regulations

1. **Acceptance of the application** obligates the clinician to orally present the research in person at the Annual Session. Accepted applicants must pre-register for Annual Session by February 1, 2015. If the accepted applicant has not pre-registered by February 1, 2015 then the applicant will forfeit their presentation time slot.
2. **Disclosure of Financial and/or Beneficial Interest** is an electronically signed statement included with the online application form indicating whether or not the presenter or the presenter's family has a financial and/or beneficial interest in the product or service related to their presentation.

Note: The disclosure statement must be completed or the application will not be accepted.

3. **Disclosure of Visual Enhancement** is an electronically signed statement included with the online application form indicating whether or not the presenter or the co-presenter uses enhanced, modified, or altered visuals in their presentation.

Note: The disclosure statement must be completed or the application will not be accepted.

4. The main author of the Oral Research presentation will receive a **thank you letter** for their participation in the Oral Research Program. Certificates of participation are not available for the Oral Research Presentation.
5. **Any costs incurred** to participate in the Oral Research Presentation are the sole responsibility of the clinician. The AAO will not pay for registration fees, travel, or hotel expenses and will not provide any honorarium, stipend, or any other form of payment.
6. **Registration** for the Annual Session must be completed by all clinicians. Registration and hotel reservations will open online Fall 2014, at www.aaoinfo.org.

Abstract Form Guidelines for All Three Programs

All Table Clinic, e-Poster and Oral Research participants must complete the online abstract form and application. The abstract form and application can be found online at www.AAOinfo.org (click on the 2015 Annual Session link).

Table Clinic, e-Poster and Oral Research applications received without an abstract WILL NOT BE CONSIDERED.

Note: Only one application will be accepted per main author. For example, if you apply to participate in the Table Clinics, you cannot apply for the Oral Research Presentations or for e-Posters.

If a person submits more than one application listing the person as main author, then only the last application received will be judged for inclusion at the 2015 AAO Annual Session.

General Format

Abstracts must be submitted online. Abstracts will not be edited in any way by AAO staff. Proofread your abstract and application carefully before submitting to the AAO.

Title

The title is limited to 12 words and should clearly indicate the content of the abstract.

Authors

For all published listings of Oral Research, Table Clinics and E-Posters, the main author's first name and surname (family name) will be listed. If there is only one co-author, then their first name and surname will be listed after the main author. If there are two or more co-authors, then their names will not be listed and the listing will be the main author followed by "et al." All co-authors should be listed on the first slide of an Oral Research presentation, the first slide of an E-Poster or the poster for a Table Clinic display.

Titles and degrees should be omitted from all names.

Place Research Done

Please state the city, state/province and country where the research was done.

Format of Online Application Abstract

The text should begin in the box without indentation and should use the entire width of the box. Abstracts are limited to 1000 characters.

Language

All abstracts must be completed in English.

Use of Abstracts

All abstracts become the property of the American Association of Orthodontists. Submission of an application to participate represents permission to duplicate, publish and disseminate the abstract.

Deadline for Submission

Table Clinics – October 15, 2014

Scientific e-Posters – October 15, 2014

Oral Research Presentation – October 15, 2014

Correspondence

All correspondence will be sent to the application's main author via e-mail only. The application submitter and co-authors might be copied on the emails.

If a person is not the main author on an application, then the AAO will not provide a letter of acceptance or a thank you letter for participating at the Annual Session.

Abstract Form Guidelines for All Three Programs

Guidelines for Evaluating Applications:

All applications will be reviewed by the Council on Scientific Affairs. In general the following guidelines are used to reject an application:

- The abstract is poorly organized and/or not complete.
- The abstract does not have required information.
- The nature of problem is not explicit from either title or abstract.
- The material is too closely related to another abstract submitted by the same co-authors.
- The abstract is not original research.
- Abstract has been presented at other meeting(s) or previously published.
- The problem is fairly well-defined, but its importance doubtful.
- No well-defined criteria is given for evaluation of variables.
- Choice of controls is questionable.
- No control groups are reported.
- Methods of obtaining data is not appropriate with respect to the stated problem for the following reasons:
 1. Methods are not sufficiently precise to permit the measurements to be accurate, i.e., variations are within the error limits for the method.
 2. Sampling method contains inherent discriminatory factors not recognized.
 3. Size of sample is insufficient to show significant conformity or differences.
- Confusion between the initial premises (assumptions) and measurements (factors data) leads to faulty reasoning.
- Conclusions are not clear.
- Conclusions do not necessarily follow as a consequence of the method of analysis applied to the data.
- Conclusions are not adequately qualified, i.e., conclusions have greater limitations than implied by the author.
- Correlations suggested may be fortuitous insofar as no plausible cause-and-effect relation has been suggested, and none is obvious.

Additionally, space limitations may affect the number of applications that are accepted. Case reports of special merit will be considered for an e-Poster.

The judges will select the most meritorious applications and their decision will be final.

Applicants will be notified of the results by e-mail by January 15, 2015.