American Association of Orthodontists

118th Annual Session
May 4-8, 2018 | Washington, DC, USA

Invitation to Participate

Application Deadline: October 15, 2017
2018 Annual Session Planning Committee

Dr. Nahid Maleki  
AAO President, 2017-2018

Dr. Steven Siegel  
General Co-Chair

Dr. Robert Williams  
General Co-Chair

Dr. Larry Wang  
Doctors’ Program Co-Chair

Dr. Chun-Hsi Chung  
Doctors’ Program Co-Chair

Dr. Normand Boucher  
Orthodontic Staff Program Co-Chair

Dr. Sheldon Seidel  
Orthodontic Staff Program Co-Chair

Dr. Mario Polo  
Featured Speaker Chair

Dr. James Heslop  
Local Arrangements Co-Chair

Dr. David Paolini  
Local Arrangements Co-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 2018 AAO Annual Session, May 4-8 in Washington, DC. We hope that you will choose to share your scientific expertise with your colleagues by participating in one of the following events:

- Oral Research Presentations
- Table Clinics
- e-Posters

The 2018 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 Washington, DC 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, 2017. Only online application submissions will be accepted. This requirement will enhance the efficiency of the registration process.

We look forward to seeing you in Washington, DC!

Best regards,

Nahid Maleki, DDS, MS
AAO President 2017-18

Sylvia A. Frazier-Bowers, DDS, PhD
Chair, Council on Scientific Affairs
Oral Research Presentation
Information and Procedures

Walter E. Washington Convention Center
Washington, DC, USA
Sunday, May 6, 2018

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 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.aaainfo.org (click on the 2018 Annual Session link) no later than 6:00pm EDT on October 15, 2017. An application received without an abstract and all forms completed will not be considered.
2. Applications and abstracts will not be accepted after 6:00pm EDT on October 15, 2017.
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, 2018. Please do not contact the AAO prior to January 15, 2018 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. 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
7. The application must acknowledge appropriate financial support, i.e., source of grants, amount of funds, and grant number, if applicable.

8. By submitting this Oral Research application, the applicant acknowledges that all information that the applicant submits and discusses is, and will remain, free from any and all confidentiality restrictions, and may be freely discussed and disseminated without restriction.

9. A single study may not be split into multiple applications. Each presentation must stand on its own merit.

10. Individuals may only submit and present one abstract. You may appear as a co-author on other abstracts.

11. 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.

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 December 3, 2017. If the accepted applicant has not pre-registered by December 3, 2017 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. **Authorship and Assignment of Rights** is an electronically signed statement included with the online application form indicating whether or not the main author has previously presented or published any part of the abstract and that the main author will assign rights to the abstract to the AAO.

   Note: The Authorship and Assignment of Rights statement must be completed or the application will not be accepted.

5. 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.

6. **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.

7. **Registration** for the Annual Session must be completed by all clinicians. Registration and hotel reservations will open online Fall 2017, at [www.aaoinfo.org](http://www.aaoinfo.org).
Table Clinics
Information and Procedures

Place and Time
Walter E. Washington Convention Center
Washington, DC, USA
Sunday, May 6, 2018

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 6.

Tear Down
11:30am - 12:00pm
The AAO is not responsible for items left in the Table Clinics area after noon Sunday, May 6.

Definition
Table Clinics present basic clinical and scientific information using photographs, Power Point slides, charts, diagrams, narrative material, and posterboards.
Table Clinics will only be listed on the Annual Session website.

Table Clinic Assignment
1. 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.aainfo.org (click on the 2018 Annual Session link) no later than 6pm EDT on October 15, 2017. An application received without an abstract and all forms completed will not be considered.
2. Application and abstracts will not be accepted after 6pm EDT on October 15, 2017.
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. Only one Table Clinic 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 for the Table Clinics, you cannot apply for Oral Research or e-Posters.
6. By submitting this Table Clinic application, the applicant acknowledges that all information that the applicant submits and discusses is, and will remain, free from any and all confidentiality restrictions, and may be freely discussed and disseminated without restriction.
7. Applicant will receive an e-mail notice of acceptance or rejection by January 15, 2018.
   Please do not contact the AAO prior to January 15, 2018 to check on application status.
Table Clinics
Information and Procedures

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.

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 an award plaque, the Table Clinic judged as the best Table Clinic will be reimbursed for airfare, lodging and ground transportation not to exceed $1000. The second and third best Table Clinics will receive an award plaque and will be reimbursed for airfare, lodging and ground transportation not to exceed $750.

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, April 27, 2018. 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. Authorship and Assignment of Rights is an electronically signed statement included with the online application form indicating whether or not the main author has previously presented or published any part of the abstract and that the main author will assign rights to the abstract to the AAO. Note: The Authorship and Assignment of Rights statement must be completed or the application will not be accepted.
5. 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.
6. Registration for the Annual Session must be completed by all clinicians. Registration and hotel reservations will open online Fall 2017 at www.aaoinfo.org.
7. Table Clinic participants will not be allowed to put up their Table Clinic prior to 8:30am on Sunday, May 6, 2018. 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.
8. The AAO is not liable for any loss or damage to the clinicians’ materials and equipment.
9. 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.
10. 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.
11. Handouts are the responsibility of the clinician. The AAO will not pay to duplicate handouts.
12. 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 6.
**e-Posters**

**Information and Procedures**

**Place and Time**

Walter E. Washington Convention Center  
Washington, DC, USA  
May 5-8, 2018 in the e-Poster Lounge

**Definition**

e-Posters are electronic displays of important educational value and of significant new investigative works using e-Posters. e-Posters 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.aaainfo.org](http://www.aaainfo.org) (click on the 2018 Annual Session link) no later than 6:00pm EDT on October 15, 2017. An application received without an abstract and all forms completed will not be considered.

2. Applications and abstracts will not be accepted after 6:00pm EDT on October 15, 2017.

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** application (Basic Science or Clinical) 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. By submitting this e-Poster application, the applicant acknowledges that all information that the applicant submits and discusses is, and will remain, free from any and all confidentiality restrictions, and may be freely discussed and disseminated without restriction.

7. Applicants will receive an e-mail notice of acceptance or rejection by January 15, 2018.  

*Please do not contact the AAO prior to January 15, 2018 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 lounge and until July 31, 2018 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 2018 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.
e-Posters
Information and Procedures

Rules and Regulations

1. Only one 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 e-Posters you cannot apply for the Oral Research Presentation or the Table Clinics.

2. Acceptance of the application obligates the clinician to upload an e-Poster prior to Annual Session.
   
   e-Posters will need to be uploaded by Friday, April 6, 2018.
   
   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 6, 2018. Should a clinician fail to cancel in advance, that clinician will not be considered for an 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. Authorship and Assignment of Rights is an electronically signed statement included with the online application form indicating whether or not the main author has previously presented or published any part of the abstract and that the main author will assign rights to the abstract to the AAO.
   
   Note: The Authorship and Assignment of Rights statement must be completed or the application will not be accepted.

6. The main author of the e-Poster will receive a thank you letter for their participation in the e-Poster program. This letter will be emailed after the e-Poster has been uploaded by the main author. Certificates of participation are not available for the e-Poster program.

7. Any costs incurred to participate in the 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.

8. Registration for the Annual Session must be completed by all clinicians. Registration and hotel reservations will open online Fall 2017 at www.aaoinfo.org.

9. Advertising is not permitted in the e-Poster program. No commercial promotion is allowed.
   
   Note: Violation of this policy will result in the immediate removal of the e-Poster.
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 2018 Annual Session link).

Table Clinic, e-Poster and Oral Research applications received without an abstract and all forms completed 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 2018 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
Oral Research Presentations – 6:00pm EDT on October 15, 2017
Table Clinics – 6:00pm EDT on October 15, 2017
e-Posters – 6:00pm EDT on October 15, 2017

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.

Notification of Acceptance:

Emails of acceptance will be sent prior to:

- **Oral Research Presentations** – January 15, 2018
- **Table Clinics** – last week of January 15, 2018
- **e-Posters** – last week of January 15, 2018