2018 Academy of Prosthodontics Centennial Meeting
Poster Design and Presenter Guidelines

The Academy of Prosthodontics is pleased to announce a call for posters for presentation at its Centennial meeting, May 9-12, 2018 at the Chicago Sofitel Hotel in Chicago, IL. The poster session is open to all residents currently enrolled in a prosthodontic advanced education program. The abstract and poster guidelines, as well as the timeline are outlined below.

ABSTRACTS

ABSTRACT RULES AND GUIDELINES

- Individuals may present only one abstract.
- Projects being submitted must be original research or a patient presentation.
- Submitters may NOT split one study into several papers, as they may be asked to combine for review.
- Individuals may co-author multiple abstracts.
- Presenters must disclose any personal or co-author potential conflict of interest.
- Previously published abstracts (in print or any electronic format) or those presented at another meeting are not allowed.
- Authors of presentations later proven to contain previously published material may be prohibited from presenting at future meetings.
- Presenters must receive the approval of all co-authors before putting their names on the abstract.
- There will not be an abstract replacement period.
- Abstracts are reviewed as submitted by the abstract deadline of December 31, 2017. Abstracts in Draft will not be reviewed for inclusion in the scientific program. Presenters are not permitted to modify their abstracts after this date for purposes of review.
- The Poster Session is scheduled for Wednesday, May 9, 2018 from 3:00 to 5:00 pm at the Chicago Sofitel Hotel. Room location to be announced at a later date.
• Presenters of selected abstracts will receive complimentary registration and one complimentary ticket to the Academy of Prosthodontics social outing scheduled for Thursday, May 10, 2018.

ABSTRACT SUBMISSION CATEGORIES

• Research
• Patient Presentation

ABSTRACT SUBMISSION ELEMENTS

• **Topic/Category:** All abstracts must be submitted to an appropriate category (Research or Patient Presentation) for review based on the scientific content of the abstract.

• **Titles:** Abstract titles are limited to 10 words or less. The title should be dynamic and conclusive, rather than descriptive, and should be entered in title case format, AP format. In general, the first letter of each word is uppercase unless it is a preposition or article. Italicize scientific names of organisms such as streptococci or candida. Titles should not be bold.

• **Authors:** Each author should be added separately to the submission to ensure proper listing. Enter first (given) name, and last (family/surname) name for each author plus institution/affiliation. Please do not list the department/branch in the institution/affiliation field. One person must be identified as the presenting author.

• **Abstract Text:** All abstracts should be **300 words or less.** Do not include references. If the abstract is based on research that was funded entirely or partially by an outside source, then include the appropriate information (funding agency and grant number, if applicable). All external funding MUST ALSO BE included in the presentation, if accepted. Tables are permitted but should be simple and concise. Graphics/images are not recommended unless they are integral to the abstract and should be limited to no more than 1 or 2.

• **Content of the Abstract:** Titles, authors and authors' affiliations are not included in the 300 word limit.
  
  o The research abstract must contain a brief statement of:
    
    a. The objectives of the investigation,
    
    b. Experimental methods used,
    
    c. Essential results, including data and, where appropriate, statistics,
    
    d. Conclusion
  
  o The patient presentation abstract must contain a brief statement of
    
    a. Patient’s chief complaint
    
    b. Patient’s oral status
    
    c. Treatment plan
    
    d. Details of the therapy, including pertinent photographs
e. Clinical Significance of therapy/Summary

CRITERIA FOR SELECTION

Criteria for selection will include scholarship, background and scope, and significance or innovation. Submissions will be scored by members of the AP Poster Committee.

TIME LINE

- Poster Session Chair will submit list of accepted posters to Program Chair by January 31, 2018.
- Presenters will be notified by email in January 2018.

POSTER SIZE

The poster orientation will be vertical. The maximum dimensions of the poster are 4 feet high x 3 feet wide. These are the maximum dimensions to follow when creating a poster, but it is recommended that posters be smaller. Push pins will be provided on site.

POSTER DESIGN

The presentation must cover the same material as the submitted abstract. Please follow the instructions:

- Title and author(s) must be included on the poster.
- Include a small photograph of presenter in the upper right corner of the poster so the presenter is easily recognized.
- Adhere to either the Research Poster Format or Patient Presentation Format described below.
- Display figures, tables, text, photography, etc. in the best manner for the poster. Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type. Color can be effective if used sparingly; use saturated dark colors on white background and rich, bright colors on dark backgrounds.
- Briefly describe procedures and materials. Define all trade names first, then use generic names throughout. All compounds and drugs must be identified.
- Prepare all illustrations neatly and legibly beforehand in a size sufficient to be read at a distance of 8 feet (240 cm). Lettering should be at least 3.8 inch (1 cm) high. Shade block letters if possible. Typed material should be prepared with large type.
- A series of typewritten sheets attached to the poster board is not an acceptable poster.
• It is helpful if the sequence to be followed is indicated by number, letter, or arrows.
• Please do not write or paint on the poster board.

RESEARCH POSTER FORMAT
1. The organization of the research poster must include the following:
   a. Title, list the author(s) with asterisk (*) of the author presenting the poster, Dental School affiliation
   b. Abstract – limited to 300 words or less
   c. Purpose Statement or Hypothesis
   d. Materials and Methods
   e. Results
   f. Discussion
   g. Conclusion
   h. Reference List

PATIENT PRESENTATION POSTER FORMAT
1. The organization of the patient presentation poster must include the following:
   a. Title, list the author(s) with asterisk (*) of the author presenting the poster, Dental School affiliation
   b. Abstract – limited to 300 words or less
   c. Patient’s chief complaint
   d. Patient’s oral status
   e. Pre-treatment radiographs/photographs
   f. Treatment plan summary
   g. Details of the therapy, including pertinent photographs
   h. Post-treatment radiographs/photographs
   i. Clinical Significance of therapy/Summary

POSTER PRESENTATION GUIDELINES
• In January 2018, applicants will receive notification as to whether or not their poster will be accepted for presentation at the annual meeting of the Academy of Prosthodontics.
• The Poster Chair will inform poster presenters of the specific time, location of the session and where to set-up posters.
• Presenters will be given a Poster Presenter ribbon on site to wear during the meeting. This ribbon identifies the individual as a poster presenter and will allow entrance to the exhibit area to set up the poster.
• Friends and colleagues cannot set up your poster for you.
• Presenters are required to stay at their poster during the assigned presentation time. Co-authors and/or mentors may be available to assist in answering questions, however, they may not present the poster.

• Posters must remain up until the time specified.

• The AP will not be responsible for posters and materials left on poster boards after the stated hours.

• Presenters must set up and remove poster during the designated times. No exceptions will be allowed.

• Presenters must be knowledgeable in subject and answer questions during the presentation.

• If applicable, presenters should mention the sponsors of their research in their presentation.

• Presenters may have copies of their presentation available as handouts. This is not mandatory, just an option for the presenter to increase the impact of the presentation.

Contact Dr. Geoffrey Thompson, Poster Chair at geoffrey.thompson@marquette.edu or (414) 288-8415 if you have any questions about the poster session.