

35th IADR-SEA Meeting 2021

CALL FOR ABSTRACTS

Important Dates and Deadlines:

- August 2021 – Abstract submission site opens
- 15 September 2021 – Abstract submission site closes
- 30 September 2021 – Abstract notifications emailed to presenters
- 15 October 2021 – Presenter pre-registration deadline
- 30 October 2021 – Final presentation numbers emailed to registered presenters

To Submit your Abstract: Click the “Submit your abstract” button on the meeting website. Please follow the abstract submission instructions. Any questions may be directed to Dr. Prasanna Neelakantan, Organizing Secretary, 35th IADR-SEA Meeting 2021 (prasanna@hku.hk) or Dr. Waruna L. Dissanayaka, Scientific Committee Chair (warunad@hku.hk).

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ABSTRACT RULES AND GUIDELINES

1. Individuals may present **only one abstract**
2. Projects being submitted must be original research.
3. Submitters may NOT split one study into several papers, as they may be asked to combine for review.
4. Individuals can co-author multiple abstracts.
5. Presenter must disclose any personal or co-author potential conflict of interest and agree to the **IADR Policy on Full Disclosure** along with the **IADR Abstract Licensing Policy** during submission.
6. Previously published abstracts (in print or any electronic format) or those presented at another meeting are not allowed.
7. Abstracts based on manuscripts posted or submitted to a non-commercial preprint server are not considered previously published.
8. Abstracts should not be submitted on material that will also be presented at a symposium held at the same meeting.
9. Authors of presentations later proven to contain previously published or presented material will be sanctioned and may be prohibited from presenting at future meetings.
10. The IADR-SEA Council and Organizing Committee reserve the right to reclassify submitted abstracts into the most appropriate area of review.
11. Abstracts must be submitted via the online abstract submission site. Faxes, photocopies or emailed copies will not be reviewed.
12. You must receive the approval of all co-authors before putting their names on the abstract.
13. There will not be an option for Late-Breaking News Abstracts.
14. There will not be an abstract replacement period.
15. **Abstracts are reviewed as submitted by the abstract deadline of 15 September 2021. 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.**

Presenter Agreement

All presenters must agree to the following conditions when submitting an abstract:

1. Affirm that any work with human or animal subjects reported in the abstract complies with the guiding principles for experimental procedures found in the Declaration of Helsinki of the World Medical Association, and this research project has been duly cleared by relevant Institutional Review Board (IRB) or Institutional Ethics Committee or an equivalent ethical body.
2. Affirm that the work has not been published (in print or electronically) or presented elsewhere prior to the IADR-SEA Meeting.
3. Agree that if the abstract is accepted, IADR has permission to publish the abstract in printed and/or electronic formats.
4. Agree to pre-register for the meeting and pay the appropriate registration fee by the presenter pre-registration deadline of 15 October 2021

Failure to pre-register by 15 October 2021, will result in the following:

- The abstract will be automatically withdrawn from the scientific program.
- Submitter will not be allowed to present his/her abstract at the meeting.
- The abstract will not be citable as being part of the Special Issue of the *Journal of Dental Research*.

IADR Abstract Licensing Policy

By submitting an abstract to IADR, and in consideration for the opportunity to be included in IADR's presentations, the author of the abstract hereby provides to IADR a non-exclusive, irrevocable, worldwide, royalty-free license to use the abstract in IADR's publications and materials. To the extent that IADR incorporates an abstract in a collection or compilation of materials, including but not limited to any publication of meeting abstracts or an online, searchable collection of abstracts, the author acknowledges and agrees that IADR shall own all right, title, and interest in and to such collections and compilations including any copyrights to said collections and compilations.

IADR Full Disclosure Policy

IADR seeks to provide participants in its education sessions with current, scientifically based information relevant to dental, oral, and craniofacial research, the practice of dentistry and the oral health of the public. Once a presenter is selected for a particular topic, IADR makes no attempt to control the content of the presentation or the content of any submitted abstract. Therefore, in submitting an abstract for presentation and publication, a presenter represents and warrants to IADR that any intellectual property associated with or contained in the content of the abstract or presentation is owned by the presenter, or the presenter is authorized to use said content along with any applicable intellectual property associated with the content.

A presenter may be required by IADR to provide adequate written assurance that the presenter is authorized to use the content of the abstract or presentation. In the event IADR requests such written assurance and the presenter fails to provide the requested documentation, the presenter may be denied the ability to make the presentation. For any abstract or presentation, the presenter and any applicable co-authors of the content must be identified by full name and any affiliation. The presenter also has received the approval from the co-author(s) to have their name(s) associated with the abstract and its content prior to submission.

The presenter further agrees to indemnify and hold harmless IADR from any and all claims of third parties regarding the content of the abstract or presentation, including but not limited to any claims of infringement of intellectual property or misappropriation of proprietary or trade secret information. To ensure fairness to the audience and the public, however, IADR requires each presenter and co-authors to disclose:

1. Any financial relationship between the presenter and co-authors and,

- a. A company that manufactures or distributes a product discussed in the presentation, or
 - b. A company whose product competes, or may compete, with a product discussed in the presentation must be disclosed to the IADR upon approval on the abstract form and must be disclosed to the audience at the beginning of the presentation. As used in this document, "financial relationship" includes a consulting arrangement or the conduct or research for the company by the presenter or co-author or a member of the presenter's or co-author's immediate family. It also includes ownership of stock or other interest in a company by the presenter or co-author, and/or a trust of which the presenter, co-author, or a member of the presenter's or co-author's immediate family is a beneficiary, to the best knowledge of the presenter.
2. All presentations must be made in a professional manner, without disparaging colleagues, companies, or products. Unnecessarily demeaning comments and attacks on colleagues, companies or products are unacceptable.

Failure to adhere to these guidelines may result in sanctions as deemed appropriate by the IADR, including denial of permission to present at future IADR meetings.

Presenter Changes

If you are unable to attend the meeting and wish to name a substitute presenter, please use the following guidelines:

- The Presenting Author is the only author that may request a presenter change.
- Substitute presenter must be a co-author.
- Substitute presenter must **NOT** be presenting another abstract at the meeting.
- Substitute presenter must be able to present abstract in assigned presentation mode virtually.
- After the abstract submission deadline of 15 September, all requests for presenter changes **MUST** be made by emailing to Dr. Prasanna Neelakantan (prasanna@hku.hk). Requests made will be reviewed by the IADR-SEA Division Council or Organizing Committee before processing.
- Substitution requests must be made **PRIOR** to the meeting.
- All Presenter Changes must be communicated through the email and approved by the IADR-SEA Division Council or Organizing Committee prior to scheduled presentation.
- Failure to follow the above procedures may result in the presenter being charged the full registration fee and/or not being allowed to present at a future meeting.

Withdrawal of Abstracts

The following are the guidelines for withdrawing abstracts:

- You may withdraw your abstract at any time until 15 October 2021, without notifying IADR, in the abstract submission site.
- Abstracts withdrawn after 15 October 2021, must be withdrawn by emailing to Dr. Prasanna Neelakantan (prasanna@hku.hk). Requests not submitted via the email will not be considered.
- Withdrawal requests must be received **PRIOR** to the start of the meeting.
- All withdrawal requests must be communicated through the required email to the Organizing Committee.
- Failure to follow the above procedures may result in the presenter being charged the full registration fee and/or not being allowed to present at a future meeting.

PLEASE NOTE: Any submitted abstract that does not contain actual text, or is still in draft, will be withdrawn automatically after 15 September. **No changes to abstract text including typos, incorrect data, etc. will be permitted after 15 September.**

PREPARING TO SUBMIT AN ABSTRACT

All abstracts must be submitted online via the IADR online abstract system. Each completed submission is peer-reviewed for its scientific content by Scientific Group/Network Abstract Reviewers and Group Program Chairs.

Important Submission Elements

1. **Scientific Group/Network:** All abstracts must be submitted to an appropriate Scientific Group/Network category for review based on the scientific content of the abstract. A large majority of abstracts are transferred each year. If you select the appropriate area, you are more likely to be graded by peers with similar interests and who are familiar with you and your research topic. See the appropriate section below for a complete listing of Scientific Groups/Networks.
2. **Titles:** Abstract titles are required to be 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, you should capitalize the first letter of each word unless it is a preposition or article. Do italicize scientific names of organisms such as *Streptococci* or *Candida*. Titles should not be bold.
3. **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. The order of the authors can be modified at any time prior to the abstract deadline. IADR will not list each author's department in the program materials. One person must be identified as the Presenting Author.
It is imperative to provide an accurate long-term email address for the Presenting Author. Presenting Authors are required to login to the ScholarOne Abstracts submission site to confirm the accuracy of their contact information after the abstract is successfully submitted.
4. **Abstract Text:** All abstracts should be 300 words or less. When composing your text, be sure to use a word processor to save your abstract in advance. Use the formatting functions available in the submission system to add in special characters. Do not include your title or authors in the abstract text — these items will be collected separately. Do not include references. If the abstract is based on research that was funded entirely or partially by an outside source, then be sure to enter the appropriate information (funding agency and grant number if applicable) when prompted during submission. You do not need to re-enter the information with your abstract text. However, 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 one or two.
5. **Special Characters:** Special characters in the title or body of the abstract or in the co-author's names or affiliations should be entered into the system using formatting functions in the submission system to avoid formatting errors.
6. **Content of the Abstract:** Titles, authors and authors' affiliations are not included in the 300-word limit (references are not collected by IADR). The 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
7. **Other Items:** the following information should be submitted:

- **Keywords:** All abstract submissions may select up to five keywords from a list. Two keywords are required. Keywords should be selected from Medical Subject Headings (MeSH) to be used for indexing of articles. See: <http://www.nlm.nih.gov/mesh/MBrowser.html> for information on the selection of key words.
- **Educator/Clinician Track:** IADR will ask if your research fits well into one of the tracks created by the ASC. Selecting the **Educator track** indicates content would be of most interest to educators. Selecting the **Clinician track** indicates content would be of most interest to clinicians.
- **Awards/Competitions (optional):** Please be sure to select any applicable awards or competitions during the abstract submission process and complete any additional required questions. Clicking on the details & conditions for each award will reveal additional information for each award.
- **Contact Information: IADR will only correspond with the presenting author listed on the abstract regardless of who may have submitted the abstract.**
- Successful participation in the virtual 2021 IADR-SEA Meeting is contingent on the correct email address being provided for the Presenting Author. It is imperative to include a correct, long-term email address/phone number for the presenting author. If the presenting author relocates before the 2021 IADR-SEA Meeting, please be sure to notify the **Meetings Department** with the new information.
- **Chair Opportunities:** Be prepared to enter whether the presenter is interested in serving as a Session Chair. Abstract presenters accepted into oral sessions are automatically entered into consideration for Chair.

Systematic Review Abstracts

IADR will accept the submission of Systematic Review Abstracts. Systematic Reviews are defined as, “a review of a clearly formulated question that uses systematic and explicit methods to identify, select and critically appraise relevant research, and to collect and analyze data from the studies that are included in the review. Statistical methods (meta-analysis) may or may not be used to analyze and summarize the results of the included studies. The aim is to ensure a review process that is comprehensive and unbiased. Findings from systematic reviews may be used to determine research priorities and/or provide the scientific basis for clinical treatment.”

Common Abstract Submission Mistakes

- Failure to state objective and conclusion.
- Failure to state sample size and data.
- Excessive use of abbreviations.
- Excessive use of commercial product names.
- Typographical errors (authors can't change any text after the abstract deadline).
- Writing your abstract at the last minute.
- Work that is duplicative is not well received and you will only be asked to combine with another abstract or your abstract may not be accepted.

Make sure to show your abstract to a colleague prior to submission to avoid making common mistakes, or if you feel you may benefit from English language assistance, please submit your abstract for the ELAP program.

Group-author Abstracts

Some research collaborations with large numbers of investigators, operating under a single group name, request the inclusion of the group name as an author, distinct from the individual authors. Group authors may also be known as Collaborative-, Corporate- or Collective-authors. Group-authors would include individuals who contributed to the research that led to the abstract but are not named individually as authors. A common example in dental research would be a practice-based

research network. Group-authorship is not meant to acknowledge the University, Institution or Corporation under whose auspices the research was conducted. If your abstract does have a Group-author that includes individuals who contributed to the research that led to the abstract but are not named individually as authors, the name of the Group-author must be added along with the City, State/Prov. and Country for each individual person. The Group-author listings will be included in the Author/Co-author Index online and the Program Book.

The Group-author Abstracts section of the abstract submission system should not be used to list out individual co-authors. Individual co-authors must be entered as instructed in the online system to be included in the author listing.

Word Limit Help

- Always hyphenate when possible (e.g., use “composite-resin restorations”, rather than “composite resin restorations”), and string together complicated phrases with hyphens.
- Abbreviate extensively [i.e., introduce abbreviations quickly and use them. Do not say hybrid zone but rather introduce hybrid zone (HZ) and then use HZ from that point onward].
- Always close spaces between numbers and units (e.g., instead of 30 mm, say 30-mm or 30mm; never leave spaces between numbers & standard deviations; and replace “30 ± 5” with “30±5”).
- Always use tables for the presentation of information when possible. Put units in headers and omit them from the rest of the matrix.
- Make sure that there is no inadvertent ‘dangling punctuation’ in the text, such as a comma or period that is not immediately adjacent to a word.
- Eliminate as many “articles” (a, an, the, ...) as possible.
- String together all of the steps in the Materials & Methods section so that you are not starting and stopping individual sentences with separate subjects, verbs, and adjectives [e.g., “The samples (n=10/gp) were etched (37% H₃PO₄), washed (15s), stored (37°C, 7d), conditioned (25°C, 10m), tested (0.1mm/m), and statistically analyzed (ANOVA, Tukey’s, p<0.05).”].
- Replace statements with equations [e.g., Instead of “10 samples were tested for each group” insert “(n=10)” into an appropriate sentence].
- Report all statistical differences with superscripts on results that can be attached rather than requiring separate statements.
- Construct tables to minimize the number of necessary cells.

Special Requests

If you have any special requests (i.e., religious, academic, travel or personal conflicts) or if you wish to request that abstracts be scheduled in a specific order, please enter this information in the “Special Request” box when entering your abstract online. IADR-SEA will not change your presentation if you neglect to include any details regarding your request when submitting your abstract. Please note that all special requests cannot be accommodated but the Scientific Committee will do his/her best when scheduling the applicable abstracts.

IADR Awards

Add an Award to your abstract submission! The list of Awards for which you can apply when submitting your abstract is as follows:

- IADR-SEA Unilever Hatton Award (Junior Category)
- IADR-SEA Unilever Hatton Award (Senior Category)
- Research Category Awards

SUBMISSION INSTRUCTIONS

Clicking the button where it appears online will provide you with step-by-step instructions for submitting your abstract online.

CRITERIA FOR ABSTRACT ACCEPTANCE

Presentations will be selected for the program based on the scientific quality of the work as judged from the abstract. An impartial panel of reviewers (three persons per Scientific Group/Network) will evaluate the content of each abstract. Selection of the abstracts will be made by these reviewers and by the ASC, whose decision is final.

The following are the evaluation criteria used in the review of abstracts. This is provided to call your attention to points that will be considered. In the final analysis, it will be the reviewers' judgment of the value of any abstract that will determine whether the abstract should appear on the program. Since the abstracts are published and become part of the world's scientific literature, it is important that the content be scientifically sound and grammatically correct. Each abstract is reviewed so that high standards can be ensured.

Common reasons for rejection are:

1. Abstract is not original research.
2. The research is not innovative in its approach to the stated problem (methodology or data collection or analysis or data interpretation).
3. Nature of problem not explicit from either title or abstract.
4. Material too closely related to another abstract submitted by the same co-authors; should have been combined into a single paper.
5. Abstract has been presented at other meeting(s) or previously published. Abstracts based on manuscripts posted or submitted to a non-commercial preprint server are not considered previously published.
6. Abstract poorly organized and/or not complete. Required information not given in abstract:
 - a. Objective
 - b. Methods
 - c. Results – data and statistical analysis, or
 - d. Conclusions
8. Methods of obtaining data not appropriate with respect to the stated problem for the following reasons:
 - a. Sampling method contains inherent discriminatory factors not recognized.
 - b. Size of sample insufficient to show significant conformity or differences.
 - c. No well-defined criteria given for evaluation of variables.
 - d. Choice of controls questionable.
 - e. No control groups reported.
 - f. Significance of results related to the nature of the problem being studied is not stated.
 - g. Conclusions do not necessarily follow because of the method of analysis applied to the data.
 - h. Conclusions not adequately qualified, i.e., conclusions have greater limitations than implied by the author.
 - i. Correlations suggested may be fortuitous insofar as no plausible cause-and-effect relation has been suggested, and none is obvious.
 - j. Abstract is not in English.
 - k. Abstract is over word count.

NOTIFICATIONS OF ACCEPTANCE/NON-ACCEPTANCE

The official notifications will be emailed on or about **30 September 2021 to all accepted presenters**. The notifications will include presentation mode assignment (oral or poster) date and session time. An email containing the Final Presentation # will be sent after the Presenter Pre-registration deadline (15 October 2021), to all registered, accepted presenters.

All communication between IADR-SEA and the PRESENTING AUTHOR will take place via email. The email address used will be the one supplied at the time of abstract submission for the PRESENTING AUTHOR. Please make sure that you enter a valid, long-term email address for the PRESENTING AUTHOR to ensure the PRESENTING AUTHOR will receive all important notices that are sent from IADR-SEA regarding your abstract and presentation at the meeting.

Successful participation in the virtual 2021 IADR-SEA Meeting is contingent on the correct email address being provided for the Presenting Author. After 15 October 2021 the placement or rejection of your abstract cannot be changed and is considered final.

PRESENTER PRE-REGISTRATION

All presenters are required to pre-register for the meeting by the presenter pre-registration deadline of 15 October 2021. Failure to pre-register by this date will result in the withdrawal of your submission. Please plan accordingly. Also, if you plan on registering at the IADR membership rate, please make every attempt to complete your annual renewal in advance of the presenter pre-registration deadline to allow ample processing time.