

Submission Guidelines for Seminar and Workshops

The Session Coordinator/Moderator (SC/M) is responsible for program development and solicitation of the speakers.

The Session Coordinator/Moderator must identify:

- Title of overall session.
- Type of session being planned – 60 - or 90-minute seminar or 60 - or 90-minute workshop.
- Description of purpose, goals and content of session. 150 words maximum.
- Minimum of three educational learning objectives.
- Speaker contact information. All speaker contact information must be completed in the Seminar and Workshop proposal. It is highly recommended that the session should not exceed more than two speakers in a one-hour period and between 1/4 and 1/3 of the session time be set aside for discussion.

Submissions

Session proposals must be submitted electronically by visiting www.nationaloralhealthconference.com. *No manual submissions will be accepted.* Be sure to complete all the submission tasks -- This includes contact information and credentials for all speakers. *Only completed submissions will be reviewed by the Planning Committee.*

Speaker Funding Guidelines

- Funds are **not** available through NOHC, ASTDD or AAPHD to support speaker travel unless a session is directly sponsored by one of the organizations. Session Planners may solicit sponsorship to support speaker travel; however, acknowledgement for such sponsorship must be coordinated with NOHC staff in order to meet CERP compliance standards.

Audio/Visual Guidelines

- For each session (concurrent seminar or workshop) NOHC will supply: stand up or table podium, lavalier microphone(s), screen, laptop computer, LCD projector and a table for materials. Internet access is also available at no additional charge. If other A/V is requested, contact Jan Aument at jan@goodplanjan.com to determine availability and approximate cost. The cost of adding A/V other than what NOHC provides may require sponsorship/financial support from the speaker or organization requesting additional A/V.

Conference Registration and Fees

- All speakers must register online for the conference even if he/she is only attending the day of their presentation.
 - If a speaker only plans to attend the conference the day of the presentation, the registration fee is waived.
 - If a speaker plans to attend additional day(s), he/she must register and pay the appropriate conference registration fee.

Special consideration will be given to proposed sessions:

- With speakers who have not presented at the two most recent NOHCs;
- Featuring innovative models or ideas.

Proposals must be submitted by 11:45pm EST, **November 2, 2018**. Notification of selection will be made in December. Any questions may be directed to Jan Aument, jan@goodplanjan.com

Educational Session Formats

60-minute Workshops

No more than two (2) co-speakers plus one (1) moderator; room set in crescent rounds or classroom; standard audiovisual package. If attendance is limited, the SC/M must specify how many participants can be accommodated.

*A 60-minute workshop is designed as an experiential and **interactive** learning opportunity for participants. Participants are guided by the speakers in collaborating with one another to solve problems, share ideas, role play, or generate answers to “how-to” questions. Provocative questions, examples, and case studies presented by the speaker/leader(s) guide the participants through a process of considering new ideas, perspectives, and techniques. Speakers are expected to launch activities with minimal lecturing or presentation, and a maximum of ten minutes is dedicated to wrap-up speaker and participant Q&A.*

90-minute Workshops

No more than three (3) co-speakers plus one (1) moderator; room set in crescent rounds or classroom; standard audiovisual package. If attendance is limited, specify how many participants can be accommodated.

*A 90-minute workshop is an engaging and highly collaborative **interactive** learning experience facilitated by no more than three leaders. Participants are guided by the speakers in collaborating with one another to solve problems, share ideas, role play, or generate answers to “how-to” questions. Provocative questions, examples, and case studies presented by the speaker/leader(s) guide the participants through a process of considering new ideas, perspectives, and techniques. Speakers are expected to launch activities with minimal lecturing or presentation. Robust discussion with presentation and Q&A flowing throughout the workshop is common.*

60-minute Seminars

No more than **two** (2) co-speakers plus one (1) moderator is permitted per seminar; room set theater style; standard audiovisual package.

A 60-minute seminar addresses one critical issue, technique, or model in a clear and concise manner that is easy for the audience to understand. This seminar may present the topic in broad overview or focus in more detail on no more than three aspects of the topic. It should not attempt to cover “A to Z” for any subject. At least 15 minutes dedicated to Q&A from the participants interspersed during the program is effective.

90-minute Seminars

No more than **three** (3) co-speakers and one (1) moderator is permitted per seminar; room set theater style; standard audiovisual package.

A 90-minute seminar provides the audience with an opportunity to delve more deeply into a topic than possible during a 60-minute seminar. The audience will learn about an issue (or a set of closely related issues) that is of immediate relevance and importance to the dental public health community. A 90-minute seminar should address the details of one or more solutions, techniques, or models that are innovative or based on current best practices. At least 15 minutes dedicated to Q&A from the participants is effective.