



**AAE ANNUAL MEETING  
ORAL RESEARCH, POSTER RESEARCH, AND TABLE CLINIC (OPT)  
ABSTRACT SUBMISSION AND PRESENTATION GUIDELINES**

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**Important Dates and Deadlines**

- AAE25: **April 2-5, 2025**
- Deadline for membership applications for presenters and co-presenters: **Friday, November 1, 2024**
- Deadline for abstract submissions: **Friday, November 15, 2024**
- Notification of abstract acceptance: **Wednesday, January 22, 2025**
- Notification of presentation date and time for oral research presentations: **Notification will be sent via email approximately six weeks before AAE25**

**Abstract Rules and Guidelines**

- Individuals may present or co-present **only one abstract** in any of the presentation categories. Applicants may co-author multiple abstracts.
- Presenters and co-presenters must be AAE members. Membership number and type must be provided during submission.
- Abstract submitters must ensure approval from all authors prior to submission.
- Abstracts for oral and poster presentation must reflect original research
- Abstract submitters must comply with all human or animal subjects research guiding principles, in accordance with their institutional review boards and animal welfare committees (or equivalent).
- Previously published abstracts or those presented at another meeting at the time of abstract submission are not allowed.
- Residents who graduated in the previous year, whose research was completed during their endodontic residency, are eligible to present and be judged for the AAE Resident Awards.
- Residents who are presenting authors must indicate whether or not they would like their abstract included in the judged competition.
- Incomplete abstracts – either not submitted through the online submission system or missing information – will be automatically withdrawn.
- Abstract revisions will not be allowed past the submission deadline.

- Abstracts may be recategorized to a different presentation modality based on scientific merit review by the Research and Scientific Affairs Committee.
- Abstract submitters agree that if the abstract is accepted, the AAE has permission to publish it in printed and/or electronic formats.
- Each presenter, co-presenter, author, and co-author must provide his/her understanding and disclosure of any conflict of interest, whether or not related to the presentation. More information is available on the submission site. Requests to change presenter must be submitted [online](#) by the approved presenter by March 1, 2025. Changes will be reviewed and approved if the substitute presenter was listed as a co-author in the abstract and if the substitute presenter is not presenting another abstract at the meeting. Only requests made by the approved presenter will be considered.
- Presenters may withdraw an abstract at any time until March 31, 2025, using [this form](#). Withdrawal requests made via email will not be accepted.
- Abstracts that do not adhere to these guidelines may be rejected.

### Abstract Submission Site

All abstracts must be submitted via the [AAE25 abstract submission site](#). Please follow the instructions carefully. Each abstract submitter is responsible for having a thorough understanding of the instructions. Any questions may be directed to Cassie Rotolo, Foundation Program Manager, at [crotolo@aae.org](mailto:crotolo@aae.org) or 312.872.0452.

### Preparation of Abstracts

**1. Abstract modalities:** Please follow the guidelines below to choose the appropriate presentation modality for your study.

- Oral presentations: Abstracts for oral presentations must reflect original clinical or basic science research, or meta-analysis, marked by strong clinical significance, innovative conceptual and/or cutting-edge methodological approaches.
- Poster presentations: Abstracts for poster presentations must be original research.
- Table clinics: Abstracts for table clinics should reflect presentations such as demonstrations of clinical procedure or technique (e.g., case report), or an interesting scientific phenomenon. Research presentations are not accepted in the category.

**2. Important abstract elements:** Abstracts must be written in English and have a maximum of 250 words. Abstract title, authors' names and affiliations are not included in the 250-word limit. The required headings for oral and poster research (see below: Abstract Content) do not count toward the word limit.

- **Title:** Abstract titles must be descriptive but concise.
- **Authors:** Each author in the abstract should be included in the dedicated section.

- **Abstract content:**
  - **Oral and Poster presentations:** Abstracts must include the following headings:
    - 1) Objective(s) – introduce the topic of research; state knowledge gap, define study hypothesis; state study aims and rationale
    - 2) Methods – define study groups and controls, state sample sizes, include statistical analysis methods and significance thresholds
    - 3) Results – summarize results, include results of statistical analysis (e.g. P-values, fold change)
    - 4) Conclusion – highlight main findings, state clinical relevance of study to endodontics, include future directions (if applicable). Conclusions need to be supported by the results.
  - **Table clinics:** Abstracts for table clinics should not be structured with headings and can be written in a narrative format. Abstracts should include a brief discussion of relevant literature, what the table clinic will demonstrate (concise description of the technique or interesting phenomenon), and how it will improve scientific and/or clinical applications in endodontics.
- **Funding source(s):** must be acknowledged within the disclosure task at the time of submission.
- Tables and illustrations of any kind are not allowed in any abstract submission.

### Abstract Review Criteria

Abstracts submitted successfully via the online system will be reviewed based on scientific merit, content, and adherence to the submission guidelines. Occasionally, the Research and Scientific Affairs Committee will decide unanimously that submitted research is better suited for a different presentation modality, other than the one elected. By submitting an abstract, you acknowledge that reclassification is a potential outcome and agree to allow reviewers to reclassify your elected presentation preference should they determine another modality would be more appropriate. Categories include Oral Research, Poster Research, and Table Clinic Presentations. If you choose not to allow reclassification, your submission will be withdrawn and cannot be presented. Please ensure understanding when finalizing the Presentation Reclassification task

Unfinished abstracts will be automatically withdrawn (e.g. missing components, sections left blank). Notification regarding the abstract's acceptance or rejection will be sent electronically.

### Common Abstract Rejection Reasons

- Failure to comply with submission guidelines and/or abstract is poorly formatted
- Abstract is not original research (except for Table Clinic)
- Abstract is too similar to another abstract submitted by the same institution
- Incomplete abstracts (sections left blank)
- Subject is not related to endodontics

- Missing critical information – failure to state study objectives, lacking details of sample sizes, methodologies, or results of statistical analysis, etc.
- Lack of scientific merit - lack of control groups, choice of controls inappropriate, insufficient sample size, lack of statistical analysis, etc.
- Conclusions are not supported by the results
- Excessive spelling, grammar or syntax errors

## Presentation Guidelines

**Oral research presentations:** Presenter(s) should prepare their presentations using PowerPoint® or Keynote®. A 10-minute presentation time is allowed with an additional five minutes for questions. Presenters must stop by the Speaker Ready room at the AAE annual meeting to upload their presentations at least 24-hours prior to the presentation date and time. The location of the speaker ready room will be provided via email prior to the meeting. Presenters must use the AAE-supplied computers. The use of personal computers for presentations is not allowed. Presenters should remain in their presentation room for the entire session.

**Poster research presentations:** Presenter(s) should bring a printed poster to present. The AAE will provide an 8 ft. wide x 4 ft. tall poster board with pushpins on which posters can be hung. Any sized printed poster which fits the height and width of the bulletin board is appropriate. Please try to fill the space as fully as possible. Five to ten minutes are allocated for the presentation. A presenter must remain at the poster throughout the entire session.

- The poster cannot be attached to a wall or table. Any posters affixed to a wall will be removed.
- The provided presentation number will be affixed in the upper left corner of the bulletin board. Do not remove or change the affixed number.
- For the poster heading, font size must be at least one inch (2.5 cm) high. The following information must be included: line one -- project title; line two -- presenter's name(s), institutional affiliation, if applicable, and home city.
- A photo of the presenter(s) must be attached to the top right corner of the poster.
- Posters must be neat, legible, and creatively designed. Poster content must be visible from several feet away. Text should be a minimum of 1 cm high.
- Poster must be attached with pushpins. Tape or staples may not be used.
- Posters must be left on display until the exhibit hall closes at the conclusion of the meeting. If you would like to keep your poster, please make sure to remove it from the poster board during the last hour the exhibit hall is open for the meeting. Posters that are not removed by that time will be discarded.

**Table Clinic presentations:** Presenter(s) may choose to use a poster, laptop or portable prototype for their table clinic presentation. Five to ten minutes are allocated for the presentation. Presenter(s) must remain at the table throughout the entire session.

- A six (6) foot long by three-and-a-half (3.5) foot wide counter height table and a sign with the presenter's table number are provided.

- Electrical power may be made available to presenters who request it at the time of abstract submission. Additional equipment needs will be reviewed on a case-by-case basis.
- Video or computer equipment will not be provided by the AAE. Presenters may use their own laptop computer to display data or graphics.
- Models and radiographs may be used to enhance the presentation.
- Printed posters or other material need to be glued/affixed to a tri-fold board to allow for standing on the table. No material can be attached to any wall or table. Any materials affixed to a wall or table will be removed.
- Video equipment, posters over 36 inches high and equipment not confined to the tabletop are prohibited. This includes any additional panel at the top of the poster adding extra height.
- All equipment and material must be removed at the end of the session.

### AAE Resident Awards Judging Criteria

The AAE/Specialty1 Partners Resident Awards are given to the ten highest scoring endodontic post-graduate student presenters in each presentation modality. In order to be eligible to compete, the presenter and co-presenters must be endodontic residents at a CODA-accredited institution *and* Resident Members of the AAE (*or* Active 1<sup>st</sup> Year Members if presenting research completed during residency and graduated prior year). Postgraduate endodontic resident presentations will be judged unless the presenter indicates he/she does not wish to participate in the competition. Abstracts are scored by the Research and Scientific Affairs Committee. There is only one award per presentation. Presentations are scored by members of the Research and Scientific Affairs Committee and AAE members who wish to volunteer for such tasks. Award scores are calculated considering the submitted abstract (15%), presentation and ability to answer questions (85%) based on the following scale:

Category	Evaluation Criteria		
	Low impact score (1-3)	Moderate impact score (4-6)	High impact score (7-9)
Abstract	Information not presented clearly, concisely, nor logically. Research is low impact.	Presents most pertinent information, clearly, concisely, and logically. Research is moderate impact.	Presents all the pertinent information clearly, concisely, and logically. Research is high impact.

Presentation	Speaker is unable to deliver presentation coherently. Presentation jumps among disconnected topics; main points unclear. Very significantly over or under time. Text and figures unreadable. Reading from slides. No eye contact with audience.	Audible, understandable, and appropriate technical language. Text and figures readable. Main points clearly stated, however some missing information or some issues in presenting. Significantly over or under time ( $\pm 1$ minute). Maintains eye contact with audience intermittently.	Presents all the pertinent information clearly, concisely, and logically. Speaker is audible, understandable, confident and uses appropriate technical language. Speaker is compelling and convincing. Text and figures readable and effective. Maintains eye contact with audience most of the time.
Ability to answer questions	Speaker is unable to answer questions or has difficulty responding to questions (rambling).	Speaker responds to some but not all questions; or answers may be incomplete.	Speaker responds to all questions knowledgeably, thoroughly and concisely. Cites additional published materials in support.

## Frequently Asked Questions

*I have an AAE Membership. Does my co-presenter need an AAE membership?*

---Yes. All presenters and co-presenters must be AAE members. To apply for an AAE Membership, visit <http://www.aae.org/join>. See list of important dates within guidelines. Co-authors need not be AAE members.

*May I submit more than one abstract to present? Can I co-present a table clinic if it doesn't conflict with my oral research presentation?*

---No. Applicants may only submit one abstract for presentation. Applicants may present or co-present (not both) one project in one of the following presentation categories: oral, poster or table clinics. Applicants may co-author multiple abstracts.

*I graduated already, but I did most of my research during my residency. Can I still present my research to be judged for the AAE Resident Awards?*

---Yes. You may present as an Active 1<sup>st</sup> Year Member if the research was completed during residency AND you graduated the prior year.

*How do I know if I am eligible to compete for the presentation awards?*

---When submitting your abstract, it is important to select your accurate AAE Membership type. If you have questions regarding your membership type, please contact Cassie Rotolo, [crotolo@aae.org](mailto:crotolo@aae.org). All eligible presentations submitted in the Endodontic Resident category will be included and scored at AAE25, unless the applicant requests not to be at the time the abstract is submitted.

*What time can I start setting up my poster or table clinic presentation?*

---All Presenters should begin setting up their poster presentation or table clinic materials up to an hour before the Exhibit Hall opens on the first day of AAE25. Please be sure to have your "Program Participant" ribbon on your badge to be permitted into the exhibit hall. Ribbons can be picked up at the registration desk. More specific instructions will be provided as the meeting date approaches. **All poster research presentations must be left on display until the exhibit hall closes at the conclusion of the meeting. If you would like to keep your poster, please pick it up during the last hour the exhibit hall is open for the meeting. Posters that are not claimed by that time will be discarded.**

*When will I know if my abstract has been accepted?*

--- See the list of important dates at the top of this document and published on the AAE's website.

*Do I receive a discount on annual meeting registration for being a presenter?*

---No.

*I'm a Predoctoral Student or a graduate student not enrolled in an endodontic residency program (other dental post-graduate program or research program). Am I eligible for the AAE Resident Awards?*

---No.

*How will I know if my presentation is scored among the top 10 in the AAE/Specialty 1 Partners competition?*

---You will be notified via email and/or text message by an AAE staff member late in the evening on Thursday, April 3. A list of the winners will be posted on the AAE's website following the notification emails. AAE Resident Award Winners will be announced: **at the General Assembly, Friday, April 4, 2025.**

*How does the AAE ensure fairness in the evaluation and scoring process?*

----Three members of the Research and Scientific Affairs Committee score each abstract. Their scores are averaged to calculate the written score. The written score is 15% of the total score. Three on-site judges score each presentation. Their scores are averaged to calculate the presentation score. The presentation score is 85% of the total score. Committee members and judges are required to disclose any conflict of interest. They are not assigned to review or judge any presentations if a conflict of interest has been identified.

*Who should I contact with questions related to abstract submission or presenting?*

--- Please contact Cassie Rotolo at [crotolo@aae.org](mailto:crotolo@aae.org) or 312.872.0452 with any questions about applying or presenting at the meeting.