



## **RULES FOR SCIENTIFIC PARTICIPATION IN THE 65TH CONFERENCE OF THE SPANISH ORTHODONTICS SOCIETY**

- Date from which summaries may be sent: **16 November 2018**
- Deadline for receiving summaries: **28 February 2019**

A number of scientific participations received after 28 February 2019 may eventually be accepted by the Scientific Committee. However, they will not be entered into the official conference book or the programmes printed for attendants, and notice of their involvement will be through the conference app only.

To be the first signatory of talks, clinical cases or posters, it is mandatory to be registered for the conference.

### **1. SEDO MEMBERS**

For talks, the first signatory must be a SEDO; for posters, at least one of the signatories must be a member. Talks will be given and posters defended, where appropriate, by the first signatory.

Clinical cases must be presented by a single signatory, who must be an orthodontist and SEDO member.

A SEDO member may only give one talk (as first signatory) and one clinical case during the conference. Other signatories will receive an accreditation diploma only if they are registered for the conference.

### **2. NON-SEDO MEMBERS**

Applications for scientific participation from non-SEDO members will be assessed for acceptance by the Scientific Committee once the summary of the talk or poster has been received.

### **3. ACCEPTANCE OF WORKS**

Summaries of works will be assessed by the conference's Scientific Committee, and must be approved by the committee in order for them to be presented.

The 20 best approved posters will be selected for inclusion in the conference. These must be defended and will then be eligible for best conference poster.

The deadline for accepting scientific participation is **15 March 2019**.

### **4. SENDING AND FORMAT OF SUMMARIES**

Summaries of posters, talks and/or clinical cases must only be submitted online via the society's website, [www.sedo.es](http://www.sedo.es). Summaries received by email, fax or post will not be accepted.



Summary format:

- **TALK or POSTER:** a summary must be sent of no more than 300 words, using the structured summary format indicated below.

- Purpose of work.
- Materials and method.
- Results.
- Conclusions.
- Main bibliography (maximum of three citations).

- **CLINICAL CASE:** a summary of the clinical case must be sent containing the most relevant details, not exceeding 300 words.

In order for the clinical case to be presented at the conference, it must meet the following presentation rules, and must include:

**1. Initial records:**

- a. Tracings
- b. Lateral teleradiography of the cranium
- c. Extraoral and intraoral photographs
- d. Panoramic radiograph
- e. Models
- f. Cephalometry

**2. Treatment plan:**

- a. Treatment options
- b. Explanation of why it was chosen

**3. End results of treatment:**

- a. Tracings.
- b. Lateral teleradiography of the cranium.
- c. Extraoral and intraoral photographs.
- d. Panoramic radiograph.
- e. Models.
- f. Cephalometry.
- g. Superimposition methods of Ricketts or Björk (patient in growth).
- h. Analysis of results.

**4. Retention records (minimum 2 years):**

- a. Tracings
- b. Lateral teleradiography of the cranium
- c. Extraoral and intraoral photographs
- d. Panoramic radiograph
- e. Models
- f. Cephalometry
- g. Superimposition methods of Ricketts or Björk (patient in growth)
- h. Analysis of results



Priority for presentations is given to Full Members, followed by Active Members who did not present a clinical case at the SEDO TARRAGONA 2018 meeting, followed by Active Members who did present a case at the SEDO TARRAGONA 2018 meeting, followed by Affiliate Members.

## **5. PRESENTATION TIME**

Each presentation must be limited to the time allocated. The need to co-ordinate schedules accurately between auditoria means that a strict time control system will apply to each presentation, which must come to an end once the time has run out, and which will be out of the control of the table's members. The time remaining for the presentation will be displayed on a screen at all times. An automatic timer will be used to inform the speaker when three minutes are remaining.

## **6. RULES ON ADVERTISING**

The SEDO does not authorise sponsorship of scientific posters, speeches or clinical cases at conferences, or the appearance of advertising or commercial logos on any materials used. In the event of any financial collaboration by a commercial house, this can be stated at the end of the poster by way of acknowledgement.

## **7. RULES ON PRESENTATION TECHNIQUES**

The locale has a centralised presentation management system. Use of one's own computer is not permitted to project presentations. A room will be available for testing audiovisual material. Speakers may check their presentation in this room. Both MacOS and Windows operating systems will be available, and both Keynote and PowerPoint files may be projected, without the need for adaptations.

The presentation must be provided on a USB drive, CD or DVD. If you have used any non-standard fonts, these should be included on the device so the computer does not replace them.

If speakers wish to use the official conference font ("Granaína fine"), they may contact AtlantaCongress to request a file to install the font.

All scientific sessions will be recorded and the image of the speaker will be broadcast live on the screen. Scientific participation in the conference expressly implies acceptance of all conference rules.