

## Submission Guidelines

### Osteology Research Forum and Poster Presentation

#### Abstract Submission

##### **An abstract can be submitted for:**

- Poster Presentation **only** – presentation in the poster exhibition area
- Osteology Research Forum **and** Poster Presentation

Applicants need to decide whether the submitted abstract should be considered for the Osteology Poster Presentation **or** the Osteology Research Forum and Poster Presentation. An abstract submission for the Osteology Research Forum alone, is not possible.

Authors of submitted abstracts can only participate in the **Osteology Research Forum and Poster Presentation** when the **data (project) is unpublished at the time of submission**. Abstracts submitted only for the **Osteology Poster Presentation** can present material that was **published previously and will not compete for the Osteology Research Prize**. In case of unsuccessfully applying for the Osteology Research Forum, the applicant accepts the exhibition of her/his poster in the Osteology Poster Presentation.

It is possible to submit more than one abstract for the Osteology Research Forum and Poster Presentation. However, each author can only give a maximum of one oral presentation in the Osteology Research Forum.

##### **Deadline abstract submission:**

Abstracts can only be submitted in English using the online submission tool on THE BOX (<https://box.osteology.org/>). Deadline for abstract submissions is **15 January 2019, 23:59 CET**. Please note that late submissions will not be considered.

##### **For submission of your poster abstract please use the online submission tool:**

- <http://box.osteology.org/Poster/PosterApplication>
- Before you can enter your abstract you have to log-in with your username (e-mail address) and password or create a new account

**Abstract information requested in online submission form:**

## 1 General Information

- Title of the study - is limited to a maximum of 300 characters and should indicate the content of the abstract in a concise manner.
- The content of your abstract should fit in one of the two categories (please indicate by clicking on one of the buttons in the submission form):
  - *Clinical research or Basic research.*
- Your abstract of the *Clinical research category* should fit in one of the two subtopics (please indicate by clicking on one of the buttons in the submission form):
  - *Clinical studies or Case reports*
  - Abstracts for the Clinical studies (need to have a test and a control group in the study protocol, otherwise we reserve the right to redirect them to Case reports) or Case reports (e.g. case series)
- Abstracts for the *Basic research category* should fit in one of the two subtopics (please indicate by clicking on one of the buttons in the submission form):
  - *Pre-clinical studies or In-vitro studies*
- Clinical research or Basic research abstracts might include the following primary investigating topics. Please check as many topics as apply to your abstract:
  - Periodontal regeneration
  - Soft tissue regeneration
  - Hard tissue regeneration
  - Maxillo-facial regeneration
  - Complication management
  - Regeneration materials
  - Cell therapy
  - Growth factors
  - Biological mechanisms
  - Systemic diseases
  - Implant placement
  - Other

## 2 Applicant Information

- Please note that the **applicant named in this section is the person presenting the poster in the poster exhibition or the person giving the oral presentation in the Osteology Research Forum** (upon invitation).
- The e-mail address entered in this section will be used for all correspondence regarding the Osteology Poster Presentation and Research Forum.
- Authors of Abstract/Poster – **the order and names entered in this section will be published on THE BOX webpage** (author and co-authors):
  - Enter first name and second name for the author and co-authors (max. number six names will be displayed all other others will be deleted! One author and max. five co-authors)
  - **Please do not use academic titles.**
  - **The names of the authors cannot be changed after submission of the abstract.**

3 Objectives - Max. 500 characters, including blanks

4 Methods - Max. 1500 characters, including blanks

5 Results - Max. 1500 characters, including blanks

6 Conclusions - Max. 1000 characters, including blanks

7 Statement (type in the field first name and last name and you need to accept the guidelines before clicking “*Submit Application*”)

- Please carefully **proofread the abstract** for any grammatical or spelling mistakes and check for consistent use of terminology.
- The Osteology Foundation reserves the right to do an additional language editing before publication on THE BOX webpage (content will stay as it was submitted). The language edited version will not be sent to the author prior to online publishing.
- Please note that if the abstract is accepted, the Osteology Foundation will retain the copyright.
- For experimental clinical studies and animal studies, you certify that the study has been approved by an appropriate IRB.
- All authors listed are aware that their names will appear on this abstract and have knowledge of the abstract submission.
- Declaration of conflict of interest.

**Abstract style instructions:**

- Please note that the space for entering your submission details is limited to the number of characters indicated.
- All information must be in English.
- Use of standard abbreviations is desirable; place unusual abbreviations in parentheses after first use of the full term.
- Entering of figures or tables in the abstract is not possible.
- Please do not write in capitals (especially titles and names of authors and co-authors).

**Poster format and poster presentation:**

- The poster dimension should not exceed 90 cm in width and 130 cm in height.
- The suggested size is A0 (ISO 216 sizes, specifies international standard (ISO) paper sizes – width and height: 84.1 cm x 118.9 cm).
- You will receive your poster number for the symposium in a separate e-mail before the symposium.
- Poster authors will find their poster number on the empty poster board for mounting the poster.
- To attach your poster to the poster board, please use the material provided at your poster board.
- Illustrations and text must be readable from distances of at least 1.5 meters. Poster titles should include the full title, authors and their institutional affiliations. All lettering on the poster should be a minimum of 1 cm in height and the title at least 2 cm.
- The poster presented at the symposium has to cover the same topic as the abstract.

**Abstract policies:**

- Abstracts must be submitted online by **15 January 2019**.
- You can edit your abstract up to 15 January 2019. If a mistake is found, the author can correct this mistake via the edit function in his account. After the deadline, editing a submitted abstract is not possible. The abstract may be withdrawn or, if accepted, mistakes not corrected may be indicated during the presentation. Proofread abstracts carefully to avoid mistakes before submission
- Abstract submissions will be accepted or rejected by **15 February 2019, 23:69 CET**.
- The applicants will be notified via e-mail.
- There is no limit to the number of abstracts an investigator may submit.

- **The lead presenter must register and remit the registration fee for the congress by 28 February 2019 to be included in the programme.** All submitters of accepted abstracts are expected to register for and attend the Osteology Symposium in Barcelona 2019.
- Any human experimentation must conform to the principles of the Declaration of Helsinki of the World Medical Association. Any animal experimentation must be reviewed and accepted by the responsible local authorities to assure compliance with ethical guidelines.

#### **Abstract evaluation, poster exhibition and oral presentation in the Osteology Research Forum:**

- All abstracts will be reviewed by at least two reviewers with knowledge in the special field (Osteology Board Members and/or Expert Council Members).
- Evaluation criteria are: originality of the hypothesis, study design, methodology, scientific and clinical relevance.
- The **authors of the six best abstracts** submitted for consideration in the Osteology Research Forum in each of the two categories (basic and clinical research) will be **invited by 28 February 2019**. These investigators will be able to present the content of their posters in an oral presentation in the Osteology Research Forum in Barcelona, 26 April 2019.
- Invited poster abstract authors are expected to prepare an **oral presentation of max. 12 minutes** for the Osteology Research Forum followed by **five minutes Q&A** by the committee.
- The **investigators presenting** in the Osteology Research Forum will **obtain full reimbursement of the registration fee**.
- In case of unsuccessfully applying for the Osteology Research Forum, the applicant will accept the exhibition in the Osteology Poster Presentation.
- On Saturday, 27 April 2019, the three best presentations in each of the two categories basic and clinical research will be awarded the Osteology Research Prize:
  - € 1'000            1<sup>st</sup> prize (basic and clinical research)
  - € 750             2<sup>nd</sup> prize (basic and clinical research)
  - € 500             3<sup>rd</sup> prize (basic and clinical research)
- The Osteology Poster Presentation will be open on Friday and Saturday during the symposium. To enhance the scientific exchange, all poster authors are asked to be available during coffee and lunch breaks.
- If the presenter is unable to attend or if you have questions, contact **Dr. Benjamin Müller (benjamin.mueller@osteology.org)** prior to the International Osteology Symposium Barcelona 2019. **Notifications of withdrawing an abstract or substituting the presenter are compulsory.**