



## CALL FOR POSTERS

### The 2nd AAMS Congress & Hippocrates Gala

Sleep Disordered Breathing And Craniofacial Growth And Development;

Early Intervention And Patient Outcomes

Chicago, IL, USA | March 1-5, 2017

Dear Colleagues,

You are invited to submit your proposal/s for poster sessions at our 2nd Congress of the Academy of Applied Myofunctional Sciences (AAMS), in Chicago, IL March 1-5, 2017, at the The Fairmont Chicago Millennium Park.

#### Please submit your proposal as follows:

**Authors:** please provide name(s), credential(s), address, email, phone number.

**Presenting authors:** please provide name(s) and credential(s) and indicate first author, second author, etc.

**Bio/CV:** please provide a short bio/CV for each author in 50 words or less.

**Poster title:** 10 words or less.

**Poster content type:** please indicate whether the paper is under research, clinical, or general category.

**Abstract:** please write an abstract with 500 words or less. For research papers, please write the abstract with the following sections: Introduction, Methods, Discussion and Conclusion.

**Learning outcomes:** Please provide a minimum of three learning outcomes using active verbs.

**Format:** Please use a Microsoft Word or an Apple Pages document for the proposal.

**Disclosure of financial or non-financial relationship:** The disclosure must be included within their poster(s).

**Language:** Posters will be written in English.

**Submission deadline:** October 31, 2016

**Notification of Acceptance:** December 10, 2016

#### Important Information about the 2017 AAMS Poster Session

- You do not have to be present at our 2017 AAMS conference to submit a poster.
- All accepted poster abstracts will be evaluated and peer reviewed.
- Your poster may be awarded an Honorable Award and/or the AAMS' Certificate of Excellence Award. -
- Accepted poster abstracts will also be designated for inclusion on the AAMS website.

The Poster Authors' Agreement, Financial Disclosure Forms and Copyright Transfer Form will be sent to you upon acceptance of your proposal. The signed copyright transfer form allows AAMS to publish posters abstracts accepted in the Congress Acts.

Please contact our Poster Chair & Session Coordinator Licia Paskay if you have additional questions or email us at [AAMScongress2017@aamsinfo.org](mailto:AAMScongress2017@aamsinfo.org)

Looking forward to seeing you in Chicago.

Licia Paskay, Poster Session Coordinator



## What Information Do I Need to Submit a Poster Proposal/ Paper?

### Step 1: Submission Form

All proposals submitted to the Call for Papers will be using the General Submission Form.

### Step 2: Submitters and Authors

Please ensure that the spelling and title of each author is written clearly [e.g. Ph.D., DDS, MA-CCC- SLP, RDH etc.] Please ensure that an accurate address is provided for each author; include the author's institution, mailing address, email address, phone number, and AAMS affiliation and status, if applicable.

### Step 3: Disclosure Agreement

All authors are required to complete a disclosure form indicating any financial or non-financial relationship[s] related to the content of the proposed poster session. Please make sure that you have read and understood the **Call for Posters Agreement** and **Disclosure Policy** before submitting your poster proposal.

As the primary author of the poster, you agree to inform all authors listed in the proposal that they are also required to complete the form. Authors who do **NOT** comply with this requirement will be removed from the proposal and will not be listed in any Convention-related material or be allowed to present.

### Step 4: Proposal Details- Poster Session Format

You must request one of the following session formats for your proposal:

- **Technical Clinical** [30 minutes- 20-minute presentation and 10-minute question and answer]
- **Technical Research** [30 minutes- 20-minute presentation and 10-minute question and answer]
- **General** [30 minutes- 20-minute presentation and 10-minute question and answer]

If accepted, your presentation will be scheduled as best suits the need of the overall Convention program.

### Step 5: Proposal Content

The title of your proposal is not to exceed 10 words, using title case. Do not use all caps or unnecessary punctuation, such as quotation marks around the title or a period at the end.



## Abstract Type and Learner Outcomes

**Research** - Research proposals should be based on original research which may provide new information regarding myofunctional sciences and related sciences, diagnostic tools and protocols and therapeutic applications. Replication of established studies is welcome, as well as studies with a “negative” outcome, in which correlations were not found. Metastudies and meta-analyses are also welcome. The level of evidence will need to be indicated:

- Single subject design
- Retrospective, non-randomized group design
- Prospective, non-randomized group design
- Prospective, randomized group design

**Learning outcomes should be phrased as follows: At the end of this activity, the attendee will be able to:**

- Describe the various elements of the study design
- Discuss the authors’ conclusions, the study’s limitations and further improvements
- Identify possible practical application and patient’s benefits

Presentations should apply principles of evidence-based-practice, considering bias, evidence level, objectivity, results/data and specification of the population that could/will benefit from the results.

Presenters are encouraged to prepare their reports and posters considering accessibility of the information by people with diverse learning skills. More information on this subject can be found at:  
<http://www.asha.org/CE/for-providers/Accessibility-guidelines/>

**Research proposals will be evaluated based on:**

- Originality of research question[s]
- Strength of research design
- Strength of research rationale
- Appropriate research methods
- Fulfillment of the goals of the study
- Clinical applicability
- Level of impact of findings on current standard of care
- Overall clarity of proposal

Presentations and posters focusing on clinical work, professional education and general may address novel ideas or applications in diagnostics, therapy, ethical issue, sciences, delivery of care, literature review and any other project in pertinent area. Originality, practical applications, and general interest among the attendees will be critical elements in the selection of the proposals. For both presentation and posters, at least three learning outcomes are required, stated using active verbs that can be measured and observed.

**Clinical, Educational and General proposals will be evaluated based on:**

- Case history and background information of case studies (usually one subject)
- Originality of research question[s]
- Relevance and actuality of topic
- Quality and quantity of information to be presented on a poster
- Ease of achievement of learner outcomes
- Overall clarity of proposal



**The following must accompany this completed form:**

- **500-word** (or less) abstract (*Please proofread carefully*)
- **1000 word** (or less) summary for the poster committee to review which should include clearly labeled “Learning Objectives” [**max 3**] (*See Writing Learning Outcomes*)
- **50 word** Biosketches on **ALL** presenters (*See Writing the Author’s Biosketch*)

**Important Dates:**

- Submission Deadline for requested documentation is **october 31, 2016**.
- You will be notified by **December 10, 2016** if your submission has been accepted.

**Presenter(s):** (Including titles as they should appear on the program, e.g., Ph.D., CCC-SLP, RDH or other)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If multiple presenters, the Primary presenter and contact person will be:

**Print Name Here** \_\_\_\_\_

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**Primary Presenter’s Contact Information:**

**Address:** \_\_\_\_\_

**Work #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Poster Title** [*please no more than 10 words (or less) using title case*]:

\_\_\_\_\_

**Submission Track:**  Clinical  General  Research  Professional  Education



## 2017 POSTERS AUTHORS AGREEMENT FORM

**By submitting a poster for the AAMS Congress, you agree to the following:**

- Unless specifically designated and pre-approved, AAMS programs are noncommercial forums. The inclusion of products, services, and materials used for practice and research is encouraged when efficacy is supported by evidence. However, the poster platform is not intended as a forum for sales or marketing activity.
- All authors must disclose to participants (prior to the presentation) any proprietary interest in any product instrument, device, service, or materials discussed in a presentation as well as the source of compensation related to the presentation. Please review and sign the provided disclosure forms.
- All poster authors are expected to follow accepted procedures to protect human subjects and confidentiality.
- All poster authors must sign a copyright transfer form.
- For credits, please follow the guidelines in the Publication Manual of the American Psychological Association.

Signatures of Presenters:

Date:

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## 2016 COPYRIGHT TRANSFER

The following author/s of the poster/paper (*enter title of poster on line below*)

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submitted for publication to the [Academy of Applied Myofunctional Sciences](#) website, transfer/s all copyright ownership to the [Academy of Applied Myofunctional Sciences](#) only if the poster is awarded high honors and is selected to be posted on the [Academy of Applied Myofunctional Sciences](#) website. The author/s signature indicates that he/she or they declare that the poster/paper is an original work which has not been published in print or electronic form, nor has the poster/paper been submitted or is being considered for publication elsewhere. The author/s signature indicates responsibility for the release of this poster/paper if selected. The author/s signature indicates they have obtained written permission to provide photographs, and other case information necessary for this poster/paper.

The author[s] agree[s] that no payment will be made to the [AAMS](#) for the publication of this poster/paper, nor shall any payment be made to the author for any replication or distribution of this poster/paper in either written or electronic form by the [AAMS](#), even if the [AAMS](#) generates any revenue for the replication or duplication of this poster/paper.

The author[s] signature indicate[s] responsibility for the release of this poster/paper.

The author designated as contact person for this poster/paper is:

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<i>(Date)</i>	<i>(Type/print name)</i>	<i>(Signature)</i>
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List additional authors and obtain original signatures

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(Date)	(Name)	(Signature)
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(Date)	(Name)	(Signature)
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(Date)	(Name)	(Signature)
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***This signed form allows us to place your abstract on our AAMS website.***



## WRITING LEARNING OUTCOMES

When writing the learning objectives for your proposed session please be sure to use active verbs—objectives that could actually be observed and measure, were that necessary. See below.

### Examples of appropriate learning outcomes

- Participants will be able to identify ....
- Participants will be able to implement ....
- Participants will be able to list ....
- Participants will be able to compare ....

### Please avoid learning outcomes that cannot be observed and/or measured such as:

- Participant will be able to learn...
- Participant will be able to understand...

## Writing the Poster Author's Biosketch

### Please provide each author's

- 1) name with credentials,
- 2) affiliation, and
- 3) a brief description of qualifications or expertise in the presentation area.

Please include a short paragraph (**50 words or less paragraph**) for use in our program and website that describes the author's education, training, current and past work experience, committee work or special interest.

This information will be used when introducing the authors of accepted posters

Please include a paragraph for each person if multiple presenters are speaking.

## AAMS Poster Author's Relationship Disclosure Form

The *Academy of Applied Myofunctional Sciences* requires poster presenter[s]/author[s] to disclose information regarding any relevant financial and non-financial relationships related to the poster content.

**For accepted posters, the deadline to submit the disclosure forms is no later than February 4th, 2017**

**Poster Title:** \_\_\_\_\_

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### HIPPA REQUIREMENTS

To comply with the Health Insurance Portability and Accountability Act [HIPPA], we ask that **ALL** poster presenters/authors insure the privacy of their patients/clients by refraining from using names, photographs, or other patient/client identifiers in the poster without the patient's/client's knowledge and written authorization.

I am in compliance with these policies: \_\_\_\_\_ **[INITIAL HERE]**

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**Relevant financial relationships** are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, gifts, speaking fee, consulting fee, honoraria, ownership interests [e.g. stocks, stock options, or other ownership interest, excluding diversified mutual funds], or other financial benefit. Financial relationships can also include "contracted research" where the institution gets the grant and manages the funds and the individual is the principal or named investigator on the grant.

**Do you have relevant relationships to disclose?**

No  Yes [if yes- fill out the Financial Relationship Disclosure Form]

**Relevant non-financial relationships** are those relationships that might bias an individual including any personal, professional, political, institutional, religious or other relationship. May also include personal interest or cultural bias.

**Do you have relevant non-financial relationships to disclose?**

No  Yes [if yes- fill out the Financial Relationship Disclosure Form]

I attest that the information in this disclosure is accurate at the time of completion. I agree to notify the *Academy of Applied Myofunctional Sciences* of any changes to this information between now and the presentation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## AAMS Financial Relationship Disclosure Form

Copy this page as many times as you need in order for us to have complete information regarding each of your relevant financial relationships. The Poster/Paper author/presenter has a relevant financial relationship that could influence the information presented in the poster/paper and could be perceived as a conflict of interest to the learners/viewers.

Poster Author's Name: \_\_\_\_\_

Financial relationship with [name of the Company/Organization]: \_\_\_\_\_

Date the Form was completed: \_\_\_\_\_

### What was received? [Check all that apply]

- Salary
- Consulting Fee
- Intellectual property rights
- Royalty
- Honoraria
- Ownership interest [e.g. stocks, stock options or other ownership interests excluding diversified mutual funds]
- Other financial benefit [please explain]: \_\_\_\_\_
- In kind
- Grants
- Gift
- Speaking Fee
- Hold patent on equipment

### For what role? [Check all that apply]

- Employment
- Management position
- Teaching and speaking
- Board membership
- Ownership
- Consulting
- Membership on advisory committee or review panels
- Independent contractor [including contracted research]
- Other activities [please describe] \_\_\_\_\_



## AAMS Non-Financial Relationship Disclosure Form

Copy this page as many times as you need in order for us to have complete information regarding each of your relevant non- financial relationships. The poster/paper author/presenter has a relevant non-financial relationship that could influence the information presented in the poster/paper and could be perceived as a conflict of interest to the learners/viewers.

Poster Author's/Presenter's Name: \_\_\_\_\_

Non-financial relationship with [name of the Company/Organization]: \_\_\_\_\_

Date the Form was completed: \_\_\_\_\_

### What is the nature of the non-financial relationship? [Complete all that apply]

Personal, please describe: \_\_\_\_\_

Professional, please describe: \_\_\_\_\_

Political, please describe: \_\_\_\_\_

Institutional, please describe: \_\_\_\_\_

Personal interest, please describe: \_\_\_\_\_

Bias, please describe: \_\_\_\_\_

Other relationship, please describe: \_\_\_\_\_

### For what role?

Volunteer Employment: \_\_\_\_\_

Volunteer teaching and speaking: \_\_\_\_\_

Volunteer consulting: \_\_\_\_\_

Board membership: \_\_\_\_\_

Volunteer membership on advisory committee or review panels: \_\_\_\_\_

Other volunteer activities [please describe]: \_\_\_\_\_



## General Poster Presentation Tips

**Goal of the Poster:** Posters should visually guide each viewer through the basics of the study, freeing the author to clarify and discuss essential elements of their work. Poster presentations facilitate the rapid communication of scientific ideas. They combine a verbal presentation with a visual aid [*the poster itself*]. The opportunity to meet people and interact one on one is one of the major advantages of a poster session. Many times, poster sessions lead to new collaborations among colleagues.

**Graphics:** Posters are a unique, visual medium, and you only have a few seconds to attract someone's attention. Choose your graphics and images carefully with these goals in mind:

- Use graphics that catch and hold attention
- Increase understanding by communicating information visually, as well as verbally.
- For each graphic image, ask yourself the following:
  - Is it relevant?
  - Does it add information or merely duplicate verbal material?
  - Is redundancy desirable or necessary to reinforce important ideas/concepts?
  - Is the graphic clear and easy to understand?

**Preparing and Organizing Your Poster:** Review your poster to make sure your presentation covers the information you listed in the abstract.

- Review your poster to make sure it addresses the learner outcomes at the instructional level you indicated.
- Design your poster to address one central question/concept
- State the question/concept clearly in poster, then use your discussion time to expand on issues surrounding on that central question.
- Create a short [one to two minute] take-home message, which summarizes your key points
- Focus on the introduction, methods, results or results-to-date, discussion, summary and publications
- Make sure that your statistics support your conclusions/goals
- Make sure that your research methods are appropriate for your proposed goals.

### Rehearsal and Delivery

- Make the flow of information self-explanatory
- Use two to three related background colors [methods, data, interpretation] to unify your poster.
- Use minimal text: short sentences, simple words, or bulleted information.
- Find ways to show what was done [diagrams, schematics, etc.]
- Illustrations should have a prominent headline containing the take-home message in a few words.
- Clearly and accurately present the purpose and result of your study.

**Poster Specifications:** Poster sessions will take place on Friday, Saturday and Sunday at the Fairmont Hotel at various times throughout the day. You need not be present for your poster to be displayed. However your poster will not qualify for CEU. The poster should be approximately 4' high x 8' wide. Materials may be attached using pushpins or Velcro. Your Disclosure statement must be included with your poster and must be clearly visible on the poster board.

**Authors who choose to present their posters:** If you choose to come to our convention – will we be happy to have you. As a presenting author, you will be required to register for the AAMS Congress. You will be responsible for arranging your own travel and hotel reservations. Registration will open in August of 2016.

**All poster authors must read, understand and agree to adhere to the principles, guidelines, and procedures outlined in the packet provided.**

**Please remember to sign all of the appropriate paperwork so as not to delay the review of your proposal.**