How to Use the Online Abstract Submission System for International Symposium on Dental Hygiene 2022

Important Information

- Abstracts are submitted via an online submission system. Register with the abstract submission website and establish your username and password.
- If you are submitting more than one abstract you **must** use the same login for each abstract.
- The maximum length of an abstract is **400 words**. **Please ensure that your findings are described to a level sufficient for reviewers to make an informed decision on quality. Abstracts that fail to meet these criteria will be rejected.**
- Do not include author names in the title or body of your abstract – these are entered online during the submission process.
- You can alter your abstract at any time up to the submission deadline of **1st October 2021**.
- To ensure a fair and scientific review of abstracts we will use a blind review process. Abstracts will be reviewed under each of the elements indicated in the guidelines for the submission type as well as for the level of innovation/contribution to the field and the general standard of academic writing of the abstract. Any abstract that was submitted for consideration as an oral presentation, but was unsuccessful in that regard, will be considered for poster presentation.
- Authors can be listed on as many abstracts as they wish - however authors may be the **presenting author on a maximum of 2 abstract presentations only - one oral and one poster**.
- Please note that at least one author **must** register in full to attend and present the abstract at the Symposium.

---

1. Symposium Themes

The themes of ISDH 2022 are:

Care: Includes presentations about providing care to people across the life stages, including vulnerable populations or those with specific health conditions and treatment options or behavioural change processes.

Adapt: Includes presentations about adapting to how we provide oral healthcare; for example, different settings, using alternative treatment or technology options, adapting practice in a pandemic.

Enable: Includes presentations that address public health, prevention, health promotion and advocacy.

Learn: Includes presentations about research or educational developments involving dental hygienists including early career and advanced researchers.

2. Submission Types

Each abstract must be no more than 400 words and, depending upon submission type, contain the following elements:

New Research	
Problem statement	Statement of the problem and study significance are provided.
Purpose	Study purpose is clearly defined with objectives.
Methods	Methodology (design, sampling and intervention) is outlined and appropriate for the study.
Results	Results including data analysis (or plan for analysis) are included.
Conclusion	Conclusions (or preliminary findings) are supported by the results and stated clearly.
IRB approval	IRB approval is required for all studies involving human subjects or animals. Provide the name of the entity approving the research and the approval number.
Studies in progress	Studies in-progress at the time of submission must include a detailed plan for statistical analysis and preliminary findings. Final results must be available by the Symposium.

Systematic Review	
Objective	A clearly formulated question is included.
Search Strategy/Selection Criteria	Explicit methods for how studies were identified, selected and critically appraised. Abstract should clearly identify the use of a valid quality assessment tool appropriate for the type of review conducted.
Data Collection and Analysis	Methods used to collect and analyze data from the studies that are included in the review.
Main Results	Number and type of studies included and summary of results.
Conclusion	Brief highlight of findings, type of evidence and recommendations.
Free of bias	The review process is comprehensive.

Innovations in research methodology, education or clinical practice	
Problem statement	Why was the innovation necessary?
Purpose/Goals/Objectives	Purpose/goals/objectives are clearly defined.
Key Features	Description of the key features, structure or systems
Impact	The impact of the program is clearly reported
Conclusions	Conclusions and implications for the future

3. The Submission Process

Submitting an abstract is a **3-step process**. We strongly recommend that you complete your submission at one time.

Step 1: Register on the system
We are using a dedicated website for abstract submission and you must first register on the system. The website is accessible by username and password. Please note that you will need to create your own username and password to access the system.

You only need to register once - each subsequent time that you visit this page, you will log in with your e-mail and chosen password.

Step 2: Submit your abstract
- Once you have registered and created your profile, you must log in to the dedicated submission webpage, when you have prepared your abstract - enter your email address and the password you chose when you registered.
- Submitting an abstract requires that you complete a questionnaire for each abstract. Some questions are mandatory (marked with an asterisk) and you will not be able to complete your submission until these questions have been answered. You will be required to provide **the theme to which you are submitting your abstract, the names and affiliations of all authors and confirmation that all authors have approved the submission.** You will also be able to indicate if you wish your abstract to be considered for oral presentation.
- It is strongly recommended that you complete your submission once started. However, if you decide to start your submission for completion at a later point, you must ensure to "Submit" your incomplete abstract. It will then be available for you to finish at a later stage. **Failure to "Submit" your incomplete abstract will result in it being lost and you will have to start again.**
- Mandatory questions are marked with an asterisk (*) and must be answered. Your submission will not be complete if a mandatory question is left unanswered. Incomplete submissions will not go for review.
- If you exceed the word count for either the title or abstract, your submission will be marked as incomplete in our system. Incomplete submissions will not go for review.

Step 3: Confirmation e-mail
You will receive an e-mail confirming that your submission has been received. The subject of the mail will indicate if your submission is complete or incomplete. An incomplete submission may have an answer that is unfinished or you may have exceeded the word limit for the abstract. Incomplete submissions will not go for review. You **must** log back into the submission system, click on the title of the abstract and complete it. Once complete you will receive the confirmation e-mail.

If you wish to make another submission, please click on New Submission and a new blank submission form will open.

4. Amending a Submission

You may wish to change your submission. You can do this at any time up to the deadline of **1st October 2021.**
- Log in to the abstract submission system.
- You will see the abstract(s) that you have submitted. Click on the abstract title to open the file.
- Amending an abstract is just the same as the original submission process except that the online form will be automatically filled in with the answers that you gave previously. You don't have to change an answer if you don't want to.
- Once you click "Submit", your changes will be saved and you will be sent an email confirming that your abstract has been amended. **Your changes will not be recorded if you fail to click "Submit".** You will also receive an e-mail confirming that an amendment has been made to your abstract.

5. Queries

If you have any queries about the submission process or you want to withdraw an abstract, please contact the congress administrator at abstracts@isdh2022.com