

The poster features a vibrant, stylized desert landscape background. The sky is a gradient of warm colors from light yellow to deep orange, with large, soft-edged shapes representing clouds or a setting/rising sun. The foreground consists of rolling hills in shades of red and orange, with several saguaro cacti silhouetted against the landscape. The text is centered and uses a bold, sans-serif font.

2024 OSAP
ANNUAL CONFERENCE

Call for Session Proposals

Deadline: August 25

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Overview

The 2024 OSAP Annual Conference, being held in Tucson, AZ, from May 30 – June 1, at the Westin La Paloma Resort and Spa will mark the **40th year of OSAP!** The conference is an opportunity for the oral healthcare community to engage in exceptional learning experiences to advance professional development and learn about the latest scientific and evidence-based information in dental infection prevention, occupational health, and patient safety.

The Planning Committee invites proposals for **60-minute breakout sessions**. Educate your peers and contribute to the field by submitting a proposal for consideration!

Important Dates and Deadlines

- **August 25:** Deadline for Session Proposals
- **October:** Notifications Emailed
- **May 30 – June 1:** 2024 OSAP Annual Conference – Tucson, AZ

How to Submit

All proposals must be submitted online. We recommend that you write your proposal in a word processing program and then paste it into the submission site. Once you start the application, you cannot move backward. However, you can make edits post-submission until **August 25, 2023**.

Submission Website: pheedloop.com/osapconference/proposal/start/?call=CALHDFHJAYKA07V

Please provide enough details for the conference committee to evaluate the presentation. Failure to do so may result in rejection. Describe or outline topics with enough detail for reviewers to fully understand the proposed content and presentation strategies. A description, “such as will review topic A,” is inadequate.

If the proposal is accepted, OSAP will use the information on our event website, meeting app, and printed program guide.

A confirmation email will be sent upon completion of the submission.

If you have questions, please get in touch with office@osap.org.

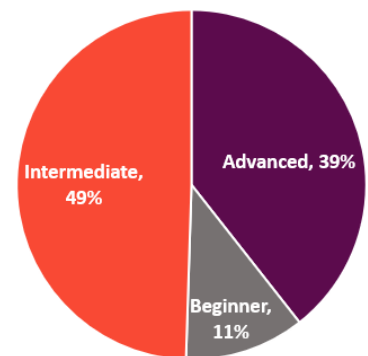
Presentation Format

OSAP is seeking proposals for **60-minute breakout sessions** that fall within one of the following three formats:

- **Lecture:** A formal, thematic presentation focused on one critical issue, trend, research problem, question, or topic. This session may present the topic in a broad overview or focus in more detail on no more than three aspects of the topic. It should not attempt to cover “A to Z” for any subject. The lecture format is best suited for a single expert speaker. Ideally, the presentation will be 45 minutes with 15 minutes for Q&A. If you have more than one expert on the same topic, please submit it in a panel session format.
- **Panel Discussion:** Up to two (2) speakers present different aspects, perspectives, or thoughts on an issue, trend, research problem, question, or topic of interest. Each speaker will have an opportunity to present their information (15 - 20 minutes each), and when both speakers are finished, there are typically 15 minutes for Q&A.
- **Workshop:** Participants learn a new skill, develop an action plan, or participate in activities where hands-on learning is integral. The session may begin with explanatory or introductory information and then involve the audience in an interactive participation activity. This format is particularly well suited for demonstrations, learning new skills or procedures, debates, exhibitions, and so forth, enabling participants to see or practice a skill, concept, or tool. The learning experience should excite and encourage the participants to take risks, question assumptions, and fully engage in learning. Maximum of two (2) speakers.

Knowledge Level

OSAP has three levels of knowledge relating to the pre-requisite learner knowledge, instructional techniques, and complexity of the learning objectives. We seek a balance of programming reflective of the experience levels of our participants; however, the majority have an **intermediate or advanced level of expertise** in dental infection prevention and safety.



- **Beginner:** These sessions provide broad, introductory information suited to audiences with limited or no knowledge of the subject before attendance. This level is appropriate for participants new to their careers or attendees looking to switch career paths.
- **Intermediate:** These sessions are more interactive, including case studies and assessment measures, requiring the learner to be more engaged, interacting with the material, and using the information in practical applications, thus requiring some prerequisite knowledge. This level is appropriate for participants with a degree of competence and those seeking to build on, apply, or enhance existing knowledge.
- **Advanced:** Sessions at this level focus on innovation, massive shifts in practice, new technology, methods, or applications, and highly technical or detailed topics. The course material and activities focus on problem identification, analysis, and solutions, fostering opportunities to explore subjects in an environment of trust. Objectives may include enhancing competence in complex procedures, mastering the use of technology, or preparing participants to lead the training of others. This level is appropriate for participants with significant expertise, knowledge, and experience who could be deemed experts.

Target Audience

The OSAP Annual Conference serves the professional and educational needs of various professionals.

Professional Roles

Administrator

Association/Non-Profit
Management

Compliance Officer/Risk Manager

Consultant/Lecturer
Customer Service Department

Dental Assistant

Dental Hygienist

Dentist

Educator/Program Director

Engineer

Federal Agency Personnel

Industry Executive

Infection Control Coordinator

Inspector/Investigator

Lab Technician

Marketing/Product Development

Nurse

Office Manager/Practice Manager

Policy Maker

Researcher

Sales Representative

School Sealant Coordinator

Scientist

Service Technician

State Agency Personnel

Sterilization Technician

Work Settings

Association/Non-Profit

Community Health Center (CHC)

Compliance/Risk Management

Dental Clinic Through a Dental

School

Dental Trade - Distributor

Dental Trade - Manufacturer

DSO

Educational Setting

Federal Agency

FQHC or Public Health Facility

Group Practice

Hospital-Based Dental Clinic

IHS/Tribal Health

Organization/Tribal Urban Clinic

Military-Based Dental Practice

Retired

School Sealant Program

Self-Employed

Solo Practice

State Agency

Proposal Requirements

We recommend that you write your proposal in a word processing program and then paste it into the submission site. Once you start the application, you cannot move backward. However, you can make edits post-submission until **August 25, 2023**.

Session Title: Session titles should be limited to 10 words and should be entered in title case, following AP style. Titles should not be in “all caps.” [Click here to Capitalize My Title](#).

- *Remember:* Make the title dynamic and conclusive, rather than descriptive. A powerful title excites the reader and should convince someone to attend your presentation.

Session Description: Session descriptions should be limited to 200 words. Do not include references. Your session description text **will** be posted online if your proposal is accepted.

- *Remember:* When developing your session description, focus on what the participants will “take away” from the presentation. Write concisely and in the second person (e.g., “you will learn” rather than “I” or “we”). Avoid writing opinions about the topic or advertisements for the speaker.

Session Outline: Provide an outline of the content, activities, and timing of segments for your presentation. It should contain at most 100 words. The outline is only used for the review process and **will not** be posted online.

Learning Objectives: Write up to **three (3)** clear and focused learning objectives. Learning objectives tell participants what the programming will teach or enable them to do.

- *Remember:* Complete this stem: “After participating in this session, learners will be able to: ...”
- Begin each objective with an action verb from [Bloom’s Taxonomy](#) (e.g., Describe, Define, Explain, Identify, Summarize, etc.).
- Do **not** use verbs that are difficult to measure (e.g., Understand, Learn, Know, Be aware, etc.)

Relevant Format: Select the format (Lecture, Panel Discussion, or Workshop) which would be most suitable for the delivery of your session.

Knowledge Level: Select knowledge level(s) who would value your session (Beginner, Intermediate, Advanced)

Co-Speaker: Specify the proposed co-speaker (**up to 1 is allowed**), and you provide the following information: First name, Last name, Email address, Designations (e.g., DDS, RDH, RDA, etc.), Organization, Title, State/Province, and City.

Speaker Background Information: Please provide details regarding the speaker(s) ability, training, and experience in the field.

Disclosure of Relevant Financial Relationships and Conflicts of Interest: Speaker(s) must disclose whether they (or an immediate family member) have a financial interest/arrangement or affiliation with the corporate organization offering financial support or grant monies for this continuing dental education program or have a financial interest in any commercial product(s) or service(s) they will discuss in the presentation.

Files: Upload any additional documentation (slides, papers, handouts, etc.) that will help support your proposal (*not required*)

Eligibility Requirements

- Members and non-members of OSAP are eligible to submit a proposal.
- Complete all the required fields requested on the submission form. Failure to complete these required fields will result in the proposal being considered an incomplete submission and will not be reviewed.
- Proposals must **not** promote a specific drug, device, service, or technique of a commercial entity.
- Sessions can be scheduled at any time during the 2024 OSAP Annual Conference (May 30 – June 1), therefore speakers must be available to present in-person during these days.
- Proposals must be submitted online; proposals submitted via email will not be accepted.

Review and Selection Process

Session proposals are assessed based on their content and relevance, clarity, format, degree of learner interactivity, quality of writing, the value of learning objectives, past successes of similar presentations, number of other submissions on the same topic, historical speaker evaluation ratings, and the proposal's overall contribution to the 2024 OSAP Annual Conference.

Each completed submission is peer reviewed and evaluated by the 2024 OSAP Annual Conference Planning Committee using the criteria provided in the evaluation rubric (see page 8).

The Committee reserves the right to accept all or part of a proposal (e.g., edits to the title, objectives, speakers, or combining it with another session, topic, etc.).

Session Proposal Evaluation Rubric

Criterion	Presentation Format	Excellent – 4	Good – 3	Fair – 2	Needs Extensive Improvement - 1
Content		The proposal presents issues of immediate relevance and importance for dental infection prevention, occupational health, and/or patient safety, with evidence-based current best practices.	The proposal focuses on issues and evidence based on current best practices in dental infection prevention, occupational health, and/or patient safety.	The proposal is related to dental infection prevention, occupational health, and/or patient safety, but does not contain information relevant to best practices.	The proposal does not clearly focus on issues of importance and relevance to best practices in dental infection prevention, occupational health, and/or patient safety.
Clarity		The title, session description, and learning objectives clearly describe the session.	The title, session description, and learning objectives are generally well described.	The title, session description, and learning objectives are unclear.	The title, session description, and learning objectives are incomplete and unclear.
Format	Lecture/Panel Discussion	The proposal clearly addresses the Annual Conference learning objective(s) in a well-organized, provocative, and interactive format.	The proposal addresses the Annual Conference learning objective(s) in a well-organized format.	The proposal does not clearly describe how it addresses the Annual Conference learning objective(s), or the format and organization of the session are unclear.	The proposal does not demonstrate a connection to the Annual Conference learning objective(s), and the format and organization of the session are unclear.
	Workshop	The proposal demonstrates a high level of interactivity among participants in an active learning environment.	The proposal describes some active learning and interaction among participants.	The proposal describes little interaction among participants.	The proposal describes no interaction among participants.
Professional Writing		The proposal is well written.	The proposal has minor errors and would require some editing.	The proposal has errors and would require significant editing.	The proposal requires complete rewriting to understand its meaning.
Contribution		The proposal will make a significant contribution and should attract many participants.	The proposal would make a meaningful contribution and should be of interest to at least one section or group of participants.	The proposal will make a small contribution and will be of interest to a few participants.	The proposal will make no contribution and will attract few participants.

Speaker Compensation

Speaker(s) will receive **FREE** registration to the 2024 OSAP Annual Conference.

Speaker(s) will be responsible for all other expenses related to their hotel stay, airfare, ground transportation, and meals not included in registration. Any additional special events are at the speaker(s) expense. Speaker(s) will be responsible for registering and paying fees for guests and spouses.

Continuing Education Information

ADA CERP Recognition



OSAP is an ADA Continuing Education Recognition Program (CERP) Provider.

ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry.

Concerns or complaints about a CE provider may be directed to the provider or to the Commission for Continuing Education Provider Recognition at [ADA.org/CERP](https://www.ada.org/CERP).

OSAP will announce the maximum number of continuing education credits available in spring 2024.

[Learn more about OSAP's CE Program & Provider Recognition.](#)

CE Guidelines

- Presentations must address the 2024 OSAP Annual Conference learning objectives:
 - Describe current and emerging issues related to infection prevention and safety in oral healthcare settings.
 - Demonstrate the implementation of best practices, new resources, and tools to facilitate compliance.
 - Identify important attributes to develop and enhance global leadership for the optimal delivery of infection prevention and The Safest Dental Visit™.
- Presentations must provide a balanced view of all evidence-based infection prevention and safety options.
- Presentations must NOT promote specific products, drugs, devices, services, or techniques.
 - Whenever possible, generic names must be used to contribute to the impartiality of the program presented. If reference must be made to a specific product by its trade name, reference shall also be made to competitive products.
- Speaker(s) must disclose whether they (or an immediate family member) have a financial interest/arrangement or affiliation with the corporate organization offering financial support or grant

monies for this continuing dental education program, or have a financial interest in any commercial product(s) or service(s) they will discuss in the presentation.

- Disclosure will include the speaker's name, the name of the commercial interest, and the nature of the relationship the individual has with each commercial interest.
- Disclosure will not include the use of a trade name or product message.
- For individuals that have no relevant financial relationships, the speaker will disclose that no relevant relationships exist.
- Disclosure will be made before the start of the continuing education activity and will be made in writing, either in publicity materials, course materials, and/or audiovisual materials.

CE Disclaimer

The 2024 OSAP Annual Conference is planned and presented by the Annual Conference Planning Committee to provide participants with a relevant and rewarding continuing educational experience. However, neither the content of a course nor the use of specific products in lectures or workshops should be construed as indicating endorsement or approval by OSAP of the views presented or the products used.

Speakers must present a balanced view of therapeutic options, use generic names of products whenever possible, use images that have not been falsified or misrepresent the treatment outcome, and refrain from marketing or promoting any products or commercial services. Speakers must include peer-reviewed content supported by generally accepted scientific principles or methods that can be substantiated or supported with peer-reviewed scientific literature that is relevant and current. Speakers must support clinical recommendations with references from the scientific literature, with a sound scientific basis, whenever possible. Speakers disclose to participants any financial, commercial, or promotional interest in a product or company that may influence their presentations. However, OSAP shall not be liable for a speaker's failure to disclose such interest.