

## **Frequently Asked Questions: Balint Orban Memorial Competition and Research Forum Poster Session**

### **Submitting an Abstract**

#### **When are 2019 abstracts due?**

Abstracts must be submitted on the submissions website by May 31, 2019 at 11:59pm Central Time.

#### **How do I submit an abstract?**

All abstracts must be submitted via the AAP's online abstract submission website at [http://bit.ly/AAP\\_2019](http://bit.ly/AAP_2019). Each submitter must create an account and follow the step-by-step instructions provided on the website.

#### **Do I have to be a member of the AAP to submit an abstract?**

No, you do not have to be a member of the AAP to submit or present an abstract to either the Balint Orban Memorial Competition or the Research Forum Poster Session. However, the Balint Orban Memorial Competition is only open to periodontal students (or those who have graduated within the past 18 months) from an accredited school in the United States or Canada.

#### **I already have an account on perio.org. Do I need to create a new account with the online submissions site?**

Yes, you will need to create a new account even if you have an account on perio.org. When you create your account, please ensure that your email address is correct, as you will be notified via email regarding your abstract's acceptance status.

#### **I forgot my username or password. How can I retrieve them?**

If you forgot your password, you can click on "Forgot Your Password" on the login screen of the abstract manager and a reset link will be emailed to you. If you forgot your username, please email Maggie Matamoros at [maggie@perio.org](mailto:maggie@perio.org) for assistance.

#### **Can I submit an abstract to both competitions?**

If the primary author meets the qualifications to enter the Balint Orban Memorial Competition, an abstract may be submitted to both contests. The abstract will be considered for the Balint Orban Memorial Competition first, and if it is not selected as a finalist, it may participate in the Research Forum Poster Session.

#### **Is there a word limit for the abstracts?**

There is a 3000-character limit for the submission, and an additional 500-character limit for the table caption. The table caption does not count against the abstract character limit. Spaces are included in the limit. The character count will be displayed as you enter your abstract.

#### **Can I submit pictures or tables with my abstract?**

All submissions are allowed up to two tables or images, or one table and one image.

**Can I submit an abstract via email or fax?**

Submissions are NOT accepted via email, mail, or fax. Abstracts MUST be submitted on the AAP's submissions website at [http://bit.ly/AAP\\_2019](http://bit.ly/AAP_2019).

**Can I submit an abstract that has been published?**

Abstracts that have been published, online or in print, or accepted for publication cannot be submitted to either competition.

**My abstract was accepted for publication after I submitted it to the AAP. Can I still participate in the competition?**

If your abstract was submitted to the AAP before it was submitted to a journal, it may still be presented at the Annual Meeting and is still eligible for awards.

**Can I submit an abstract that has been presented at another meeting?**

As long as the abstract has not been published or accepted for publication, the abstract may be submitted to the AAP's competitions and is eligible for awards.

**Can I submit more than one abstract?**

Yes, an author may submit more than one abstract; however, only one abstract per author may be designated as a finalist.

**Can I submit a case report?**

Yes, case reports are accepted for the Research Forum Poster Session only, as long as they are formatted properly. On the Properties page of the submission, select "Case Report" as the presentation type.

**Presenting at the Annual Meeting**

**When will I be notified of my abstract acceptance status?**

All submitters will be notified via email by August 2019 regarding the status of their abstracts. Please ensure that your email address is correct when creating your account, as all submitters are contacted via email.

**Can a non-primary author present at the Annual Meeting?**

No, only the abstract's primary author may present at the Annual Meeting.

**My abstract was selected for presentation. Do I have to register for the 2019 Annual Meeting?**

Yes, all presenters and finalists must register for the Annual Meeting. Balint Orban Memorial Competition finalists will receive complimentary registration.

**Is there a specified size for Research Forum poster presentations?**

All presenters will have a 4' (tall) x 8' (wide) (1.13m x 2.318m) corkboard on which to mount your poster and/or visual aids. You are responsible for printing your poster and your own supplies, including thumbtacks.

**Does the AAP reimburse finalists for transportation, hotel, and registration fees?**

The AAP only reimburses these expenses for the Balint Orban Memorial Competition finalists. All Research Forum Poster Session presenters and finalists are responsible for transportation, hotel, and meeting registration fees.

**I was selected to present my research in the Research Forum Poster Competition. What size should my poster be?**

All presenters will be assigned a 4' (tall) x 8' (wide) corkboard. While the final layout is up to each presenter, a copy of the abstract must be posted in the upper left corner of the board. Additional information about on-site presentations will be emailed approximately one month before the Annual Meeting.

**When are the finalist presentations?**

The Balint Orban Memorial Competition finalist presentations will take place on Saturday, November 2, 2019. The Research Forum Poster Session finalist presentations will take place during the AAP's Annual Meeting in Chicago on Sunday, Nov. 3, at 12:30 – 2:30 p.m. In addition, all Research Forum Poster Session presenters will be asked to stand by their poster during a general poster presentation. Locations of all presentations will be determined at a later date.

**I was selected to present my research for the Balint Orban Memorial Competition, but I am unable to present on the specified date.**

If a Balint Orban finalist is not able to present on the day of the competition, accommodations may be provided at the Research Submissions Committee's discretion. Finalists with a conflict should contact Maggie Matamoros at [maggie@perio.org](mailto:maggie@perio.org) as soon as possible.

**I am unable to remove my poster by the specified time. What should I do?**

Please email Maggie Matamoros at [maggie@perio.org](mailto:maggie@perio.org) in advance of the Annual Meeting.