

Poster Abstract Submission Guidelines

Introduction and Opening of an Account

For submission of your poster abstract please use the online submission tool. Before you can enter your abstract you have to create a new account or log in with your username (e-mail address) and password.

After creating a new account you will receive an e-mail which you have to confirm. When “clicking” on the “[confirmation link](#)” you will be directed automatically to the online poster submission module.

Afterwards “click” on “[Application](#)” in the menu on the left to start your “[Poster Abstract Submission](#)”.

Once you have filled the online submission form and pressed the submission key, an “Overview” window will open where you can find your submitted abstract. You can “[print](#)” or “[edit](#)” your abstract up to **January 5th 2011**.

Please proofread your abstract carefully and make sure that all entries are complete. If you have any questions or require additional information, please send an e-mail to the scientific manager of the Osteology Foundation - kristian.tersar@osteology.org.

Abstract Content

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 sub-categories (please indicate by clicking on one of the buttons in the submission form):

- **Clinical studies** or **Case reports**

Abstracts for the **Clinical studies** or **Case reports** category might include the following topics (please indicate by clicking on one of the buttons in the submission form):

- Periodontal regeneration
- Soft tissue regeneration
- Hard tissue regeneration
- Maxillofacial regeneration
- Complication management
- Other

Abstracts for the **Basic research** category should fit in one of the two sub-categories (please indicate by clicking on one of the buttons in the submission form):

- **Pre-clinical studies** or **In-vitro studies**

Abstracts for the **Pre-clinical studies** or **In-vitro studies** category might include the following topics (please indicate by clicking on one of the buttons in the submission form):

- Regeneration materials
- Cell therapy
- Growth factors
- Hard and soft tissue regeneration
- Other

Abstract Style Instructions

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

Information on the Submission Form

- **Category:** Select the category of research your poster will present ([see Abstract Content](#))
- **Title:** Must be limited to a maximum of 200 characters and should indicate the content of the abstract in a concise manner.
- **Author:** (last name, first name) presenting author
- **Address:** road, zip/postal code, city, state, country
- **E-mail:** important for notification
- **Co-Authors:** (Academic title, last name, first name) list names in the order in which they appear on your poster, not mandatory, maximum 100 letters
- **Abstract:** The abstract should be submitted in four paragraphs:
 - Objectives (max. 300 characters including spaces)
 - Methods (max. 1000 characters including spaces)
 - Results (max. 1000 characters including spaces)
 - Conclusions (max. 500 characters including spaces)

Poster Format and Presentation

- Dimensions of the poster:
 - **Will be announced in a separate e-mail**
- You will receive your poster number with your acceptance notice.
- Presenters will find a poster number on the empty poster board before when mounting the poster.
- To attach your poster to the poster board please use the double sided adhesive tape that is placed 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.
- Posters must cover the same material as the abstract.

Abstract Policies

- Abstract submissions will be accepted up to **January 5th 2011**.
- Abstracts must be submitted online.
- There is no limit to the number of abstracts an investigator may submit.
- If an error is found in an abstract submitted prior to **January 5th 2011**, the author can edit this error 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, errors not corrected may be indicated during the presentation. Proofread abstracts carefully to avoid errors before they are submitted.
- 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.
- Accepted abstracts will be published in an abstract book, provided the presenter (all poster presenters, including the 5 best abstracts in each of the two categories - Clinical and Basic research) has registered for attending the Osteology Symposium before **February 25th 2011**.
- All submitters of accepted abstracts are expected to register for and attend the meeting. If an emergency arises and the presenter is unable to attend, he/she must notify Dr. Kristian Tersar (kristian.tersar@osteology.org) by e-mail prior to the meeting that he/she is withdrawing the abstract or naming a substitute presenter.

Evaluation and Oral Poster Presentation

- All abstracts will be reviewed by at least two reviewers with knowledge in the special field.
- Evaluation criteria are: originality of the study, study design, methodology, scientific and clinical relevance. The description of the study will be part of the evaluation (objectives, materials and methods, results and conclusions).
- The authors of the 5 best abstracts in each of the two categories (Clinical and Basic research) will be invited to defend their posters orally in front of the poster committee. The invitation will be sent out to the 5 best abstract authors of each category by **March 4th 2011**.
- The defence will take place at the International Osteology Symposium in **Cannes, April 14th – 16th, 2011** and will be an oral presentation at the poster followed by Q&A by the poster committee.
- The best posters in each category will be awarded the **Osteology Foundation Research Poster Price**.