

*Call For*  
**SESSION PROPOSALS**



**2025 ADS ANNUAL CONFERENCE**



**Association for Dental Safety**  
*formerly known as OSAP*

**DEADLINE: AUGUST 23**

## Table of Contents

Table of Contents.....	2
Overview .....	3
Important Dates and Deadlines .....	3
How to Submit .....	3
Breakout Presentation Format.....	4
Knowledge Level.....	4
Target Audience.....	5
Professional Roles.....	5
Work Settings.....	5
Proposal Requirements .....	5
Title.....	5
.....	6
Description .....	6
Learning Objectives .....	6
Relevant Format .....	6
Co-Speakers.....	6
Session Outline .....	6
High-Level Topics .....	7
Scientific Articles/References.....	7
Speaker Bios.....	7
Resume/CV.....	7
Disclosure of Relevant Financial Relationships and Conflicts of Interest.....	7
Additional Files .....	7
Eligibility Requirements.....	7
Review and Selection Process .....	8
Evaluation Rubric.....	9
Speaker Compensation.....	10
Continuing Education Information.....	10
ADA CERP Recognition.....	10
CE Guidelines.....	10
CE Disclaimer.....	11

## Overview

---

The Association for Dental Safety (ADS), formerly known as OSAP, will host its **2025 Annual Conference in Orlando, Florida, from May 29 – 31**. 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.

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™.

Educate your peers and contribute to the field by submitting a breakout session proposal for consideration!

## Important Dates and Deadlines

---

- **August 23:** Deadline for Session Proposals
- **October:** Notifications Emailed
- **May 29 – 31:** 2025 Annual Conference – Orlando, FL

## How to Submit

---

All proposals must be submitted online. We recommend that you write your proposal using 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 23, 2024**.

**Submission Website:**

<https://site.pheedloop.com/portal/event/EVELQNWDLYIWQ/submission/CALQ79ZXIJFTGT0/>

Please provide enough details for the 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, the information will be used 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@MyADS.org](mailto:office@MyADS.org).

## Breakout Presentation Format

---

Proposals are being accepted for the following three (3) breakout formats:

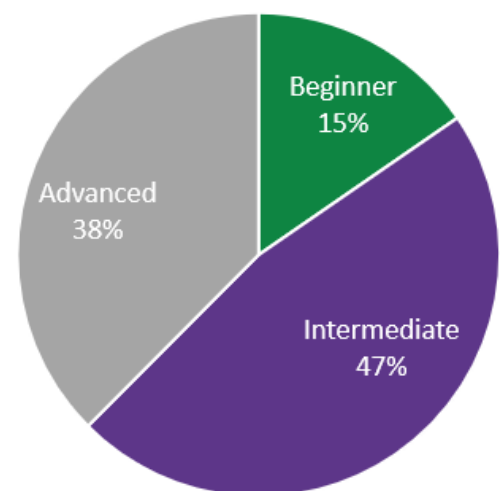
- **Lecture:** *Hour-long session with a maximum of two (2) speakers.*  
A formal, thematic presentation focused on one critical issue, trend, research problem, question, or topic. This session may present the topic in a broad overview or focus in more detail on no more than three aspects of the topic. It should not attempt to cover “A to Z” for any subject. The lecture format is best suited for a single expert speaker.
- **Workshop:** *Hour-long session with a maximum of two (2) speakers.*  
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.
- **Table Clinic:** *Hour-long session with a maximum of two (2) speakers.*  
An informal and interactive tabletop demonstration of an educational topic. Speakers will repeat their presentation every 5 to 7 minutes for one hour. At the end of your presentation, you should invite viewers to ask questions but keep the question-and-answer period brief. Presentations are to be formatted on a 36" x 48" Tri-Fold Poster/Presentation Board, and presenters are encouraged to use images, charts, and other visual aids.

*\*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.).*

## Knowledge Level

---

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.



## Target Audience

The conference serves the professional and educational needs of various professionals. Those in bold are our largest audiences.

### 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

#### **Distributor/ 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 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 23, 2024**.

**\*\*If you are submitting the application on behalf of the speaker, please make sure to enter the speaker's contact information on the screen below \*\***

The screenshot shows the '2025 ADS Annual Conference Submission Portal' with a progress bar at the top. The steps are: Start, Session, Cospeakers, Survey, Additional Files, Profile, and Success. The 'Proposal Application' step is currently active and highlighted in purple. Below the progress bar, there is a paragraph of text about the conference, followed by a recommendation to use a word processing program. The 'Application Deadline: August 23' is noted. Below that, there is a text prompt: 'Enter the primary speaker's email below. If you are submitting on behalf of a speaker, please use their email address (not your email address).' An 'Email' input field is present, with a red arrow pointing to it and the text 'Enter the speaker's email address.' A 'Next' button is located below the input field.

2025 ADS Annual Conference  
Submission Portal

Proposal Application

Event Information

Start Session Cospeakers Survey Additional Files Profile Success

The Association for Dental Safety (ADS), formerly OSAP, will host its **2025 Annual Conference in Orlando, Florida, from May 29 to 31**. 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. Educate your peers and contribute to the field by submitting a proposal for consideration!

We recommend you write your proposal using 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 the deadline.

**Application Deadline: August 23**

Enter the primary speaker's email below. **If you are submitting on behalf of a speaker, please use their email address (not your email address).**

Logged in as erobinson@osap.org. [Logout](#)

**Enter the speaker's contact information in this section.**

Email \*  
erobinson@osap.org

First Name \*  
Emily

Last Name \*  
Hammonds

Credentials/Designations (e.g., DDS, RDH, CDIPC)  
MA

Organization/Company \*  
Association for Dental Safety (ADS)

Role/Title \*  
Association Manager

Next

## Description

Descriptions must be limited to 5,000 characters and do not include references. If your proposal is accepted, your session description text **will** be posted online as submitted.

- *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.
- Need help wording your description? [Try ChatGPT!](#)

## 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, Workshop, or Table Clinic) most suitable for the delivery of your topic.

## Co-Speakers

If you have a co-speaker, provide the following information: First name, Last name, Email address, Designations (e.g., DDS, RDH, RDA, etc.), Organization/Company, Title, City, and State/Province. Co-speakers are **NOT** required – you can skip this step in the application.

## Session Outline

Provide an outline of the content, activities, and timing of segments for your presentation. The outline is only used for the review process and **will not** be posted online.

## High-Level Topics

Select the high-level topics that will be covered in your presentation:

Accreditation Aerosols Antibiotic Stewardship Culture of Safety Current and Emerging Diseases Dental Unit Waterlines Emergency Preparedness Engineering Environmental Infection Control Ergonomics Eye Safety Global Health HIV/AIDS	Instrument Processing Laboratory Infection Control and Safety Sharps Safety Nitrous Oxide Office Design Personal Protective Equipment Portable & Mobile Dentistry Practice Management Public Health Quality Assurance Radiation Safety Regulatory Research	Respiratory Hygiene/Cough Etiquette Respiratory Protection Safe Injection Practices School Sealant Programs Sedation and General Anesthesia Standards Development Sterilization and Disinfection Surveillance Training & Personnel Vaccines and Preventable Diseases Waste in the Dental Setting Other
--	--	---

## Scientific Articles/References

Please list 2 - 3 scientific articles/references related to your topic that will be used in your presentation.

## Speaker Bios

Provide a brief speaker bio for each speaker – this information will be published as written.

## Resume/CV

Upload a resume/cv for each speaker (**required**)

## 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. If the speaker has nothing to disclose, type in “Not Applicable”.

## Additional Files

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

## Eligibility Requirements

---

- Members and non-members 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 from May 29 – 31, 2025; 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.

Each completed submission is peer reviewed and evaluated by the committee using the criteria provided in the evaluation rubric.

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.).



## Evaluation Rubric

Criterion	Presentation Format	4- Excellent	3-Good	2-Fair	1-Needs Extensive Improvement
<b>Content</b>		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.
<b>Clarity</b>		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.
<b>Format</b>	<b>Lecture &amp; Table Clinic</b>	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.
	<b>Workshop</b>	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.
<b>Professional Writing</b>		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.
<b>Contribution</b>		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

---

- **Lecture/Workshop:** Speakers receive a **50% discount** off registration to the 2025 Annual Conference.
- **Table Clinic:** Speakers receive a **15% discount** off registration to the 2025 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



The Association for Dental Safety (ADS), formerly 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).

The maximum number of continuing education credits will be announced in spring 2025.

### CE Guidelines

- Owners and employees of a commercial interest cannot serve as a speaker on a session related to business lines or products of their company.
- Presentations must address the 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 2025 ADS 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 ADS 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, ADS shall not be liable for a speaker's failure to disclose such interest.