



AUSTRALASIAN ORTHODONTIC BOARD

## **AOB Student Award Requirements for Congresses and FRE Meetings**

**Note:** Congresses are usually held over 4+ days and FRE Meetings are held over 2 days. Hence the time-requirement for cases assessments at FRE meetings will be tighter.

### **Dedicated area:**

A dedicated area is required for the set up, assessment and viewing of all Student Award cases.

This area could be in the Industry Exhibition – or in another area deemed suitable by the organizing committee and acceptable to the AOB Executive.

The area must be made secure after hours.

Ideally the area should be accessible for after-hours assessment of cases if required.

### **Cases:**

Each school will present 4 cases.

Number of schools: Maximum 7 schools

Total cases: 28 (max)

### **Bench space required:**

Benches or tables can be one-sided or two sided.

The required bench-length for each presenting school is about the length of one trestle table (around 2m).

Total bench-length required: 14m if all 7 schools presenting. Hence 7 trestle tables would be required if all 7 schools presenting.

### **Table-cloths**

Table-cloths are required

### **Chairs:**

14 chairs required (2 for each table)

### **Signs:**

Printed signs for each school have been made. These are kept by the ASO Fed Office and will be brought to each Congress and Foundation Meeting.

**Signage for that meeting:** The PCO for the meeting will need to produce and mount a sign which should read: “AOB Student Award Cases”

### **Program listing:**

The meeting program (hard copy and electronic) needs to have details of the Student Award cases listed:

- Location where cases are set out
- Time(s) when cases are open to viewing by delegates

**Delivery of cases:**

1. Delivery of cases is arranged by the Head of Department (HOD) of each school.
2. The person delegated by the HOD to deliver the cases needs to know where the cases are to be delivered
3. Cases are to be delivered at the commencement of Registration for that meeting
4. This person delegated to deliver the cases will also set up the cases

**Collection of cases:**

1. The HOD – or person delegated - is responsible for the collection of the cases at the end of the meeting
2. The day and time of case collection day will be advised by AOB Executive.
3. The person delegated to collecting the cases needs to know when and from where the cases are to be collected.

**Assessors:**

There will be one Assessor appointed by each Convenor. Total: 6 Assessors.

Each Assessor assesses all cases - except the cases from his/her state or NZ.

**Assessment of the cases**

Assessments need to be completed **BEFORE** delegates are permitted entry into this area.

**Note:** Assessment of all cases takes around 4-5 hours

- **Congress:** Assessments to be completed as soon as possible – and by the end of the 1st day at the latest.
- **FRE:** Assessments to be completed as soon as possible – and by the end of the 1<sup>st</sup> morning at the latest.

**Assessment Sheets:**

An adequate number of Assessments Sheets are to be printed and put with the cases for use by the Assessors. The max number will be:  $6 \times 4 \times 6 = 144$

All Assessment Sheets, when completed, will be handed to the AOB Exec member present at the area.

**Delegate viewing of cases**

The case displays will be open to all delegates **AFTER** the Assessments are done. This time is to be listed in the program

**Collation of assessments**

Collation of assessments will be done by the AOB Executive.

**AOB spot in the Program**

A 15 minute spot is required in the program (final day) for the AOB Chair to:

- Thank the sponsors
- Announce the award winners
- Deliver any news update wrt AOB
- Encourage members to sign up to the AOB

## **TIME LINE:**

### **Oct:**

Send email to TP and 3MUnitek confirming their financial support for the next Student Awards.

### **Oct:**

Send email to HOD's (copied to SLP's and AOB Exec) re selection of the 4 cases from their school. This email to include the 2 documents (both downloadable from the web site):

- AOB Student Awards
- Terms and Conditions

### **Oct:**

Send email to PCO (copied Meeting Chair, AOB Exec etc) to make sure that all arrangements will be in place for the Student Awards. This email is to include the document (downloadable from the web site):

- AOB Student Award Requirements for Congresses and FRE Meetings

### **Nov:**

Send email to all Convenors requesting the name of an Assessor from their State and from NZ

Note: each Assessor needs to:

- be attending that meeting
- be AOB Certified

### **Dec:**

Send email to all appointed Assessors – thanking them for agreeing to assess the Student Award cases. This email to include the 3 documents (all downloadable from the web site):

- AOB Student Awards
- AOB Student Award Requirements for Congresses and FRE Meetings
- Assessment Sheet for Students Award cases

### **Jan:**

Send email to all HOD's (copied SLP's etc) with:

- Requirement for delivery of cases prior to meeting (place and time)
- Requirements for collection of cases at end of meeting (place and time)

### **Post Congress/FRE:**

AOB Chair to send emails to:

- Sponsors – TP and 3MUnitek
- Recipients of TP Awards
- HOD's SLP's of submitting schools
- Assessors

AOB Chair to arrange payment of awards to recipients