

Instructions for Active/Life Members sponsoring a candidate for presentation to the EAED Membership Committee

If you intend supporting the candidacy of an EAED Affiliate to become Active Member, you must take the responsibility to follow him/her in the preparation of the material that will be presented in front of the Membership Committee (MC). Furthermore, it is necessary for you to participate in the screening of the candidate by the MC.

Eligibility

1. Only EAED Affiliates are eligible for active membership invitation.
2. The candidate must have attended as an EAED Affiliate two of the five most recent Scientific Meetings before an EAED Active/Life Member can propose him/her.
3. The EAED Affiliate has to have 3 sponsors, with at least one from a country other than his/her own. The sponsors do not need to be the same ones who supported the application to become EAED Affiliate.
4. The sponsors must know the candidate well both professionally and personally.

Procedure

1. The sponsors have to write a letter to the members of the MC or of the ExCo to inform them of the reasons for proposing and sponsoring their candidate.
2. If the candidacy is approved, the candidate will be given notification of the date and place in which he/she will present in front of the MC. Slots are limited and are filled on a first come first serve basis.
3. The candidate will meet the MC together **with at least 2 of the 3 sponsors** for a 90-minute discussion or longer during a Spring Meeting.
4. **One month before the scheduled screening, each of the sponsoring Active/Life Members have to send to the Secretariat a letter in which he/she informs the MC that he/she has reviewed all the prepared material and that the candidate is ready to present at the required Academy level.**
5. For this screening, the candidate will prepare 10 to 15 clinical cases representing the range of procedures that he/she performs routinely. Each case should document a different type of procedure. If the procedures concern a limited number of teeth or are of limited complexity, then the candidate should submit a higher number of cases. If, on the other hand, the procedures presented are extensive (such as a full arch or the whole mouth) or of high complexity, then the candidate can submit a number of cases closer to the low end of the range (i.e., If there are only 2 complex cases, a total of 15 cases are required. If more than 5 cases are quoted as complex cases, a total of 10 cases are sufficient). Each case should be documented for a minimum of 2 years post op and at least three cases should be documented for more than 5 years post op.
6. No more than 25% of the presented cases can be performed by the candidate as part of his/her educational program (including graduate and/or postgraduate programs).

7. If the applicant is a **dentist**, each case should include: full mouth periodontal charting, before and after clinical and radiographic images (full status of periapicals and bitewings) of the entire mouth and of the treated sites in particular, esthetic analysis, a complete diagnosis, a specific diagnosis (tooth by tooth), as well as the documentation of the major clinical steps of the treatments performed by the candidate. The clinical images should clearly show the surrounding soft tissues. The procedures, where appropriate, should be supported by literature references and a thorough knowledge and understanding of the relevant literature. **Failure to include any of this information will invalidate the case.**
8. If the applicant is a **dental technician**, each case must include documentation of the major technical steps of the treatment and, if possible, before and after clinical and radiographic images of all treated sites.
9. The candidate is welcome to present also models and any other aids that he/she feels supportive of the case presentations.
10. Each case should be numbered and categorized* on a hard copy to be distributed in 3 copies to the MC together with the most meaningful pictures (2-6) of the before and after situation. CDs or memory sticks of the entire presentation are welcome as well.
**(e.g., for a prosthodontic treatment: veneer case, implant case, full mouth rehabilitation, etc.; for a periodontal treatment: mucogingival surgery, osseous resective surgery, connective tissue graft, etc.; for an orthodontic treatment: crowding case, resolution of open bite, etc.)*
11. The presentation should reflect the candidate's daily practice. He/she should not try to show off or convey messages which do not directly represent his/her professional activities.
12. The candidate must use a computer to present the cases. The MC will provide the videoprojector and projection screen or a TV monitor.
13. No pyrotechnics. The candidate can use either a regular or a wide format. The presentation should have a plain background (preferably black) and use of any animations or transitions effects should be kept to a minimum.

Immediately after the presentation, the MC members will discuss with the sponsors the performance of their candidate.

Subsequently, the candidate will be notified whether he/she is invited to present in front of the General Assembly during the following Fall Meeting. To become an Active Member, it is necessary to receive a three-quarters (3/4) affirmative vote, by secret ballot, of the Active and Life members present and voting at that meeting.

If you have any questions or doubts about your candidate's presentation format or content, or the number of cases that he/she should prepare, feel free to contact any of the members of the MC.