Featured Research Sessions (FRS) at AAIC 2016
A Step-by-Guide for Submission

OVERVIEW

Featured Research Sessions (FRS), offered as part of the AAIC scientific program, provide an opportunity for researchers to submit an entire session organized around a topic.

- FRS proposals are peer reviewed.
- A limited number of proposals will be selected for inclusion within the AAIC program.
- Length: 90 minutes per session; approximately 20 minutes per presentation.
- Scheduled on one day between Sunday, July 24 and Thursday, July 28, 2016.
- Notifications are sent via email by March 31.

SPEAKER GUIDELINES

An individual may be the presenting author on **one** podium presentation at AAIC.
Podium presentations include featured research, oral, symposium and plenary sessions.

Podium presentation in a preconference does not count towards AAIC.
Exception: An individual may only present in two AAIC podium platforms if one is a Developing Topic session (i.e. late breaking abstracts collected in the spring).

REGISTRATION

All speakers invited to present through the AAIC submitted program are required to pay for full conference registration (opens in winter 2016).

SUBMISSION DEADLINE

General deadline: February 1, 2016 at 11:59 p.m. EST
ISTAART member deadline: February 3, 2016 at 11:59 p.m. EST
Click here to learn more and join ISTAART.

SUBMISSION SITE

https://alz.confex.com/alz/2016/cfp.cgi
(Conference Web site: *www.alz.org/aaic*)

QUESTIONS & TECHNICAL SUPPORT

General Abstract Questions
abstracts@alz.org or +1.312.335.5897
Hours: 9 a.m. - 5 p.m. (U.S. Central Time, Monday-Friday)

Technical Support
alz@confex.com or +1.401.334.0220
Hours: 8:30 a.m. - 6 p.m. (U.S. Eastern Time, Monday-Friday)

IMPORTANT

[NOTE] The session organizer is responsible for identifying, confirming and entering the session participants (chairs and speakers), initiating the session submission, entering overview information, and communicating with the speakers to ensure they <u>personally</u> enter their abstract details by the deadline. *When confirming the speakers, it is important to note that only a select number of proposals will be selected for inclusion on the AAIC program. Speakers entered on the proposal should be able to attend AAIC if the proposal is accepted.*

[NOTE] Each speaker and chair added to the proposal by the session submitter will immediately receive an email with a direct link to personally complete their abstract submission.

SESSION SUBMITTERS

The list of what to prepare and gather prior to initiating your session proposal includes the following:

SESSION CHAIR(S)
- Identify and confirm the participation of **1-2 SESSION CHAIRS** (minimum 1, maximum 2)
- Session submitters will need to enter the following for each chair:
  - Full Name
  - E-mail Address
  - Institution/Organization
  - City, State/Province, Country
  - Phone number

> **TIP:** An individual may be both a session chair & a speaker.

SESSION SPEAKERS
- Identify and confirm a total of **FOUR (4) SPEAKERS**
  - *Reminder: Only a select number of proposals will be invited to present at AAIC; please inform your session speakers that a determination will be made by the Scientific Program Committee by March 31.*

- Session submitters will need to enter the following for each speaker:
  - Abstract title
  - Full Name
  - E-mail Address
  - Title
  - Degree(s)
  - Institution/Organization
  - City, State/Province, Country, Zip/Postal Code
  - Phone Number

> **TIP:** Speakers will enter their full abstract details. You just need to enter the title (which they may edit if needed).

OVERVIEW SESSION INFORMATION
- Selection of the session Theme, Topic and Subtopic ([click here to view the list](#))
- Session Title
- Session Overview *(up to 250 words; descriptive overview)*
- Agreement to Embargo and Confidentiality Policies and Affirmations
- Learning Objectives
- Keyword Selection

Step 1 – for the SUBMITTER

To begin a FRS submission, visit the abstract submission site and select "Begin a submission for AAIC: Featured Research Session."

[NOTE] There is no need to create a username and password– simply begin by selecting one of the submission options on the right side of the screen to start.

Submission site: *https://alz.confex.com/alz/2016/cfp.cgi*
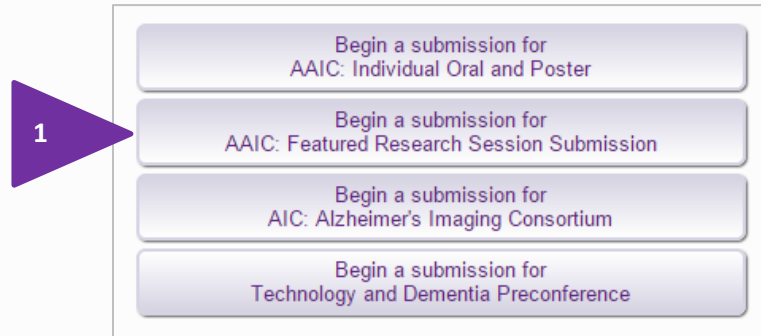
Step 2 – for the SUBMITTER

The multi-step submission process includes the entry of:
1. Session title
2. Session overview description (up to 250 words)
3. Agreement to the embargo and confidentiality policies and affirmations
4. Selection of session theme, topic and subtopic (click here to view the list).

Step 3 – for the SUBMITTER

This step includes the entry of contact information (session chair(s) and speakers) and presentations titles.

TIP: Speaker information will pre-populate if they are affiliated with another abstract submission.

TIP: An individual may be both a session chair and a speaker, as long as the required numbers for each group are fulfilled (4 speakers and 1-2 session chairs).

Session Chairs and Presenters: Search for an individual

Before adding a new name, search the database to see if the name and contact information are in the database.

- The search is not case sensitive and returns only exact matches
- Do not use wildcard characters such as *
- You may use special (accented) characters
- If the name is not found, you will be prompted to enter it in the next section.

alzheimer's association
AAIC >16
Session Control Panel

ID: 1801
Password: 898553

5 Steps to submit a session:
✓ 1. Session Title
▶ 2. Chairs and Presenters
3. Learning Objective(s)
4. Keyword(s)
5. Confirmation

Options:
View Submission
Withdraw

Abstracts/Proposals:
Print

First Name:
Last Name:
Email Address:

Role:
☐ Chair
☐ Presenter

Search

TIP: You may select both options when applicable.

Add/Edit: Session Participants and Presentation Details

Important: Please read the instructions below to guide you through the steps on this page.

1. Add 1-2 SESSION CHAIRS *(click on the grey button below, "Add Additional Individual")*. Session chair(s) may also be presenting authors.

2. Add FOUR PRESENTING AUTHORS *(click on the grey button below, "Add Additional Individual")*.

3. SORT the PRESENTING AUTHORS in speaking order *(use the arrows in the "Move" column to modify the order)*.

4. TO ADD ABSTRACTS:

IMPORTANT: Each speaker will receive an email with a direct link to complete their abstract submission once you enter their name and presentation title in the step below.

Please communicate with your individual speakers as you enter their information to ensure they watch for the email and understand the deadline. You may check the completion appear per link. Within each link, every step on the left control panel must have a check mark. Incomplete submissions will not be reviewed or considered.

Role	Person	Edit	Delete
Chair	Megan K. Mitchell	📝	🗑

Add Additional Individual

Presentation	Authors	Status	Delete	Move
Frs Presentation Title	Megan K. Mitchell	Incomplete	🗑	⬇
Frs Sample Presentation	Nicole Sanders, PhD	Incomplete	🗑	⬆

Next step: Learning Objective(s)

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Options:
View Submission
Withdraw

Abstracts/Proposals:
Print
Add
Arrange

Help:
Report a Technical Problem

TIP: Click here to add chairs and speakers.

TIP: Use the "MOVE" column to adjust the presentation sorting order. Click "save" in the column once done.

Step 4 – *completed by the four speakers*

Please communicate with the individual speakers prior to or soon after you initiate the session proposal online. Immediately as you enter each speaker's name and presentation title, an <u>email will be generated to the address in their profile</u> (the "from" address is *alz@confex.com*). The email will include a direct link to complete their abstract submission.

To assist your session speakers, inform them of the following abstract requirements they must enter:
- **Abstract**
  - Title
  - Body (up to 350 words; must include sections: background, methods, results, conclusions)
- **Supplemental images** (if applicable):
  - **[TIP]** Save any tables, charts, figures in advance as JPG, PNG, or GIF files. Up to 6 files may be uploaded. Word, Excel, and PDF files are not accepted.
- **Curriculum Vitae** (acceptable file formats: pdf, doc, docx)
- **Disclosures**
- **Abstract Co-authors** (if applicable): full name, degree(s), institution/organization, email address, and phone number

Step 5 – for the SUBMITTER

The session submitter is responsible for ensuring that the four speakers each fully entered their abstract details by the deadline. The session chairs do not need to enter additional information.

Check the status of your session: As the submitter, you received a "session initiated" email generated by the system (from *alz@confex.com*; check your spam folder; the email includes your log-in details).

Once in the session, click on Step 2 in the Control Panel—<u>the status for all four presentations must be marked "Complete" by the submission deadline</u>. Any proposals with incomplete submissions will not be reviewed or considered.