Featured Research Sessions (FRS) at AAIC 2017
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 16 and Thursday, July 20, 2017.
- Notifications are sent via email to *presenting authors* by March 27, 2017.

PRESENTING AUTHOR 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 presenting authors invited to present through the AAIC submitted program are required to pay for full conference registration (opens in winter 2017) and all travel costs.

SUBMISSION DEADLINE

General deadline: January 30, 2017 at 11:59 p.m. EST
ISTAART member deadline: February 2, 2017 at 11:59 p.m. EST
Click here to learn more and join ISTAART.

SUBMISSION SITE

https://alz.confex.com/alz/2017/cfp.cgi
(Conference website: *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 presenting authors), initiating the session submission, entering overview information, and communicating with the presenting authors to ensure they <u>personally</u> enter their abstract details by the deadline. *When confirming the presenting authors, it is important to note that only a select number of proposals will be selected for inclusion on the AAIC program. Presenting authors entered on the proposal should be able to attend AAIC <u>if</u> the proposal is accepted.*

[NOTE] Each presenting author 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 presenting author.

SESSION PRESENTING AUTHORS
- Identify and confirm a total of **FOUR (4) PRESENTING AUTHORS**
  - *Reminder: Only a select number of proposals will be invited to present at AAIC; please inform your presenting authors that a determination will be made by the Scientific Program Committee by March 27.*

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

> **TIP**: Presenting authors will enter their full abstract details. You just need to enter the title (which they may edit if needed).
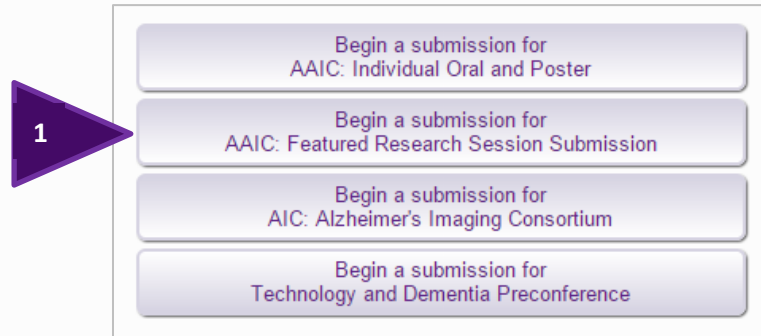
OVERVIEW SESSION INFORMATION
- Selection of the session Theme, Topic and Subtopic (click here to view the list)
- Session Title
- Session Overview *(up to 250 words; descriptive overview)*
- Agreement to Embargo and Confidentiality Policies and Affirmations
- Learning Objectives
- Keyword Selection

Step 1 – for the SUBMITTER

To begin a FRS submission, visit the <u>abstract submission site</u> 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/2017/cfp.cgi*

Begin a submission for
AAIC: Individual Oral and Poster

1 ▶ Begin a submission for
AAIC: Featured Research Session Submission

Begin a submission for
AIC: Alzheimer's Imaging Consortium

Begin a submission for
Technology and Dementia Preconference

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 (<u>click here to view the list</u>).

alzheimer's association
AAIC>17
Session Control Panel

ID: 2559
Password: 517087
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

Session Title
Ω *I* x₂ x²

Submitter's Email
(Invitations will be sent to the identified presenting authors)
Submitter's Email

Session Overview
(up to 250 words)

Step 3 – for the SUBMITTER

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

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

TIP: An individual may be both a session chair and a presenting author, as long as the required numbers for each group are fulfilled (4 presenting authors 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.

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 the ... and presentation title in the step below.

Please communicate with your individual speakers as you enter their information to ensure they watch for the ... and understand the deadline. You may check the completion status by clicking on each presentat... control panel must have a check mark. Incomplete submissions will not be reviewed or considered...

You must add each of the following before you can proceed to the next step:
- 4 Presenters

TIP: Click here to add chairs and presenting authors.

Role	Person	Edit	Delete
Chair	Nicole Sanders, PhD	✎	🗑

Add Additional Individual

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

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

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Step 4 – *completed by the four presenting authors*

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

To assist your session presenting authors, 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 (including zip code), and phone number

Step 5 – for the SUBMITTER

The session submitter is responsible for ensuring that the four presenting authors each fully enter their abstract details by the deadline.

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—the status for all four presentations must be marked "Complete" by the submission deadline. Any proposals with incomplete submissions will not be reviewed or considered.