

## Featured Research Sessions (FRS) at AAIC 2018

### 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 22 and Thursday, July 26, 2018.
  - Notifications are sent via email to *presenting authors* by March 26, 2018.
- Non-accepted FRS abstracts that receive an appropriate average review score will be automatically considered for an optional poster presentation.

#### 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).

#### [OPTIONAL] BACK UP ORAL SUBMISSION CONSIDERATION

Proposed FRS presenters may also submit the same abstract for oral presentation consideration. If interested, it is the responsibility of the submitter to also submit the abstract via the submission option of "AAIC: Individual Abstract (Oral or Poster)."

Important: If the abstract is accepted as part of a FRS, the FRS will take precedence and the individual abstract cannot be presented in an oral session.

#### REGISTRATION

All presenting authors invited to present through the AAIC submitted program are required to pay for full conference registration (opens in winter 2018) and all travel costs.

#### SUBMISSION DEADLINE

General deadline: January 29, 2018 at 11:59 p.m. EST  
 ISTAART member deadline: February 1, 2018 at 11:59 p.m. EST  
 Click [here](#) to learn more and join ISTAART.

#### SUBMISSION SITE

<https://alz.confex.com/alz/2018/cfp.cgi>  
 (Conference website: [www.alz.org/aaic](http://www.alz.org/aaic))

#### QUESTIONS & TECHNICAL SUPPORT

General Abstract Questions  
[abstracts@alz.org](mailto: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](mailto: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 personally 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 if 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 26.*
- 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
  - PowerPoint and Recording permissions

**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

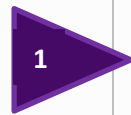
- Selection of the session Theme, Topic and Subtopic ([click here to view the list](#))
- Session Title
- Session Overview (*up to 250 words; descriptive overview*)
- Agreement to Embargo and Confidentiality Policies and Affirmations
- Learning Objectives
- Keyword Selection

## Step 1 – for the SUBMITTER

To begin a FRS submission, visit the [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/2018/cfp.cgi>



Begin a submission for  
AAIC: Individual Oral and Poster

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 ([click here to view the list](#)).

alzheimer's association  
**AAIC > 18**

Session Control Panel

Session ID: 3376

3 Steps to submit a session:

1. Setup Title
2. People
3. Confirmation

Options:

View Submission  
Withdraw

Session Title

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).

**Search for a person**  
Search for a person by name or email address using the search bar below.

- If they appear in the search results, select their name and click on "Add Selected Person".
- If they do not appear in the search results, click on "Can't find the person you're looking for?" then click "Add New Person".

Role:  
 Chair  
 Presenter

[Add Selected Person](#) [Edit Selected Person](#)

[Can't find the person you're looking for?](#)

**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.

- Add 1-2 SESSION CHAIRS (click on the grey button below, "Add Additional Individual"). Session chair(s) may also be presenting authors.
- Add FOUR PRESENTING AUTHORS (click on the grey button below, "Add Additional Individual").
- SORT the PRESENTING AUTHORS in speaking order (use the arrows in the "Move" column to modify the order).
- 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 status by clicking on each presentation link. A pop up box will appear per link. Within each link, every step on the 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

Role	Person	Edit	Delete
Chair	Nicole Sanders, PhD		

[Add Additional Individual](#)

Presentation	Authors	Status	Delete	Move
<a href="#">Fra Presentation Title</a>	Nicole Sanders, PhD	Incomplete		
<a href="#">Fra Presentation Title 1</a>	Megan K. Mitchell	Incomplete		

**TIP:** Click here to add chairs and presenting authors.

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

## 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.**

**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").
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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 status by clicking on each presentation link. A pop up box will 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	Nicole Sanders, PhD		

[Add Additional Individual](#)

Presentation	Authors	Status	Delete	Move
<a href="#">Frs Presentation Title</a>	Nicole Sanders, PhD	Complete		
<a href="#">Frs Presentation Title</a>	Megan K. Mitchell	Incomplete		
<a href="#">Frs Presentation Title</a>	Grace Bierman	Incomplete		
<a href="#">Frs Presentation Title</a>	Yumeka Brown, MD	Incomplete		

Next step: [Confirmation](#)