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*)

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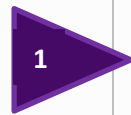
OVERVIEW SESSION INFORMATION
- Selection of the session Theme, Topic and Subtopic (*click here to view the list*)
- Session Title
- Session Overview *(up to 250 words; descriptive overview)*
- Agreement to Embargo and Confidentiality Policies and Affirmations
- Learning Objectives
- Keyword Selection

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*

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).

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).

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.