

Call for Abstracts

[Submit your abstract](#) by September 13, 2024. ISTAART members can submit abstracts through September 16.

[AAIC Advancements: Exploring Equity in Diagnosis](#) will be hosted on November 18-19, 2024 in Chicago, USA and online.

Share your latest findings in the following theme areas:

- Behavioral Factors
- Environmental Factors
- Biological Factors
- Sociocultural Factors

Abstracts are due September 13 at 11:59 p.m. ET (September 16 at 11:59pm EST for ISTAART members).

Don't miss an update!

All abstract submission and notification process emails will be sent from abstracts@alz.org. Add this address to your safe sender list or address book to ensure you receive all communications.

The submitter and co-authors will receive an email when your submission is complete. Invitation emails are sent to the presenting author only. It is your responsibility to contact abstracts@alz.org if you do not receive the system-generated emails.

<< Information to know before you begin your submission >>

- Review this document *prior* to initiating your submission.
- Find answers in the list of frequently asked questions and how to prepare for your submission.
- **To begin** - simply click the "Submit an Abstract" button.
- Create an account
 - When returning to the site, login with your credentials
- Click "Submissions" to submit an abstract or view your in-progress abstracts

Navigation Tips:

1. In your abstract, click on the "Save and Continue" button at the bottom of the screen as you complete each step.

2. Navigate to previous or future steps via the "Submission Steps" panel (left side of the screen). Completed steps will show a green checkmark in the panel, and incomplete steps will remain empty.
3. Avoid using your browser's back and forward buttons.

<< IMPORTANT DATES >>

Date	Event
August 15, 2024	Submission site opens
September 13, 2024 11:59pm EST	Abstract submission site closes for non-ISTAART Members
September 16, 2024 11:59pm EST	Abstract submission site closes for ISTAART Members
October, 2024	Abstract notifications sent via email
November 18-19, 2024	AAIC Advancements: Exploring Equity in Diagnosis in Chicago, USA and online

<< WHAT TO PREPARE FOR YOUR SUBMISSION(S) >>

Submission:

- **Abstract Title** (English Only)
- Choose **Keywords** (minimum 1, maximum 3)
- Choose the **Theme**
- **Abstract Body** (English Only)
The following headers are required:
 - Background
 - Methods
 - Results
 - Conclusions
- *All four sections combined cannot exceed 350 words. Verify the word count prior to entry.*
References are not required; if you would like to include references, they must be included in the abstract body.
- Tables and Figures can be included in the uploaded abstract text file, but note that captions contribute to the abstract word count.
 - Acceptable formats: .jpeg, .gif, or .png
 - Up to 3 tables/figures may be included.
- **Author Information** (*collect the information below in advance*)

PRESENTING AUTHOR:

- First Name
- Last Name
- E-mail Address
- Primary Institution/Organization
- City
- Country
- Phone Number
- You will also be asked to indicate:
 - Whether you are an ISTAART member
 - Career Level
 - Gender

CO-AUTHOR(S):

(if applicable; **submitter is required to submit this information**)

- First Name
- Last Name
- E-mail Address
- Primary Institution/Organization
- City

- Country

To finish your submission, ensure that all steps in the Submission Steps panel of your abstract submission have a green checkmark (complete). **Any abstracts left as incomplete drafts will not be considered for the conference.**

<< EMBARGO POLICY AND CONFIDENTIALITY AGREEMENT >>

All presenting authors must agree to the [AAIC Conference Policies](#), including Confidentiality Agreement, Photo/Video/Audio Recording Policy, and Conference News Embargo Policy.

<< FREQUENTLY ASKED QUESTIONS >>

What do I need to prepare for my submission?

[Click here](#) to view a detailed list.

What are the submission themes?

- Behavioral Factors
- Environmental Factors
- Biological Factors
- Sociocultural Factors

Do I need to register?

Yes, all presenters and attendees **must** register for the conference. The registration link is available on the [conference website](#).

What is the age requirement for presenting authors?

Presenting authors must be 18 years of age at the time of the conference.

Will my abstract be considered for a podium or oral presentation?

During submission, you will be asked to indicate your presentation preference: Poster Presentation Only, or Oral Presentation Preferred. Kindly note that presentations not selected for an oral presentation will automatically be considered for a poster presentation.

What are the poster requirements?

The poster dimensions for in-person presenters will be 45 x 45 inches (114.3 cm) maximum. Do not print larger than these dimensions. Further poster instructions and virtual upload details will be provided to presenters in October. Virtual poster presenters are required, and in-person poster presenters are encouraged, to upload a digital poster to the virtual platform.

Am I allowed to submit abstracts that have been previously presented?

Yes. If the abstract provides updates on designs, data or analyses that have been published or presented prior to the conference, please select the Update category. If the abstract will be published verbatim prior to the conference, please select the Encore category.

How do I make edits to an abstract in "submitted" status?

You may make edits to your submitted proposal through the submission deadline. It is your responsibility to confirm that your abstract is correctly submitted and is received by the submission deadline.

When will I be notified if my abstract has been accepted?

Notifications of acceptance/denial of abstract submissions will be sent by the end of October.

Does the Alzheimer's Association own accepted abstracts?

Accepted abstracts become the property of the Alzheimer's Association. Ownership of submitted abstracts not accepted for presentation reverts to the author.

If my abstract is accepted, will it be used by the Association for sales or marketing purposes?

The Alzheimer's Association reserves the right to provide abstracts to conference registrants and the public via online modalities, a mobile application, and any other modalities they wish. In those formats, the abstracts become the property of the Association, along with the PowerPoint slides or handout material.

Abstracts for AAIC Advancements: Exploring Equity in Diagnosis are not published in the Alzheimer's & Dementia journal.

If I need to retract my abstract submission, what is the deadline?

You can retract your abstract submission at any time. Depending on our publication deadlines, we may be unable to remove your abstract from print materials. To retract an accepted abstract, you must email abstracts@alz.org and confirm a response.

If my abstract is accepted, how do I make an author change or withdraw my abstract?

If the identified presenting author becomes unable to present, a co-author may present. Notification of the change must be submitted in writing to abstracts@alz.org by the deadline stated in the acceptance notification email. If none of the authors on the abstracts can present, a request must be submitted in writing to abstracts@alz.org to withdraw the abstract. Depending on deadlines, we may be unable to remove your abstracts from print materials.

<< QUESTIONS & TECHNICAL SUPPORT >>

Topic	Email	Hours
Technical Support (log in issues, technical entry issues)	alz@support.ctimeetingtech.com Phone: (217) 398-1792	9am - 5pm Eastern Time, Monday-Friday
Abstract questions	abstracts@alz.org	9am - 5pm Central Time, Monday-Friday
General conference questions	aaicadvancements@alz.org	9am - 5pm Central Time, Monday-Friday
<i>Please read this document carefully prior to contacting the Association or Technical Support.</i>		