GUIDE TO SUBMISSIONS

Contents

## 1.	Introduction

The AAIC Scientific Program Committee (SPC) welcome submissions of

- Individual Abstracts
- Featured Research Sessions
- Perspectives Sessions

for inclusion in the AAIC program.

The link to submit abstracts is: https://alz.confex.com/alz/2024/cfp.cgi

## 2.	Important dates

Date	Event
December 4, 2023	Abstract and session submission site opens
January 22, 2024	Abstract and session submission closes (general deadline)
January 26, 2024	Abstract and session submission closes (extended ISTAART member deadline)
End of March, 2024	Abstract and session notifications sent
April 15, 2024	Developing topics abstract and session submission site opens
April 26, 2024	Developing topics abstract and session submission closes
End of May, 2024	Developing topics abstract and session notifications sent
July 28 - August 1, 2024	Alzheimer's Association International Conference

3.   Further information

3.1.   Guide to AAIC webinars

Join ISTAART for a step-by-step guide, an overview of logistics, and expert insight from a member of the Scientific Program Committee. Registration is free, and webinars are available to view on-demand afterwards.

Date	Webinar
November 30, 2023	ISTAART Guide to AAIC: Perspectives and Featured Research Sessions
January 4, 2024	ISTAART Guide to AAIC: Abstracts
January 30, 2024	ISTAART Guide to AAIC: Reviewing
June 25, 2024	ISTAART Guide to AAIC: Posters
June 27, 2024	ISTAART Guide to AAIC: Podium Presentations
July 8, 2024	ISTAART Guide to AAIC: Chairing

3.2.   General submission questions

Please contact abstracts@alz.org between 9 a.m. - 5 p.m. (U.S. Central Time, Mon-Fri).

3.3.   Technical support

Please contact alz@confex.com or +1.401.334.0220 between 8:30 a.m. - 6 p.m. (U.S. Eastern Time, Mon-Fri)

4.   Individual abstract submission

4.1.   Abstract types, format and selection

Individual abstract submissions provide an opportunity for presenting authors to share and discuss designs, data and analysis with AAIC attendees. The following abstract types are eligible for submission to AAIC:

- **Original:** The abstract primarily contains new designs, data or analyses that will not be published or presented prior to AAIC 2024.
- **Update:** The abstract provides updates on designs, data or analyses that have been published or presented prior to AAIC 2024.
- **Encore:** The abstract will be published verbatim prior to AAIC 2024. Please note, encore abstracts will not be published in *Alzheimer's & Dementia*.

"Published" refers to publication in a journal as a full article or conference abstract, or publication on a preprint server, while "Presented" refers to presentation at a regional, national or international conference. If your abstract is currently under review, please select the category your abstract meets at the time of submission then email abstracts@alz.org to change category upon publication.

Individual abstracts can be submitted for consideration for an oral and/or a poster presentation, with original, update, and encore abstracts all eligible for oral or poster presentations. Abstracts first undergo peer review that considers the quality of and interest in the abstract. Then, informed by the peer review scores, the Scientific Program Committee selects certain abstracts for oral presentations.

The presenting author of an abstract may attend either in-person or virtually for either oral or poster presentations.

Abstract Description
- Total text cannot exceed 350 words. Verify the word count prior to entry.
- The following headers are required: Background, Methods, Results, Conclusions for all abstracts, with the exceptions of submissions for "Dementia Care Practice" topics or "Perspectives" sessions, which require unstructured abstracts.
- References **are not required;** if you'd like to include them, they must be included in the abstract body. Uploaded images listing references will not appear in the published version of the abstract.
- Bullet points are not permitted in the abstract body.

Tables or Figures
- Add **up to three** tables or figures as JPG, PNG, or GIF files
- Tables or Figures cannot be uploaded in the body of the abstract. Word, Excel, and PDF files are not accepted.
- Please save one figure, chart or table per file. Do not add multiple images to one file or they may not appear in the published version of the abstract.

5.   Session submission

5.1.   Session types, formats, selection and transfer

>> Featured Research Sessions

Featured Research Sessions (FRS) debut and discuss **innovative and impactful research**

findings, drawing together multiple studies that share a **common focus.** They can be curated by the Scientific Program Committee (SPC) from individual abstracts or submitted as an entire session.

- FRS are 90 minutes in length, and comprise 2 chairs and 4-6 presenters, with each presenter submitting a structured abstract. Original, update and encore abstracts are all eligible for inclusion.
- The chairs of featured research sessions are akin to journal editors for a special issue, who invite presenting authors to share their latest study findings.
- Each chair and presenter may attend either in-person or virtually, with any combination of in-person and virtual attendance permitted. Unless the topic demands otherwise, the session should be diverse in terms of the demographics of presenters.
- If an FRS is not accepted, abstracts are automatically considered by the SPC for an oral or poster presentation. There is no need to submit an abstract twice.

Submitted FRS undergo peer review, with a limited number of proposals selected for inclusion within the AAIC program. First, peer reviewers consider the interest in and impact of **the session as a whole,** as well as **each abstract individually.** Then, in order to decide whether to accept a session, the Executive SPC considers the overall peer review score *and* the balance both within and across sessions with regard to research focus and demographics.

>> Perspectives Sessions

Perspectives Sessions provide both an **expert** review of recent advances *and* propose a road-map for the future, incorporating multiple viewpoints to stimulate original discussion and debate. Perspectives sessions should **interest and engage** the core audience of the field being discussed, and also offer an **entryway** for attendees from other fields. Perspectives sessions can be invited by the Scientific Program Committee (SPC) or submitted as an entire session.

- Perspectives Sessions are 90 minutes in length, and comprise 2 chairs and 4-6 presenters, with each presenter submitting an unstructured abstract that may or may not contain new designs, data, or analyses.
- The chairs of perspectives sessions are akin to senior authors of a review paper, who invite presenting authors to prepare individual sections of the review.
- Each chair and presenter may attend either in-person or virtually, with any combination of in-person and virtual attendance permitted. Unless the topic demands otherwise, the session should be diverse in terms of the demographics of presenters.

- If a Perspectives Session is not accepted, abstracts are automatically considered by the SPC for an oral or poster presentation. There is no need to submit an abstract twice.

Submitted Perspectives Sessions undergo peer review, with a limited number of proposals selected for inclusion within the AAIC program. First, peer reviewers consider the interest in and impact of **the session as a whole,** as well as **each abstract individually.** In order to decide whether to accept a Perspectives Session, the Executive SPC considers the overall peer review score *and* the balance both within and across sessions with regard to research focus and demographics.

5.2. Submission guidance

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.

Each presenting author added to the proposal by the session submitter will immediately receive an email with a direct link to personally complete their abstract submission. **It is the session submitter's responsibility to ensure that all the presenting authors fully enter their abstract details by the deadline.**

When confirming the presenting authors, please remind them that only a select number of proposals will be accepted as sessions and that all presenting authors are required to pay for full conference registration and all travel costs if attending in-person. Presenting authors are able to apply for an AAIC Conference Fellowship during the submission process.

>> Step 1: Session organizer inputs chairs, presenting authors and overview

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

Chairs

- Identify and confirm the participation of **2 session chairs**
- Session submitters will need to enter the following for each chair:
    - Full Name
    - Email Address
    - Institution / Organization
    - City, Country
- An individual may be both a session chair and a presenting author

Presenting Authors

- Identify and confirm a **minimum of 4** or a **maximum of 6 presenting authors.**
- Session submitters will need to enter the following for each presenting author:
    - Abstract Title
    - Full Name
    - Email Address
    - Institution / Organization
    - City, Country
- Session duration is 90 minutes, whether 4, 5 or 6 presenters
- Presenting authors will enter their full abstract details. Session submitters just need to enter the title (which may be edited).
- At AAIC, presenting authors are limited to one oral presentation across plenary, perspectives, and featured research sessions. If a presenting author is selected for two oral presentations, they will be asked to transfer one presentation to a co-author. An exception is made to allow an individual to present two AAIC oral presentations if one is a Developing Topics session (i.e. late breaking abstracts submitted in the spring). Oral presentations in preconferences are not considered.

Overview

- Session Title
- Session Overview *(up to 250 words; descriptive overview)*
- Learning Objectives

- Selection of the session Theme, Topic and Subtopic
- Keyword Selection

>> Step 2: Presenting authors input abstracts

As the organizer/submitter enters each speaker's name, email and presentation title, an **email will be generated to the presenting author.** The email will include a direct link to complete their abstract submission.

Upon receipt of the emails, individual presenting authors must enter their abstracts. Guidance for submission of abstracts is provided above.

>> Step 3: Session organizers check status

It is the session submitter's responsibility to ensure that all the presenting authors 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 from the Control Panel (left side of the screen).
- Within the presentation table, the "status" column for all presentations must be marked "Complete."

6. Conference fellowships

6.1. Fellowship types, eligibility, and selection

A limited number of Conference fellowships are awarded in various packages that may include one, two or three of the following:

- Complimentary AAIC registration.
- One round trip, non-refundable, coach-class airfare to Amsterdam (directly booked and billed through the Alzheimer's Association).
- Four nights of hotel stay (room and tax only; directly booked and billed through the Alzheimer's Association).

In order to apply for a Conference fellowship an individual must be a presenting author of an abstract and provide the following documents in the last step of the abstract submission process:

- A statement of need (no more than 300 words)

Conference fellowships are very competitive and are awarded based on a thorough review of the application materials and financial need, with consideration of

- Country: Priority is given to presenting authors based in a low, lower-middle or upper-middle income country, as designated by the World Bank, or a developing economy or economy in transition, as designated by the United Nations
- Presentation Type: Priority is given to presenting authors selected for an oral presentation
- Average Abstract Review Score: Priority is given to presenting authors with higher average

abstract scores
- Career-Stage: Priority is given to presenting authors who are students, postdoctoral researches or early-career researchers
- Pre-Conference Participation: Priority is given to presenting authors selected for an oral presentation at an AAIC pre-conference event

Final decisions are made once abstracts are selected for inclusion in the AAIC program, with recipients notified by the end of March (main submission) or May (developing topics). Failure to accept the fellowship by the designated date will result in forfeiture of the fellowship.

If you apply for a Conference fellowship, please do not register or book your travel for AAIC until you receive the notification as **reimbursements are not provided.** Failure to adhere to this guideline will result in forfeiture of all or part of the fellowship as determined by the Association.

Previous awardees can apply for a fellowship again in subsequent years.

7. Conference Policies

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

8. Frequently asked questions

8.1. Age and registration requirements

>> What is the age requirement for chairs and presenting authors?

Presenting authors must be 18 years of age at the time of the conference (July 28 - August 1, 2024 for AAIC; July 15 for preconferences).

>> Are chairs and presenting authors required to register for AAIC?

Conference registration is not mandatory at the time of submission. However, it is a requirement that all chairs and presenting authors of an oral or poster presentation must register in full in time for the conference. Registration information will be available in March 2024.

8.2. Abstract submissions

>> How many presenting authors and co-authors can one abstract have?

Each abstract must have one presenting author, and an unlimited number of co-authors.

>> What are the roles that might be associated with my abstract or session proposal?

Presenting Author: The individual assigned to present the abstract either onsite or virtual.

Co-Author: Co-authors were entered by the submitter during the abstract submission process. Co-authors do not present unless they are identified as the presenting author.

Session Chair: Two session chairs must be identified for each session.

>> Can I submit more than one abstract?

Yes. A presenting author may submit any number of abstracts. However, there is a limit to how many oral presentations can be made (see 8.4).

>> Can I submit abstracts previously presented?

Yes. If the abstract provides updates on designs, data or analyses that have been published or presented prior to AAIC 2024, please select the Update category. If the abstract will be published verbatim prior to AAIC 2024, please select the Encore category. Please note, encore abstracts will not be published in *Alzheimer's & Dementia.*

>> What are the themes and topics?

View AAIC themes, topics and subtopics.

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

You may make edits to your submitted proposal through the submission deadline. Access your in-progress or submitted proposal by logging in (top right corner of this screen). It is your responsibility to confirm that your abstract is correctly submitted and is received by the submission deadline.

>> Does the Alzheimer's Association proofread abstracts?

No - the abstract will be reproduced exactly as submitted. Please ensure that your abstract does not contain spelling, grammatical, or scientific errors.

>> What if my research is not complete by the abstract submission deadline?

AAIC accepts "late breaking" or "developing topic" abstract and session submissions in the spring. Only abstracts/sessions in which the research findings were not ready/complete/available to be submitted during our regular abstracts submission deadline in January should be submitted via the Developing Topics submission process. Abstracts/sessions that were submitted during the regular submission process but were rejected should not be resubmitted in Developing Topics.

For both regular submission and Developing Topics, abstracts are subject to peer review for acceptance. Because the number of submissions changes each year, it is not possible to predict acceptance rates. There is limited space in both submission periods for oral presentations, but all abstracts that indicate oral presentation preferred will be considered.

>> For abstracts and sessions, which authors need to be ISTAART members to benefit from the extended deadline?

If one or more authors in a session is an ISTAART member, all submitting authors will benefit from the extended ISTAART deadline. For an abstract, the named author who is submitting the abstract should be

an ISTAART member to take advantage of the extension.

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

Notifications will be sent to presenting authors by the end of March, 2024 for the main submission, and by the end of May, 2024 for developing topics.

8.3.   Session proposals

>> Will an abstract submitted as part of a session be considered for an oral or poster presentation if the session is not accepted?

If a submitted Featured Research Session or Perspectives Session is not accepted, abstracts are automatically considered by the SPC for an oral or poster presentation. There is no need to submit an abstract twice.

>> When will I be notified if my session has been accepted?

Notifications will be sent to session organizers and presenting authors by the end of March, 2024 for the main submission, and by the end of May, 2024 for the developing topics.

>> Is support provided for registration, travel or accommodation?

Presenting authors are able to apply for an AAIC Conference Fellowship during the main abstract and the developing topics submission processes.

8.4.   Oral and poster presentations

>> Is there a limit to how many oral presentations an author can make?

At AAIC, presenting authors are limited to one oral presentation across plenary, perspectives, and featured research sessions. If a presenting author is selected for two oral presentations, they will be asked to transfer one presentation to a co-author. An exception is made to allow an individual to present two AAIC oral presentations if one is a Developing Topics session (i.e. late breaking abstracts submitted in the spring).

At AIC and Technology and Dementia preconferences, presenting authors are limited to one oral presentation. The same abstract cannot then be presented as an oral presentation at AAIC.

>> If I submit two abstracts, can I select "oral presentation preferred" for both abstracts?

Yes. If both abstracts are accepted as oral presentations though, you will be asked to transfer one oral presentation to a co-author.

>> Is there a limit to how many poster presentations an author can make?

No, there is no limit.

>> Can I change the date of my scheduled poster presentation?

Presentation invitations will include the date and time of your poster presentation(s). In very limited cases, the Association will be able to accommodate requests to change the presentation date by April 30. Requests received after may not be accommodated.

>> Can I switch my poster presentation from virtual to in-person and vice versa?

The Association will be able to accommodate requests to change the presentation format by April 30. Requests received after may not be accommodated.

>> What are the poster specifications?

- Push-pins will be provided.
- Audiovisual equipment is not available.
- Continuing education credits are not offered for posters.
- **The maximum dimensions to print your poster are:**
  - Inches: 44 in (wide) x 41 in (high)
  - Meters: 114.3 cm (wide) x 104.14 cm (high)
  - **Do not print larger than these dimensions. Please note these dimensions are different from previous AAICs.**
- Photo policy (stickers will be available at the poster information desk to use on your poster if you choose):
  - Red - Photographs are not permitted.
  - Yellow - Photographs are permitted for personal use.
  - Green - Photographs and sharing are permitted.

More information and AAIC poster template (optional) will be available in your Speaker's Corner.

Instructions for virtual poster presentations will be emailed to presenters by the end of June 2024.

8.5. Edits and withdrawals

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

You may make edits to your submitted proposal through the submission deadline. Access your in-progress or submitted proposal through the abstract portal. It is your responsibility to confirm that your abstract is correctly submitted and is received by the submission deadline.

>> How do I make an author change?

If the identified presenting author becomes unable to present, a co-author may present (as long as they are not scheduled to present in another oral presentation). If none of the authors on the abstracts can present, the abstract must be withdrawn. Depending on our publication deadlines, we may be unable to

remove your abstract from print materials and publications.

>> How do I withdraw an abstract?

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

8.6. Publication of abstracts in Alzheimer's and Dementia: The Journal of the Alzheimer's Association

>> Will the submission of this abstract affect the publication of a manuscript?

No. These review processes are independent. The thresholds for acceptance between conference abstracts and journal manuscripts are very different.

>> When are abstracts published in *Alzheimer's & Dementia: The Journal of the Alzheimer's Association*?

Abstracts will be published in an online supplement to *Alzheimer's & Dementia: The Journal of the Alzheimer's Association* in late 2024.

>> How can I locate an abstract from a previous AAIC, AIC or Technology and Dementia?

Abstracts are published in an online supplement to *Alzheimer's & Dementia: The Journal of the Alzheimer's Association*. Click here to view the abstract archive.

>> Can I withdraw my AAIC abstract after it is published?

Once published, a formal request for withdrawing your abstract will have to be sent to *Alzheimer's & Dementia: The Journal of the Alzheimer's Association*.

8.7. Promotion and ownership

>> When will accepted abstracts be posted online?

The abstracts will be available online — to registered AAIC attendees only — approximately one month prior to the conference.

>> Is advance promotion of general topics, speakers or presentation times permitted?

Public and news announcements made in advance of AAIC that a scientist or company is scheduled to make a presentation of AAIC may include the date, time, location and topic of presentation, but may not include the methods, results and/or the type or direction of results, even if that is included in the name/title

of the submitted abstract. For that reason, authors are discouraged from putting the type and/or direction of results in the abstract title.

>> 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?

If accepted for presentation, abstracts will be published in an online supplement to *Alzheimer's & Dementia: The Journal of the Alzheimer's Association*. Additionally, 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.

8.8.   AAIC news program

>> What is the AAIC news program?

AAIC is an exceptional global platform for the reporting of new developments and findings in all types of Alzheimer's disease/dementia research. From among the wide variety of materials invited and submitted to AAIC, the Alzheimer's Association chooses individual abstracts and multi-abstract trends to proactively present to journalists -- through story pitches, news releases, news briefings, audio and video segments, graphic elements and expert/spokesperson interviews -- all of which are part of the conference's news program.

If you are interested in having the research you present at AAIC eligible for inclusion in AAIC news stories, news releases, news conferences and other news media materials, it must not be published (online or hard copy) or presented, in whole or in part, in any manner, prior to presentation at AAIC.

8.9.   Preconferences

>> How do I submit an abstract to the Alzheimer's Imaging Consortium or Technology and Dementia preconference?

Please submit the abstract to the AAIC, and select "I would also like to submit this abstract to a preconference. I understand that preconferences take place **in-person only** on Saturday, July 27 and require an additional registration fee to AAIC." during the submission process.

Abstracts will be considered for both AAIC and the preconference.

8.10.   Accepted abstracts

>> What happens if my abstract is accepted?

You will receive an email from alz@confex.com by the end of March, 2024 (for the main submission) or by the end of May, 2024 (for the developing topics) regarding your abstract acceptance. There will be a link within that email to your **personalized Speaker's Corner link. Bookmark this link.** You can refer to this link to view your abstract format (poster or podium presentation), presentation day/time, presentation instructions and templates, etc.

Developing topics:

Page Header: Developing Topics Submissions

Abstract submission for AAIC 2024 Developing Topics opens in April 2024.

Developing Topics submissions are designed to bring the latest research findings in the field to AAIC attendees. Specifically, they are abstracts and sessions in which the research findings were not available by the general abstract submission deadline.

Note: Developing Topics abstracts will be considered for poster presentation only unless the research is considered to be late-breaking.

Criteria:

- Quality of scientific research.
- Relevance to Alzheimer's disease and related disorders.
- Newness of information — abstracts related to COVID-19 are encouraged.
- Potential impact on the research community.
- Topics of interest include basic and translational science, diagnosis and prognosis, therapeutics and public health and psychosocial issues.

Additional Information:

- Previously submitted/reviewed abstracts will not be considered.
- A limited number of abstracts/sessions are selected, with selection based on timeliness and scientific merit.
- For studies of exceptional interest where multiple outcomes are to be presented, an extremely limited number of dedicated sessions are available. Consideration can be requested as part of the abstract submission process.
- Only under extraordinary circumstances will abstracts without results be considered.
- Accepted abstracts are published in an online supplement to the Association's journal, Alzheimer's & Dementia: The Journal of the Alzheimer's Association.
- Developing Topics abstracts/sessions must be submitted via the online system.
- Developing Topics abstracts/sessions are not accepted for the Alzheimer's Imaging Consortium or Technology and Dementia.
- An author may present in two oral platforms as long as one is a Developing Topics session.