AUSTRALIAN DEMENTIA RESEARCH FORUM 2022

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ABSTRACT SUBMISSION GUIDELINES

1. Introduction

The **Australian Dementia Research Forum 2022 (ADRF2022)** is the premier event for Australian dementia research, bringing together dementia researchers, health professionals and policy makers, as well as people living with dementia and their families and carers. The forum dedicated to advancing dementia science and research, will be held virtually **30-31 May 2022**.

The theme for next year's ADRF2022 is: **Early Diagnosis – Effective Treatment.**

The 2022 conference will take place in a fully virtual environment, offering virtual attendance and presentation options. Submitting speakers are asked to keep in mind that, should your submission be accepted into the program, you may be asked to present virtually and/or attend a live Q & A if required.

Submit an abstract for the chance to share your theories and discoveries with Australia's top dementia scientists and researchers. Abstracts may be submitted for an oral, rapid or poster presentation. Oral and rapid presentations will also be considered for poster presentations.

2. Overview of submission types

Submission will be for the main conference program, Monday 30th and Tuesday 31st May 2022 EST, and post conference program, Wednesday 1st June, as part of the Early and Mid-Career Researchers workshop.

There will be a dedicated poster stream in the conference program with an opportunity to discuss with the presenter in more detail.

Authors of accepted presentations will receive detailed instructions on providing virtual content. In summary;
  ➢ All presenters must register and pay to present at ADRF 2022.
  ➢ Each accepted paper must be presented by the registered author during the online conference.
  ➢ Oral presentations will therefore be live
  ➢ The speaker is required to participate live in the Q&A session to be held immediately after the presentation.

2.1 Research presentations - Main conference program (Monday, Tuesday)

There will be two types of formats for research presentations: *Oral presentation and Poster presentations.*

You can select your preferred presentation format when submitting your abstract. Papers will be selected from accepted abstract submissions, grouped into themes and presented in concurrent sessions.

2.1.1   Standard Oral presentation

Standard presentations report original research or project findings, papers reporting work in-progress, methodological papers, case presentations or professional practice issues.

10 min presentation time + discussion at the end of the session

2.1.2   Poster Blitz and Rapid presentations

Poster Blitz presentations will be offered to high scoring poster submissions.

Poster Blitz includes a title slide + max 3 slides and 3 min oral presentation of an electronic poster during the poster session followed by a 10 minute discussion.

Rapid Fire includes a title slide + 5 slide, 5 minute oral presentation of an electronic poster followed by a small group discussion grouped by themes into sessions that will take place in the Rapid-Fire Lounge.

2.1.3   E-Poster

An e-poster is an electronic poster and replaces the traditional hard copy poster format. The e-poster presentations are submitted via an online portal prior to the conference and is available on the portal prior to the conference and for up to two months after the conference.

3. Tips and Template

Abstracts must be submitted by Friday 28th January 2022, 11:59 PM. There is no fee for submission of an abstract. Once your abstract has been accepted, you will need to register to the conference no later than 14th March 2022, so that the abstract may be listed in the program. Conference registration fees apply.

The Committee will inform those who submit abstracts for oral, rapid /or poster presentation by the end of February 2022.

Once your abstract has been accepted, you will need to register to the conference no later than 14th March 2022, so that the abstract may be listed in the program. Conference registration fees apply.

3.1 Tips on how to format your Abstract

Below is an example of the title format as well as a list of formatting requirements and structure points.

Abstracts that do not meet these formatting requirements may not be reviewed by the program committee.

Title of your abstract for the ADRF2022 is in Arial font: size12

[1]Author, A.A., [1]Second-Author, B.B., [2]Third, C.C. & [2]So-on, D.D.
[1] *Institution and School/Division/Research Centre, Institution, State, Country*
 [2]*Institution and School/Division/Research Centre, Institution, State, Country*
Email: e-mail address of presenting author

Noting the example above, the following is required:
- The main title is sentence case and uses Arial font, 12 bold
- The authors' names are listed with first name followed by family name format with the presenting author's name or lead presenter underlined
- The institutions, State and Country are in italics, Arial, font size 10. Arial font, size 10 is to be used for the remainder of the abstract

The abstract is structured as follows:
- **Background, Methods, Results, Discussion/Conclusion**
- word limit: 300 (excluding tile, authors and affiliations)
- Title: Arial, 12pt, bold

- Authors: Arial, 10pt
- Affiliations: Arial, 10pt italic
- Abstract text: Arial, 10 pt.
- Abstract Headings: Arial, 10pt, bold
- Page margins 2.5 cm all round
- Paragraphs justified (straight-edged) on both left and right
- Single-line spacing with a line gap between paragraphs

If you would like to insert an image you may do so, however, the preference is that tables and diagrams are not inserted.
[Download a word version template here](#)

3.2 Tips on what a good Abstract looks like

- paragraph is able to stand alone as a unit of information and is well-developed and concise
- contains all the essential academic elements of the full-length paper, namely the background, purpose, methods, results and conclusions
- does not contain information not included in the paper
- is understandable to a wider audience, as well as to your discipline-specific audience
- does not include any referencing

3.3 Selection criteria

- The Program Committee will evaluate the content of abstracts for relevance to the Conference theme, clarity, originality and timeliness.
- Abstracts will be reviewed and allocated to either an oral presentation or e-poster session.
- Abstracts will only be accepted by submitting through the online process - abstract content must be uploaded into the system in a Microsoft Word .doc or .docx format.
  [Download a template here](#)

Please note:

- We **strongly recommend** that the person submitting the abstract is the primary presenter.
- Successful applicants will be notified in late February 2022.

4. How to Submit an Abstract using the portal

Prepare your abstract following the formatting guidelines noted under item 3.1

- Create an author account
- Complete the online submission form by clicking 'Submissions' in the portal
- Upload the abstract (must not exceed 300 words)

IMPORTANT INFORMATION:

- You are not able to complete your abstract until you have answered all mandatory questions.
- You are able to save a draft of your submission, and log back in to complete this at a later date/ time. However, please ensure you click 'submit' in order to complete your submission before 11:59pm on Friday 28 January 2022.

Please read the following information on how to use the online abstract submission system to register your details, submit, edit or withdraw an abstract for the ADRF2022 Conference.

Abstract submissions will only be accepted via the online portal.

4.1 Steps

The online portal requires you to submit your abstract in four steps:

1. Register your contact details
2. Submit the abstract information
3. Add additional authors or presenters
4. Complete the Disclosure Information

Step 1. Register your contact author details

You will be required to create a user profile before you can submit your abstract.

Once logged in, click the button labelled "My Dashboard" to make any updates to your profile.

Step 2. Submit the abstract information

Click the "Submission" button

Read all the information carefully and complete all the required fields such as Abstract Title, Presentation Type (oral or poster) and select the most appropriate Theme for your abstract; e.g., Biomarkers, Clinical Manifestation, Dementia Care or Public Health and Prevention.

When you're satisfied with your entries click the "Submit" button at the bottom of the page. You can also choose to 'Save & Submit Later' should you wish to come back to it.

IMPORTANT INFORMATION

➢ The title should be as brief as possible but long enough to indicate clearly the nature of the abstract. If accepted, this title will be used in the final program.

➢ **Do not use** tables, figures or images

Step 3. Add additional authors or presenters

Click the "Presenters" button, it will be labelled with a (2).

Enter the name, affiliations, photo and a brief biography (150 words) for presenting authors or speakers. Enter in the order in which you wish them to appear in the program text.

Additional authors and speakers will receive a confirmation email.

We recommend you share the submission confirmation summary with the other authors so they can review their name and affiliations.

Step 4. Complete the Disclosure Information

Click the "Disclosure Information" button

Answer the questions and fill in the details of any affiliations or disclosures as directed.

When you're satisfied with your entries click the "Submit" button at the bottom of the page.

Double Submission

The submitting author understands that if duplicate abstracts are determined by the ADRF Program Committee, the abstract(s) will be removed from the program.

Publication

Abstracts presented at ADRF2022 will be published.

4.2 Confirmation

A confirmation email will be sent to you. Please check all the details on the summary page are correct. If you do NOT receive a confirmation email, email the conference office via adrf@jtproductionmanagement.com

4.3 Submitting multiple abstracts

To submit multiple abstracts, use the same email address and password then follow the steps as above as a '**Returning User'**. Maximum 2 per primary presenter.

4.4 Edit an abstract

Login into the portal as a returning user.

You will see the list of your submitted abstracts, click "Edit Abstract" on the abstract that you wish to change. Edit the fields you want to change. Click "Update Abstract". You will be sent an email confirming your abstract has been amended. You can edit submissions until **Thursday 27 January 2022 , 5.00pm AEDT.**

4.5 Notification

The primary presenter will receive notification of the outcome of submissions by **Friday 25 February 2022.** If your submission is accepted, the notification will contain details of whether your presentation will be require a LIVE Q & A post the virtual delivery.

All accepted presenters MUST register and pay to attend the conference no later than 14th March 2022 or risk being withdrawn from the program at the discretion of the committee.

4.6 Presenters and Co-presenters

Submissions are accepted on the basis that all presenting authors must register and pay the appropriate conference fee. Co-presenters, if any, must register for the day of their presentation (as a minimum) if they wish to present. Where there are multiple presenters it is important the presentation time is strictly adhered to so enough time is available for questions.

4.7 Withdrawals

Withdrawals must be communicated in writing by the submitting author to the conference office via adrf@jtproductionmanagement.com with subject line: Abstract withdrawal.

In doing so, the conference office assumes that all authors/presenters have been informed of the withdrawal. Once an abstract is withdrawn, it may not be reinstated.

5. Summary of Important Dates

Call for abstracts open: Thursday 11 November 2021 – 9:00am

Abstract submission close: Friday 28 January 2022 – 11:59pm

Acceptance advice issued to Authors: Friday 25 February 2022 – 9:00am

Authors acceptance and confirmation of participation: Friday 4 March 2022 – 11:59pm

Presenter's tickets purchased by: Monday 14 March 2022: 11:59pm

Online briefing sessions for presenters/ speakers: Tuesday 10 May and/or Tuesday 17 May 2022

Event dates: Monday 30 and Tuesday 31 May 2022

6. Contact

For all conference enquiries, please contact:

JT. Production Management Pty Ltd
adrf@jtproductionmanagement.com

7. Terms and Conditions

Below are Australian Dementia Research Forum 2022 (ADRF2022) Terms and Conditions for abstract submissions. As submitting author and authorised representative of this abstract submission you certify that you understand and agree to terms and conditions as stated by indicating your acceptance when prompted during the online abstract submission process. You will not be able to submit the abstract unless you agree to all terms and conditions for ADRF2022 below:

Summary

- All submissions must be made using the submission portal on this page.
- All submissions must comply with the formatting requirements set on this page.
- Submissions open on [date] and close on [date]. Late submissions will not be accepted.
- It is expected all authors will receive notification of the outcome of their submission from early March 2022.
- All presenting authors must register and pay the relevant conference fee by 14 March 2022. Failure to do this may result in the paper being removed from the program.
- Each accepted paper must be presented by the registered author/s during the online conference.
- The presentation must be pre-recorded. Details will be provided on acceptance. The recording will be played at the scheduled time in the virtual conference room.
- The speaker is required to participate live in the Q&A session to be held immediately after the presentation.
- Where there are multiple presenters it is important the presentation time is strictly adhered to so enough time is available for questions.
- The committee reserves the right to accept or reject abstracts for inclusion in the program.
- Responsibility for the accuracy of abstracts rests with the submitting/ presenting author.
- The Organising Committee and Conference Organisers will not be held responsible for submission errors caused by internet service outages, hardware or software delays, power outages or unforeseen events.
- It is the responsibility of the presenting author to ensure that the abstract is submitted correctly.
- An abstract which does not adhere to these specifications will not be accepted.

Copyright Conditions

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