



Abstract Submission Guidelines

The theme for ADRF 2023 is: **Discovery, Diagnostics and Management: A new era for Dementia**

The 2023 conference will take place in person, on the Gold Coast, Queensland and in a virtual environment. Submitting speakers are asked to keep in mind that, should your submission be accepted into the program, the expectation is that you present in person, live at the forum in Queensland. There will be no pre-recordings.

There will be two types of formats for research presentations: *Oral presentations and Poster presentations*. Abstracts may be submitted for either category. Please note that while you should select your preferred presentation method The Scientific Committee may offer you an alternate category.

- There is no fee for submission of an abstract.
- If accepted, all presenting authors must register and pay to present at ADRF 2023.
- Each accepted paper must be presented by the registered author live and in-person at the conference in Queensland (pre-recorded presentations will not be permitted).
- The registered author is required to participate in the Q&A session to be held immediately after the presentation.
- The Scientific Committee determines the program and sessions and will also inform those who submit abstracts for oral or poster presentation of the outcome, **early March 2023**.
- Once your abstract has been accepted, you will need to register for the conference no later than **17th March 2023**, so that the abstract may be listed in the program. Conference registration fees apply.
- Papers will be selected from accepted abstract submissions, grouped into themes and presented in concurrent sessions.

Standard Oral presentation

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

The format will be 8 mins of presentation time + 4 mins Q & A/ discussion

Poster Blitz 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 with other presenters.

Poster presentation

Poster presenters will be in traditional hard copy poster format.

It will be submitted electronically via an online portal prior to the conference and will be printed by the Professional Conference Organisers in time for display at the venue in Queensland.

Posters will be uploaded on the portal/virtual forum prior to the conference and for up to three months after the conference, maximising exposure in person and virtually for an extended period of time.

Abstract Structure

The abstract is structured as follows:

- **Background, Methods, Results, Discussion/Conclusion**
- Word limit: 300 (excluding title, authors and affiliations)
- A photo of the presenting author will be required
- A biography (maximum 150 words) will be required

Download a word version template [here](#)

Selection criteria

- The Scientific 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, poster blitz or poster presentation
- 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 early March 2023.

How to Submit an Abstract using the portal

Prepare your abstract using the downloadable template

- Create an author account
- Complete the online submission form by clicking 'Submissions' in the portal
- Upload the abstract document

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 Tues 31 January 2023**.

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 ADRF2023 Conference.

Abstract submissions will only be accepted via the online portal.

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 Profile", then "Edit My Profile" to make any updates to your profile.

Step 2. Submit the abstract information

On the Home page, click the "Submit Abstract" button.

Read all the information carefully and complete all the required fields such as Requested Presentation Type (oral or poster), Paper Title, Abstract File, and select the most appropriate Theme/Subtheme for your abstract.

When you're satisfied with your entries click the "Preview and Submit" button at the bottom of the page. *The portal will automatically save your last edit. You can find by clicking Home, My Submissions then + Submit Abstract.*

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.

Step 3. Add additional Co-authors or presenters

Click the “Add Co-author” button and fill in your Co-author’s information.

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 and approve their consent.

Step 4. Complete the Disclosure Information

Click the “Preview and Submit” button.

Note: For any changes to the content of your submission, please re-upload the updated document prior to clicking "Submit"

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 ADRF2023 will be published.

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

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.

Edit an abstract

Login into the portal as a returning user. Click “My Submissions”, “View More”.

You will see the list of your submitted abstracts, click “Edit Abstract” or the pencil icon on the abstract that you wish to change. Edit the fields you want to change. Click “Preview and Update”, review then click “Update – Submit Changes”. You will be sent an email confirming your abstract has been amended. You can edit submissions until **31 January 2023, 11.59pm AEDT**.

Notification

The primary presenter will receive notification of the outcome of submissions early **March 2023**.

All accepted presenters **MUST** register and pay to attend the conference no later than **17th March 2023** or risk being withdrawn from the program at the discretion of the committee.

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 (at 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.

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.

1. Summary of Important Dates

				
Abstract Submissions Open	Forum Registrations Open	Abstract Submissions Close	Continuing Education	Annual Forum Dates
10 November 2022	10 January 2023	31 January 2023	29 May 2023	29-31 May 2023

2. Contact

For all conference enquiries, please contact:

JT. Production Management Pty Ltd

adrf@jtproductionmanagement.com

3. Terms and Conditions

Below are Australian Dementia Research Forum 2023 (ADRF2023) 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 ADRF2023 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 10 November 2022 and close on 10 January 2023. Late submissions will not be accepted.
- It is expected all authors will receive notification of the outcome of their submission from early March 2023.
- All presenting authors must register and pay the relevant conference fee by 17 March 2023. 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 live conference.
- The speaker is required to participate and present 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.

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