



# **Abstract Submission Guidelines**

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The forum theme for ADRF2025 is ***The Future of Dementia Prevention, Research and Care.***

Abstracts categories and themes are as follows:

- Theme 1: Discovery (Basic Science/Discovery)
- Theme 2: Prevention and Diagnosis
- Theme 3: Post-Diagnostic Care

The 2025 conference will take place in person in Perth, Western Australia. 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 Perth. There will be no pre-recordings.

There will be two 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 alternative category. *Symposium presentations* are by invitation only and are not open to the public.

Please note:

- There is no fee for submission of an abstract.
- Each accepted paper must be presented by the registered author live and in-person at the conference in Perth, Western Australia (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 2025**.
- Once your abstract has been accepted, you will need to register for the conference no later than **19<sup>th</sup> March 2025**, 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.

## **Presentation Types**

### ***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 plus 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 plus a maximum of 3 slides and a 3 minute 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.

Posters will be submitted electronically via an online portal before the conference, however, you will be responsible for printing and delivery to the venue in Perth.

Poster presenters will be assigned one day to display their printed posters at the conference. In addition, poster presenters will be able to stand next to their printed poster during their allocated Meet the Poster Presenter session.

Posters will be displayed in the hallway, foyer and/or the exhibit hall and receive comments and questions on their poster(s) from meeting participants.

Posters must conform to the following:

- **A1 size** (59.4cm x 84.1cm), 300 DPI: 7,016 x 9,933 pixels. Posters larger than these dimensions cannot be accommodated.
- **Landscape orientation**
- Presenters are required to bring their own materials to affix their poster to the display panel.
- Panels provided for display are Velcro compatible.

## **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 of the presenting author (maximum 150 words) will be required

### **Selection Criteria**

- The Scientific Committee will evaluate the content of abstracts for relevance to the conference theme, research quality, significance and innovation (in the context of dementia), research quality and methodology, new knowledge, innovation in research or practice, research impact and appropriate and clear language.
- 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.

### **Please note:**

- We strongly recommend that the person submitting the abstract be the primary presenter.
- Successful applicants will be notified in early March 2025.

## **How To Submit An Abstract Using The Portal**

### **IMPORTANT INFORMATION:**

- You are not able to complete your abstract until you have answered all mandatory questions.
- By selecting 'submit' your application is automatically saved as a draft. You will receive an automated email directing you on how to re-enter and continue working on your submission.
- Once you are happy with your submission, select the 'ready for review' check box and then select 'submit' to save your work.
- You can go back and edit your submission anytime before **Friday, 31 January 2025**.
- If you have not sent your abstract for revision, you will receive reminder emails before Friday, 31 January 2025, instructing you to do so.

Please read the following information on how to use the online abstract submission system to register your details, and submit, edit or withdraw an abstract for the ADRF2025 Conference.

Abstract submissions will only be accepted via the online portal.

## Steps

### Step 1. Register your contact author details

You will be required to create a user profile before you can submit your abstract. Fill out the following required information

- First Name
- Last Name
- Email
- Country
- Headshot
- Biography

### Step 2. Submit the abstract information

Read all the information carefully and complete all the required fields.

- Paper Title
- Authors
- Abstract
- Theme (select the most appropriate for your abstract)
- Requested Presentation Type

### 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.
- The abstract is structured as follows: **Background, Methods, Results, Discussion/Conclusion.**
- The above **HEADINGS** must be included in **BOLD** followed by your text (DO NOT include your PAPER TITLE or AUTHORS in your abstract).

### Step 3. Add additional authors or presenters

#### Presenting Author

Enter the First name, Last name, and affiliations of the presenting author. Click Presenter if the first person you've entered is the presenting author.

#### Additional Authors

Please list all authors as they should appear in the proceedings. Title, First Name, Last Name (Post Nominals) sorted alphabetically by surname. The presenting author will automatically be underlined. For example: Prof. Peta Hong, Dr. Julia Smith (OAM)

#### Step 4. Select Review and Assessment

Please let us know if your abstract submission is ready to be reviewed or if you need to come back and edit your submission. You can edit your submission after clicking the SUBMIT button when you receive a confirmation email from Fourwaves.

- Yes - my submission is ready to be reviewed
- No - my submission is not ready to be reviewed. Please follow up with me.

#### Step 5. Read the Terms and Conditions

Please read the terms and conditions carefully.

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

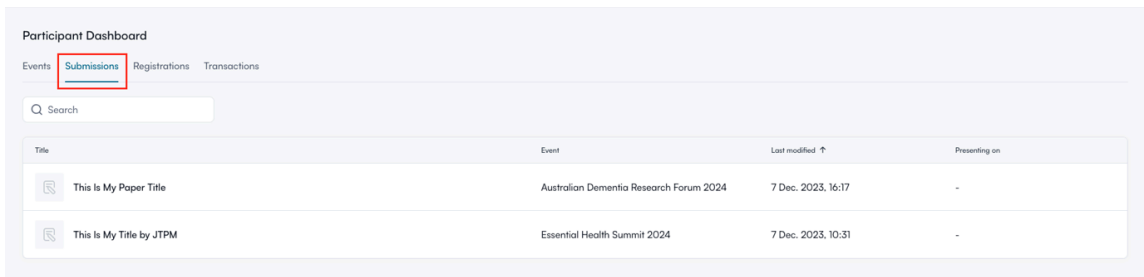
#### Please note:

- Duplicate abstracts will be removed from the ADRF2025 program.
- All accepted abstracts will be published in an Abstract Booklet.
- Confirmation emails will be sent; contact [adrf@jtproductionmanagement.com](mailto:adrf@jtproductionmanagement.com) if confirmation is not received.
- Multiple abstracts- (up to 2 per primary presenter) - can be submitted using the same email/password as a '**Returning User**'
- Abstracts can be edited until **Friday 31 January 2025 AEDT**.
- Notification of submission outcomes will be sent to the primary presenter in early March 2025.
- Accepted presenters must register and pay by March 19, 2025, or risk program withdrawal.
- All presenting authors must register and pay the conference fee; including co-presenters.
- Withdrawals must be communicated in writing to [adrf@jtproductionmanagement.com](mailto:adrf@jtproductionmanagement.com) with the subject line "Abstract withdrawal". Once withdrawn, reinstatement is not possible.

## How to edit your submission

Head to your email inbox and find a confirmation email from the *Australian Dementia Research Forum 2025 - Fourwaves*. It may fall into your junk/spam mail. Please ensure any emails coming from Fourwaves appear in your primary inbox to ensure you do not miss out on any information.

1. Scroll down to the **'Access my account'** button.
2. Log in with the email and password created.
3. Select the **Submissions** tab (second tab) and select your paper.



4. On the right-hand side, click the **Edit Submission** button.
5. Edit your submission. Make sure you change the Review and Assessment to **'Yes-my submission is ready to be reviewed'** BEFORE you click the **Save form** button.

PLEASE NOTE: If your submission is still on the **'No-my submission is not ready to be reviewed'** option, and we've tried to contact you, your submission will not be reviewed after the submission date.

### Summary of Important Dates

- Call for Abstracts Open | **Thursday, 28 November 2024**
- Abstract submissions close (AEST) | **Friday 31 January 2025**
- Forum Registration open | **Friday, 10 January 2025**
- Acceptance Advice issued to Authors | **Early March 2025**
- Forum Registration close | **Friday 16 May 2025**
- Event days | **3-5 June 2025**

## Contact

For all conference enquiries, please contact: ADRF Events Team  
[adrf@jtproductionmanagement.com](mailto:adrf@jtproductionmanagement.com).

## Terms and Conditions

Below are Australian Dementia Research Forum 2025 (ADRF2025) Terms and Conditions for abstract submissions. As a submitting author and authorised representative of this abstract submission, you certify that you understand and agree to the 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 ADRF2025 below:

## Summary

1. Abstracts must be submitted through the designated portal and comply with specified formatting requirements.
2. The submission period is from **3 December 2024** to **31 January 2025**. Late submissions will not be considered.
3. Notification of submission outcomes is expected in **early March 2025**.
4. Presenting authors must register and pay the conference fee by **19 March 2025** or risk removal from the program.
5. Registered authors must present their accepted papers during the live conference, including participating in the Q&A session.
6. The committee reserves the right to accept or reject abstracts for program inclusion.
7. Accuracy of abstracts is the responsibility of the submitting/presenting author.
8. The Organising Committee is not liable for submission errors due to internet issues, hardware/software delays, power outages, or unforeseen events.
9. Presenting authors are accountable for the correct submission of abstracts, and non-compliant submissions will be rejected.

## Copyright Conditions

COPYRIGHT©2024 the Australian Dementia Network (ADNeT). ADNeT reserves all rights to accepted abstracts between the date of acceptance and the date of presentation at the ADRF2025 (embargo rights). Under this reservation of rights, ADNeT will manage various publications of abstracts including, but not limited to, journals, CDs, Internet publications, and PR and promotional materials for ADRF2025.

Once an abstract has been presented, abstract copyrights revert to authors; however, ADNeT retains the continuing right to use accepted abstracts (including tables and images), in ADNeT publications, conference proceedings, abstract CDs, press releases, and reprints.