



# Call for Presentations & Posters

## **AAGP's Mission Statement**

The American Association for Geriatric Psychiatry (AAGP) is a national association representing and serving its members and the field of geriatric psychiatry. It is dedicated to promoting the mental health and well being of older people and improving the care of those with late-life mental disorders. AAGP's mission is to enhance the knowledge base and standard of practice in geriatric psychiatry through education and research and to advocate for meeting the mental health needs of older Americans.

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## **American Association for Geriatric Psychiatry's 2011 Annual Meeting**

*The New Challenges of Growing Old  
Facing a Future with Two Billion Older Adults*

March 18-21, 2011 • Grand Hyatt • San Antonio, Texas

***Eric Lenze, MD***

***Chair***

***2011 AAGP Annual Meeting***

## **Invitation to Submit Proposals**

The American Association for Geriatric Psychiatry Annual Meeting Program Committee invites you to submit a proposal for consideration at the 2011 Annual Meeting to be held in San Antonio, Texas, March 18–21. The AAGP 2011 conference theme focuses on not only the challenges with a growing senior population, but also the multi-cultural dimensions of that challenge.

There are many venues at the AAGP Annual Meeting that invite innovative and interactive programs targeted towards clinicians, researchers, and educators. Clinicians and investigators in all arenas of geriatric psychiatry, psychology, neurology, medicine, nursing, social work, and other related disciplines are encouraged to submit abstracts of

original work for presentation at the AAGP Annual Meeting. All submissions will be peer-reviewed by the 2011 AAGP Annual Meeting Program Committee.

Submissions for live symposia may be made online at AAGPmeeting.org April 15–June 11, 2011. Submissions for new research posters must be submitted no later than October 1, 2010 and submissions for early investigator posters must be submitted no later than October 15, 2010.

Final decision of acceptance by the 2011 Annual Meeting Program Committee will be made no later than July 31, 2010; final decision of acceptance of all posters will be made no later than December 1, 2010.

Please review the guidelines for submission to the AAGP Annual Meeting before submission.

*Many people who attend the AAGP Annual Meeting do not attend any other scientific meeting.* This is an important venue to present original research, new data, exciting clinical applications, service delivery initiatives, educational activities, and other pioneering work impacting our field today.

## **GENERAL GUIDELINES**

### **Registration and Travel Policy**

All presenters must be paid registrants of the AAGP Annual Meeting. **Expenses associated with the preparation, submission, and presentation of an abstract are the responsibility of the author/presenter.** All speakers and presenters are expected to make their own travel arrangements and pay their own expenses (with the exception of industry supported programs and other sponsored workshop programs).

### **Responsibility of Faculty**

#### Session Chair

- ❖ Organize and plan outline of session with faculty and prepare general abstract for submission
- ❖ Submit overall objectives, needs assessment, and overall abstract for session and contact information for each of the faculty; submit own biographical data, COI, and CME questions online
- ❖ Serve as the contact person for the program committee, and facilitate any changes/additions/deletions as directed by the Review Committee
- ❖ Work with the faculty/speakers to refine individual presentations to ensure that the program is well rounded and free from commercial bias
- ❖ Ensure final handouts are submitted in a timely manner

#### Session Speakers

- ❖ Work with Session Chair and Faculty on preparation of proposed submission
- ❖ Provide individual abstract, COI information, CME questions, and other biographical information as needed for online submission

- ❖ Develop final presentation to ensure a well-balanced and interactive presentation that contributes to the lifelong learning
- ❖ Prepare and submit handouts in a timely manner

### **PowerPoint Slides**

AAGP strongly encourages all speakers to provide PowerPoint slides to accompany their oral presentation. AAGP will make these slides available to the 2011 Annual Meeting attendees via the AAGP meeting website prior to the meeting. This ensures that all participants will receive your materials, even those who are unable to attend your session. All materials must be submitted to AAGP by January 15, 2011. Absence of handout materials makes the speaker and AAGP appear unprepared, so please send your materials by the deadline. If you submit copyrighted material, inclusion in the syllabus will be contingent upon receipt of proof of permission to duplicate from the publisher. The speaker is responsible for obtaining this permission. Handouts for each program are reviewed to ensure compliance with ACCME guidelines on well-balanced presentation of content. Specific instructions on developing PowerPoint slides for presentation at the AAGP Annual Meeting will be provided to all faculty upon acceptance of their program.

### **Disclosure Of Conflict Of Interest**

The American Association for Geriatric Psychiatry (AAGP) requires disclosure by presenters at CME activities of any financial interest or other affiliation with commercial organization(s) that may have a direct or indirect impact on the subject matter of the scientific program. AAGP's policy on disclosure applies to financial interests of a presenter's spouse/partner as well. A "financial interest" may include, but is not limited to, being a shareholder in the organization; being on retainer with the organization; or having research or honoraria paid by the organization. An "affiliation" may include holding a position on an advisory committee or some other role or benefit to a supporting organization. The existence of such relationships does not necessarily constitute a conflict of interest, but the prospective audience must be informed of the presenter's affiliation with every commercial supporter by an acknowledgment in the slides as well as orally at the start of every session. In addition, each faculty who identify a potential conflict will be asked to identify steps to resolve that conflict. This policy is intended to openly identify any potential conflict(s) so that members of the audience in an educational activity are able to form their own judgments about the presentation. AAGP also requires oral disclosure of discussion of unapproved uses of a commercial product or investigational use of a product not yet approved for this purpose.

### **Eligibility**

You do not need to be a member of AAGP to submit an abstract. Abstracts will not be considered for presentation if they are expected to be published in a scientific journal before February 28, 2011.

### **Limit On Presentations**

A speaker's name may be submitted for multiple symposia. However, if all of the proposed symposia are accepted, any speaker at the AAGP Annual Meeting is limited to only participating in four educational programs (industry supported and non-industry supported). If a speaker is listed as faculty on more than four programs, the speaker will be asked to find an appropriate substitute for one of the programs. This policy does not apply to scientific poster presentations. If a speaker is on more than one industry

supported symposium, they may only receive a travel stipend and an honorarium for one sponsored session.

## **ABSTRACT SUBMISSION INSTRUCTIONS**

*Submit your proposal online at [www.AAGPmeeting.org](http://www.AAGPmeeting.org)*

Click on “**Abstract Submissions**” under the Call for Presentations tab at [www.AAGPmeeting.org](http://www.AAGPmeeting.org) (also accessible through [www.AAGPonline.org](http://www.AAGPonline.org)).  
(Caroline – can you provide a link at this point in the text)

### **Instructions**

All abstracts must be submitted online, beginning on April 15, 2010. Please go to [www.AAGPonline.org](http://www.AAGPonline.org) for details.

**Word Limit.** All abstracts have a 5,000-character limit, excluding title and author information but including spaces.

**Submission Deadline.** You may save and edit your submission at any time prior to submitting it to AAGP. The deadline for all symposia abstracts is June 11, 2010, 11:59 PM EDT. The deadline for poster abstracts is October 1, 2010, 11:59 PM EDT, except for early investigator posters for which the deadline is October 15, 2010, 11:59 PM EDT.

**Review.** All session abstracts are reviewed by the AAGP Annual Meeting Program Committee and ranked on the basis of scientific merit and educational needs of AAGP attendees. All accepted session and poster abstracts will be published and distributed to all meeting attendees in a supplement to the *American Journal of Geriatric Psychiatry*. The Annual Meeting Program Committee’s decisions are final. Review is based on the following criteria:

- Relevance to identified attendee needs
- Inclusion of new data
- Timeliness of topic
- Diversity among presenters
- Presentation balance between research and practice applications
- Applicability to practice of geriatric psychiatry
- Relationship to the Annual Meeting theme

**Please note that potentially outstanding presentations are, at times, given a lower priority score because the information and data supplied with the submission were incomplete or inappropriate for a particular format.**

### **Content Areas**

The AAGP Annual Meeting provides educational opportunities for a diverse audience. In order to accommodate the wide-ranging spectrum of educational needs for those who provide mental health services for the elderly, the program committee makes every effort to create a balanced educational experience. To that end, the following categories are suggested as broad content guidelines.

Suggested topics include:

- Strategies to enhance successful living in the face of medical comorbidity
- Approaches to prevent or reduce cognitive decline in aging
- Late-life decision making, advance directives and end-of-life care
- Biological and psychosocial changes with aging
- Cohort changes relevant to a new generation of older adults
- New pharmacotherapies and management strategies for age-related diseases
- Novel interdisciplinary team models for the treatment of the elderly
- Unique psychosocial and care needs of special populations including racial and ethnic minority elderly, women, and the gay and lesbian population
- Understanding cultural diversity and interactions of disease with cultural environment
- Managing late-life substance abuse disorders and medical comorbidity with lifelong abuse
- Psychiatric manifestations of medical diseases, delirium
- Neuroimaging of late-life mental disorders and neurodegenerative diseases
- Family and caregiver issues related to aging and complex medical problems
- Psychopharmacology, medication interactions and complications in late life
- Age-related changes in pharmacologic response, vulnerability to adverse outcomes
- Disease management interventions and their impact on quality of life
- Complementary treatment approaches and psychosocial interventions
- Public policy and regulatory initiatives impacting aging and mental health
- Resources and initiatives to assist academic training directors maintain and enhance innovative resident and fellowship tracks
- Programs that address adult lifelong learning and health professionals to maintain professional certification and development

## **Submitting Online Submissions**

### Creating An Account

If it is your first time on the abstract site, you will need to Create An Account (left hand bar menu) by creating a User ID and Password for direct log in on future visits to the site.

**Next**, you must check the Request box next to the role(s) that you would like to be granted (i.e., overall submission, individual submission, poster submission). As a Chair of a live symposia, you should check an Overview Submission. As Chair, if you are also presenting one of the talks within your session, you should also check individual submission.

**Next**, you are asked to identify conflicts of interest, note your permission to record your session, and identify any content related to off label usage of a commercial product.

**After this step**, your registration is complete and you may submit as many proposals as you would like under each of the categories: Symposia, New Research Posters, Early Investigator Posters.

### Symposia

Each symposium may have no more than 4 presenters, including the chair and discussants. Each session will be 90 minutes, with at least 20 minutes committed to audience participation. Please note that given the time period, fewer speakers will lead to a more in-depth presentation. Over the past several years, sessions have included case presentation discussions, interactive audience response, debates, and traditional lectures. AAGP encourages innovative educational programming that promotes clinical application of best practices and treatment for the elderly.

**Overall abstract submission should be completed by one person**—either the chair or a designated individual, however, each faculty member will be required to submit their own information (individual abstracts are strongly recommended, but not required) for each session in which they are participating. The first step is for the Chair (or designated individual) to submit the information in the “overall” section for any given symposia. After that part of the submission process is complete, **the Chair (or designated individual) should inform all of their faculty and discussants to log into the AAGP Abstract Submission Site to complete the information for their individual sessions.** Note: if you provide the email address for the faculty/discussants, they will also receive an email from the abstract system notifying them that they need to submit the complementary information for the submission to be complete. **Please note that abstract submissions are not considered complete until all faculty have submitted the requested information.**

To begin a new submission choose "**Create a New Submission**" from the left-hand menu. To view, print, or continue editing choose "**View Submissions.**"

**Abstract Limit:** There are no restrictions on the number of submissions you may submit, but faculty may present at no more than four sessions.

**Character Limit:** There is a limit of 5000 characters for the text of your submission. The character count includes spaces. You will be advised of your character count usage throughout the submission process as you save and move to the next step.

**Title And Description:** The title should be entered in Title Case (not ALL CAPS or Sentence case.). Do not put your title in quotation marks. Do not use formatting tags in the title (with the possible exception of the lowercase tag). The description will be used to promote the individual symposium in the Advance and Final Programs.

**Overall Abstract:** You may copy and paste your submission body into the appropriate sections. Please enter a complete abstract for your session. This is the abstract that will be published in the Abstract Supplement of the *American Journal of Geriatric Psychiatry*. Individual speakers are encouraged to add their individual abstracts for the purposes of program committee review and decision. The additional information in the individual author abstracts is for the purposes of giving the program committee a clear idea of what each presenter will discuss, and will not be published. Individual authors submit individual abstracts when they login AFTER the overall submission process is complete.

**Special Characters And Formatting:** If you copy and paste the title and/or body of

your submission from your word processor, special characters should transfer, but formatting will not transfer. You can insert special characters and/or formatting tags using the **Special Characters Palette**. To access the palette, click on the "Special Characters" button located on the Title/Body page.

**Needs Assessment:** All overall presentations must include a Needs Assessment for each session to ensure that it complies with the overall Needs Assessment conducted for the 2011 Annual Meeting by the Annual Meeting and Education Committees.

**CME Questions:** The CME questions are used to provide CME credit for individuals who wish to claim CME for the Annual Meeting sessions after the live program.

**Presentation Type And Category:** You will be asked to select the appropriate presentation type for your submission. Some submission types will have only one selection from which to choose. The Presentation Type is used to place the session in the appropriate track and the Category is used for abstract review. Please note that the AAGP Annual Meeting Program Committee may request that a Chair change the Presentation Type before publication in the Advance Program for the 2011 AAGP Annual Meeting.

**Disclosures:** All presenters on an abstract must complete the Conflict of Interest Disclosure Statement. Presenters fill out this information for themselves.

**Institutions/Affiliations:** **The Chair will be asked to enter all the institutional affiliations for the speakers prior to adding the names of the speakers.** The institutions do not need to be added in a particular order to be able to designate speaker affiliations. After entering all affiliations, the Chair will proceed to the next step of adding speakers and then associating them with the already entered affiliations.

**Speakers:** The Chair must enter all speakers in the order that they should appear in the heading of the abstract. If the person submitting is not the Chair for a submission, they will need to provide contact information for the Chair. The individual (Chair or designated individual) will need to provide correct regular and email addresses for each faculty member on any particular session. **This information is critical as it is used for all faculty correspondence.**

After the overall submission is complete, each faculty member will be required to provide his or her conflict of interest disclosure statement and to provide at least one learning objective for his or her talk. As the Session Chair, it is requested that you request that each of your faculty log on to the system and complete these steps. A session submission will not be considered complete until this information is provided. (You can check your session to see what has been submitted by logging on to the system and viewing your submissions).

**Keywords:** Up to 4 keywords may be selected. You are required to select at least one keyword.

**Tables And Images:** You may add up to 2 tables and 2 images to your submission. Tables and images will appear at the end of your abstract, both on the proof and for publication. Neither tables nor images can be placed within the text of the submission.

**Abstract Proof:** Carefully check the proof of your abstract. Make sure all special characters and formatting are displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make your corrections. AAGP does not provide editing services for your text, so your abstract will be published exactly as submitted by you (though AAGP reserves the right to fix obvious errors that we may find).

**Completing Your Submission:** If you have not completed all required sections and details you will not be able to submit. When all required information is entered, the "Submit" button will appear at the bottom "Proof and Submit" page.

**Notifications:** Notifications will be emailed by July 31, 2010. If you do not receive your notification by that date, please contact AAGP at 301-654-7850 ext. 105.

**Submission Or Meeting Questions:** If you have questions regarding the submission criteria or questions about the Annual Meeting, please contact AAGP at 301-654-7850 ext. 105 or [meetinginfo@aagponline.org](mailto:meetinginfo@aagponline.org).

**Technical Support:** If you have any difficulty with the submission process, please email ScholarOne Technical Support at [ts.acsupport@thomson.com](mailto:ts.acsupport@thomson.com) or call:

Direct Number: +1 (434) 964-4100

Toll Free Number (US Only): (888) 503-1050.

ScholarOne Technical Support is available M-F from 3:00 am to 8:30 pm ET. Technical Support can also be reached from anywhere on the site by clicking on the "Get Help Now" button located in the upper right-hand corner of each page.

## **NEW RESEARCH POSTERS**

Posters are self-explanatory visual presentations of research work. The presenter is required to be present during specified poster session hours for informal discussions about their research with meeting attendees. Posters will be attached to a bulletin board that measures 45" (vertical) by 90" (horizontal). AAGP will not edit poster abstracts, so please ensure that the written submission is in final form. The information published in the *American Journal of Geriatric Psychiatry* is taken verbatim from the online submission.

In order to submit a proposed poster, you will need to have:

- Contact information for presenter:
  - Name and degree(s)
  - Title (e.g., Department Chair, Associate Professor, etc.)
  - Department (if applicable)
  - Institution/Organization
  - Address
  - City/State/Zip

- Phone
- Fax
- E-mail
- Funding: If your poster has received financial support, you must list the funding source on your online submission and/or your poster.
- Abstract (as well as names, degrees, and institutions of all co-authors). AAGP will not edit abstracts, so please submit it in final form.
- Disclosure of conflict of interest for presenting author.
- If there is a medical communications company coordinating your poster submission, please include that information in the appropriate section.

Please note that the use of trade names of pharmacologic agents in the abstract title or the abstract itself is prohibited. Abstracts will not be considered for presentation if they are expected to be published in a scientific journal before February 28, 2011. Abstracts will be published in AAGP's journal, the *American Journal of Geriatric Psychiatry*, and distributed to attendees on site. Abstracts cannot be pulled from publication after December 15, 2010.

### **EARLY INVESTIGATOR POSTERS**

This special section is designed to highlight the research of residents, medical students, research or clinical fellows, or junior faculty (less than 2 years). If you wish to be considered in this special category, please mark the early investigator box when submitting your abstract online. Please note that early investigator posters will be in a separate poster session time period from the other New Research posters.

If the research was partially or fully funded by a proprietary organization (e.g., a pharmaceutical company), a statement to that effect must be included at the bottom of the body of the abstract.

### **INDUSTRY-SUPPORTED SYMPOSIA**

Industry-supported symposia include a meal function and are supported through educational grants. Symposia will include 30 minutes for meal service before the program starts and 90 minutes for program presentations with at least 20 minutes dedicated to a question and answer period. Each symposium may have no more than 4 presenters, including the chair and discussants. There is a rolling admission deadline for industry-supported symposia until all the limited slots are filled. The first review of the proposed programs will be in early July, so submission of proposals by June 30, 2010 is optimal for early decisions and first choice of time slots.

For more detailed information on industry-supported symposia, please refer to *Industry Supported Symposia Policies and Guidelines* at [www.AAGPmeeting.org](http://www.AAGPmeeting.org). **Please note that proposals for industry-supported symposia should not be submitted via the online abstract submission site.** If you wish to propose an industry-supported symposia program, please contact Marj Vanderbilt at [mvanderbilt@aagponline.org](mailto:mvanderbilt@aagponline.org) or 301-654-7850 ext. 107.