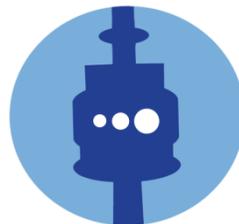# Abstract Guidelines

International Federation on Ageing 14th Global Conference
"Towards a Decade of Healthy Ageing"

Ryerson University and Chelsea Hotel
8 – 10 August 2018

Website: www.ifa2018.com
Email: ifa2018@ifa-fiv.org

The International Federation on Ageing (IFA) invites abstract submissions for oral and poster presentations at the IFA 14th Global Conference on Ageing. Oral presentations comprise of either: a paper presentation, symposium or workshop.

The conference themes and subthemes are aligned with the World Health Organization (WHO) World Report on Ageing and Health and the WHO Global Strategy and Action Plan (GSAP).

As the population ages, the concept of healthy ageing becomes more relevant with the need for health policies and strategies to focus more on prevention and treatment. This will require a transformation of health systems away from disease based curative models and towards a provision of older-person-centered and integrated care, comprehensive long-term care systems and better ways of monitoring the health and functioning of older populations.

Themes and subthemes:

1. **Combating Ageism**	2. **Toward Healthy Ageing**
1.1 Abuse Against Older Persons 1.2 Access to Health and Social Care 1.3 End of Life Care 1.4 Access to Work 1.5 Social Exclusion 1.6 Income Security	2.1 Cognitive Health 2.2 Disease Management 2.3 Life Course Approach to Vaccinations 2.4 Eye Health 2.5 Hearing 2.6 Nutrition 2.7 Oral Health
3. **Age-Friendly Environments**	4. **Addressing Inequalities**
3.1 Age-friendly Cities and Communities 3.2 Brain Health 3.3 Companion Animals 3.4 Innovation in Long-Term Care 3.5 Rehabilitation and Reablement 3.6 Technology and Ageing	4.1 Older LGBTQI 4.2 Older Migrants 4.3 Older Refugees 4.4 Older Prisoners 4.5 Older Women 4.6 Older Homeless Persons 4.7 Older Indigenous Persons

GENERAL INSTRUCTIONS

Thank you for your interest in submitting an abstract for the IFA 14th Global Conference on Ageing. The deadline for all submissions is **6, April 2018** to ensure publication requirements are met. Abstracts will be reviewed on rolling basis with a notification issued within eight weeks after submission.

All abstracts will be reviewed by members of the International Advisory and Program Committee and assigned to the appropriate session for a paper, symposium, workshop or poster presentation.

Preparing and Formatting an Abstract:

- Abstracts can only be submitted online using the Abstract Template's for paper, symposium, workshop and poster presentations available on the conference website
- Abstracts must be submitted in English
- No references, tables or graphics should be included in the abstract
- When using abbreviations within the body of the abstract, please spell out the name in full at first mention and follow with the abbreviation in parenthesis.
- It is the responsibility of the author to ensure abstract text does not contain any typos or grammatical errors. The IFA will not be responsible for any errors published.

- No changes can be made after the abstract deadline has passed.

<u>Submitting Abstracts</u>

Abstracts can be submitted through the Presentation Portal on EventsAir (a link to this portal will be sent in the confirmation email to delegates once they have registered for the conference)

Abstracts must be submitted using the templates provided, if you are having trouble submitting an abstract please email Tarah McMaster at tmcmaster@ifa-fiv.org for assistance.

Once you submit your abstract you should receive a confirmation email within 24 hours, if you do not please contact Tarah McMaster.

ORAL PRESENTATIONS

<u>Paper presentation</u>

A paper presentation refers to a developed academic topic, policy area, an ongoing project or program evaluation. Paper presentations will represent the majority of submissions accepted for the conference and will have the following characteristics:

- 12-15min duration
- 1 presenter per abstract submitted
- In a session with up to five other presenters
- Q&A follows all presenters

Submission Rules for Paper Abstracts

Please ensure the following rules are met when submitting a paper abstract:

- Each paper abstract can be submitted under one theme or sub-theme.
- Paper abstract submissions must not have been previously presented at an IFA Conference.
- No changes can be made to the submitted paper abstract after the submission deadline.

<u>Symposium</u>

A symposium provides a structured format to a group of experts wanting to present on a common topic. Topics addressed in symposiums will be theme and topic specific and at more comprehensive level with multiple speakers providing their opinions, viewpoints and experiences. Topics can include global, country level or regional policy structures, the development and outcomes of campaigns and examples of similar projects or programs working in different regions.

Symposium topics should engage conference audience in critical reflection and discussion on key issues. These structured formats will provide delegates with the opportunity to hear from multiple experts on a key issue, the ability to interact with presenters and ask questions relevant to the topic area.

Please note symposium characteristics below:

- 60min – 90min duration (10 – 15min for each presenter)
- 4 - 5 speakers
- Q&A follows all presenters
- All speakers contact details, biographies and photos submitted with abstract

Submission Rules for Symposium Abstracts

Please ensure the following rules are met when submitting a symposium abstract:

- Each Symposium abstract can only be submitted under one theme and/or sub-theme.

- Ensure that all the symposium speakers have submitted their 150-200 word abstracts in the submission template.
- No changes can be made to the submitted workshop submission after the submission deadline.

The Conference Secretariat would be pleased to work with Symposium Authors to identify individuals who have submitted paper presentations that could better fit within a symposium context should additional presenters be sought.

<u>Workshop</u>

A workshop is an opportunity for a group of interested delegates to be engaged in intensive discussion and activity on a particular topic. A workshop can feature educational material with a particular focus on emerging trends, promising practices, applied research and replicable programs. In addition to building new knowledge, workshops can educate delegates on particular skills that can be used in a practical setting such as program management, policy development and organizational leadership.

These sessions may be structured in a form of a crafted panel, a dialogue or debate, case studies and interactive activities. A workshop has the following characteristics:

- 50- 90 min duration
- 2 or 3 speakers
- No changes can be made to the submitted workshop submission after the submission deadline.

Submission Rules for Workshop Abstracts

 Please ensure the following rules are met when submitting a workshop abstract:

- Each workshop abstract can only be submitted under one theme or sub-theme.
- Ensure you have identified all the facilitators within the workshop
- No changes can be made to the submitted workshop submission after the submission deadline.

POSTER PRESENTATIONS

A poster presentation is designed to allow the presenter to have a static image of text and graphics describing preliminary findings from research or published papers, description of programs or their activities or other creative work completed in the field related to the conferences subthemes. Work being submitted in a poster format must lend itself well to visual displays and representations. These sessions allow for engagement in informal discussions about the work with interested delegates throughout the conference.

Posters will be accessible on two platforms: (1) on display at the conference and (2) on the IFA conference website and app. This will allow delegates to browse and search online for specific posters and make contact with poster submitters via the conference app.

As this is an interactive conference, it is expected that at least one author of the submitted poster will register and attend the conference to be available to discuss the research with fellow delegates during scheduled timeslots.

Submission Rules of Poster Abstracts

- Each poster abstract can only be submitted under one theme or sub-theme.
- No changes can be made to the submitted workshop submission after the submission deadline.

Preparation of Posters

Each poster will be presented on one side of a large poster board. The *maximum* dimensions for your poster are 2.28 m x 1.14 m. Your poster does not have to be the maximum size, but should be large enough to be read from a comfortable distance (at least 1.5 m away). A comfortable (and affordable!) poster size is generally approximately 1.5 m x 1 m, though you may want to confirm available paper sizes with your Printer before you begin.

A poster presentation is a graphically oriented summary of your research and is considered successful if it conveys a clear message to the viewers. A poster is not a conference paper, and simply pinning a paper to a poster board usually makes a very poor poster. In preparing a poster, simplicity is the key. A poster should not contain a lot of details—the poster should tell a complete story by itself, but a presenter can always communicate the fine points to interested participants. The poster should provide clear information on objectives, the approach, the main results and the major conclusions of the research. Where possible, use pictures, graphs and (limited) tables rather than text. Viewers should be able to grasp the message in a short time, e.g., less than one minute.

Suggested Format
(Note: alternate formats used at prior conferences are acceptable; this format may not be applicable for Overview presentations.)
- **Title** : Include a banner frame clearly stating the title of the poster.
- **Abstract** : Display your abstract on one frame, accompanied by your name, and department on one frame. **Introduction** : Specify the objective of your study, provide an overview of what you have done, and point out the significance and value of the research. Be succinct in this one-frame element.
- **Method** : Use at least one frame to present the methodology.
- **Results** : Indicate what your research has revealed.
- **Conclusion** : Include, in one frame, an explanation of the ways the results satisfy the research objective.

Finally, be sure to acknowledge any support you received that enabled the completion of your project (e.g., include the logos your academic and financial sponsors).

Suggested Layout and Design
- Your title should be appropriate for a general academic audience; make it interesting and informative.
- The poster presentation should be self-contained and complete without additional oral explanation.
- Each frame of the poster presentation should contain a text block, a graphic, or a combination of the two elements.
- The poster presentation should clearly indicate the order for viewing.
- Text size should be at least 18 -24 points and be legible from 1.5 to 2 meters away. The title should be legible from 5 to 10 meters.
- Limit the number of colours and background images used to avoid busyness and distractions.
- Textual explanations should be kept to a minimum. Be creative in the graphical and pictorial representation of your research. At least 50% of the poster presentation should be figures (i.e., charts, graphs, illustrations). Try using a variety of figure types. Limit your use of tables.

- Limit poster presentations to 12 frames.
- Provide clear captions for all figures. The figures should be in pleasing visual proportion to the font size used for captions.
- Use colour to add impact and visual appeal.

Frequent Mistakes

Too many posters do not succeed in getting their message across. Here are some of the main errors presenters make:

- Too much text!
- Text too small.
- Unclear structure - make sure your objectives, approach, conclusions or perspectives are clear.
- Inappropriate structure - make sure to apply the standard structure of a written report i.e., title, abstract, introduction, experimental method, results, discussion, conclusion.
- Poor figures - make graphics/charts reader friendly.
- Information overload - too much information.