



**IPA** INTERNATIONAL PSYCHOGERIATRIC ASSOCIATION  
**International Congress**

13-16 October **2015**

*Balancing Cure with Care: Advances in Late Life Mental Health*

**ABSTRACT SUBMISSION GUIDELINES**  
**IPA 17<sup>th</sup> International Congress**

**INTRODUCTION**

Abstract submission guidelines for the IPA 17<sup>th</sup> International Congress provided herein are to offer clear instruction for submitting an abstract. Please review this information carefully and submit your abstract in accordance with the guidelines.

IPA and the Scientific Committee for the 17<sup>th</sup> International Congress reserve the right to reject any abstract that does not meet the requirements set forth in this document or is in violation of them.

## **OVERVIEW OF ABSTRACTS ACCEPTED**

The Scientific Committee invites the submission of the following types of abstracts for the IPA 17<sup>th</sup> International Congress:

- Symposia Presentations
- Free/Oral Communication Presentations
- Poster presentations

All presenting authors of accepted abstracts must register with payment by the Early Registration Deadline and attend the meeting. Failure to register by the Early Registration Deadline will result in withdrawal of the abstract.

## **ABSTRACT SUBMISSION DEADLINE**

The deadline for abstract submission for the IPA 17<sup>th</sup> International Congress in Berlin, Germany is **14 April 2015**.

## **GENERAL ABSTRACT GUIDELINES**

1. Abstracts must be in English.
2. Abstract titles must be in ALL CAPS.
3. The maximum number of words in the abstract body is 350.
4. Authors may select their presentation type preference, but the Scientific Committee will make the final decision after review. The presentation types are as follows:

### **Symposia Presentations - General:**

- Symposia are 90 minutes in duration and typically include 3 – 4 presentations. Please plan your submission based on a 20-25 minute time frame depending on the total number of speakers in your symposium.
- As part of the symposium abstract submission, only the Symposium Chair should provide an overview of the symposia of approximately 350 words.
- Abstracts for each individual symposium presentation can be up to 350 words.
- You may include images and tables with your abstract, but they are not required.

**Free/Oral Communication Presentations - General:**

- The presenter will have approximately 7-10 minutes for their presentation and 3-5 minutes for questions and answers, depending upon the number of presentations in a session.
- Abstracts for each individual presentation can be up to 350 words.
- You may include images and tables with your abstract, but they are not required.

**Poster Presentations - General:**

- The presenter will have approximately 7-10 minutes for their presentation and 3-5 minutes for questions and answers, depending upon the number of presentations in a session.
- Abstracts for each poster can be up to 350 words.
- You may include images and tables with your abstract, but they are not required.

5. Generic drug names may be used, but commercial (product, brand) drug names are not allowed anywhere in the presentation.
6. Authors may edit and modify their abstracts until the abstract submission deadline (**14 April 2015**). However, no further edits or modifications will be permitted after the deadline.
7. We suggest the use of the following categories to structure your abstract
  - Objective
  - Methods
  - Results
  - Conclusion
8. References:
  - No more than 30 articles that have been published or are in press should be cited. If authors believe that more than 30 references are essential this must be justified.
  - Unpublished data, personal communications, and manuscripts submitted for publication should be cited in the text and the supporting material submitted with the abstract.
  - The International Psychogeriatric Association uses the Harvard referencing system. Within the text of each abstract, journal articles should be cited in the style (Smith and Jones, 1999). Where an article quoted in the body of the text has more than two authors the term “*et al.*” should be employed, i.e., (Smith *et al.*, 1999). Text citations of multiple articles should be separated by semicolons, i.e., (Smith and Jones, 1999; Smith *et al.*, 1999). At the end of each paper, all cited references should be listed alphabetically in the style indicated below. If the Digital Object Identifier (doi) is known, it should be added to the reference.

For a journal article: **Smith, J., Jones, W. I. and Doe, J. T.** (1996). Psychogeriatrics for pleasure and profit: an expanding field. *International Journal of Unreproducible Results*, 3, 240–242.  
doi:12.3456/S123456789.

For a book: **Smith, J.A., Brown, P.Q., Jones, H.A. and Robinson, D.V.** (2001). *Acute Confusional States*. New York: Cambridge University Press.

For a book chapter. **Park, K., Tiger, B. and Runn, F.** (1999). Psychogeriatrics in context. In G.Verdi and A. Boito, (Eds.) *New Medical Specialties* (pp. 240–260)  
Cambridge: Cambridge University Press.

- Where an article or book chapter has more than six authors only the first author's name should be given followed by the words “et al.”.

### **Abstract review and Selection**

Each abstract will be reviewed by a minimum of three members of the Scientific Advisory Committee. The Scientific Advisory Committee is composed of a multi-disciplinary, multi-cultural group of IPA members. Abstracts will be assigned to members of the Committee based on discipline and practice area to ensure a thorough and fair review.

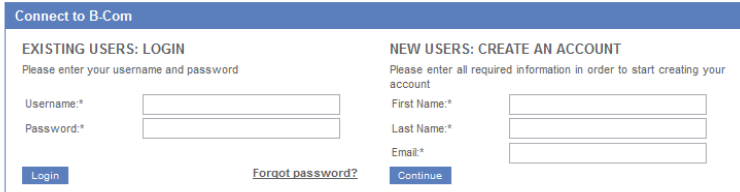
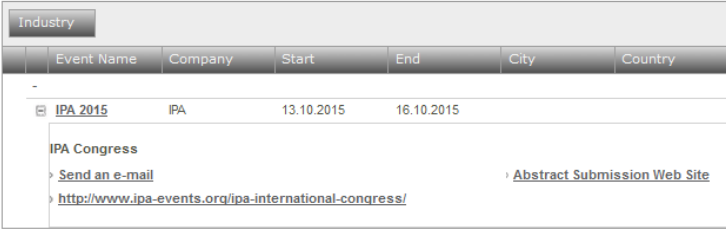
Review of abstracts is based on the following criteria:

- Scientific/clinical originality
- Scientific/clinical quality
- Relevance to the field
- Adherence to the Meeting theme
- Ability to generate interest among delegates

The Scientific Advisory Committee reviews will result in a recommendation for acceptance, rejection, or acceptance as an alternate type of presentation (e.g., free/oral communication accepted as a poster).

Submitting authors will receive notification of acceptance or rejection via e-mail after Monday, 24 May 2015.

**HOW TO SUBMIT AN ABSTRACT**

<p>Abstracts must be submitted through the IPA Congress abstract system at <a href="http://www.b-com.mci-group.com/AbstractSubmission/ipa2015.aspx">www.b-com.mci-group.com/AbstractSubmission/ipa2015.aspx</a>. (the abstract system is also accessible from <a href="http://www.ipa-events.org/ipa-international-congress/">www.ipa-events.org/ipa-international-congress/</a> ) You will be required to create a login name and password. If you have already used MCI's B-Com program before for another meeting, you may use the same login details.</p>	
<p>Once logged in, select "IPA 2015" then select "Abstract Submission Web Site"</p>	

**STEP-BY-STEP GUIDE – ABSTRACT SUBMISSION:**

**Contact information** – Complete this section with information about where you can be reached. Fields marked with an asterisk (\*) are required.

When finished, click next.

**Contact Information**

**Profile**

All correspondence regarding the abstract will be sent by email to the contact details provided on this page

Title: \*

First Name: \*

Middle Name:

Last Name: \*

Institution/Company: \*

Birth Date:

Email:

Country of Origin:

**Main Address**

Please state your main address.

Street:

Postal Code:

City: \*

State/Province:

Country: \*

**Declaration** – Read and accept the declaration. When finished, click next.

## Abstract Submission

### Declaration

1. I/we take full responsibility for the content of my/our abstract and presentation.
2. I/we give permission for my/our abstract to be published in the Congress abstract book.
3. I/we understand that I/we may not use my/our presentation as a means of selling my/our organizations' products or services.
4. The presenting author agrees to register and pay the necessary fee.
5. If my/our research involves human studies it has been reviewed by the relevant ethics committee and has been performed in accordance with the ethical standards established in the 1936 revision of the Helsinki Declaration (JAMA 277:925-926, 1997).
6. All presentation and supporting materials promote clinical or quality improvements in patient care, not any specific proprietary business or commercial interest. Generic names will be used when possible.
7. I/we will disclose all relevant financial relationships and any conflicts of interest that pertain to the subject research of my/our abstract during this submission (see below) and at the beginning of my/our presentation.

I/we herewith confirm that I have read and understood the [Abstract Guidelines](#)

I have read and confirm that my abstract complies with the above declaration

[< Back](#)

[Next >](#)

**Abstract Classification** – Fill in all fields as indicated below. Those marked with an asterisk (\*) are required.

- Abstract Title\* – The title should be in all caps.
- Topic\* – Using the drop down menu, indicate the topic of your session. **Please note: If you are submitting an abstract for the Capacity Conference (pre-conference programming), you will use topic #51, NOT topic #6.**
- Keywords – This is not a mandatory field, however you may add keywords you would like associated with your abstract here.

## Abstract Classification

### Abstract Title \*

Remaining: 200 / 200 Min. characters: 1

### Topic \*

Selected Topic:

[Please click here to select your topic](#)

### Keywords

Please enter the keywords you would like to associate to your abstract. For each keyword, click "New keyword", enter the keyword, then click "Validate" to confirm your entry.

No Keyword defined

[New Keyword](#)

- Abstract Questionnaires\* –
  - *Please choose your preferred presentation method:*
    - Poster
    - Free Communication
    - Symposium
    - Pre-meeting Program – Capacity Conference (Free/Oral Communication)
    - Pre-meeting Program – Capacity Conference (Poster Submissions only)
  - *Please indicate your occupation:* Indicate appropriate response
  - *Please indicate your primary discipline:* Indicate appropriate response
- Terms and Conditions--
  - *Disclosure of Financial Relationship:* Disclose the nature of any financial relationships or indicate “none”
  - *Permission to Record\*:* Read and indicate appropriate response
  - *Permission to Use Presentation Slides\*:* Read and indicate appropriate response

#### Abstract Questionnaires

Please choose your preferred presentation method \*

Free Communication ▼

Please indicate your occupation \*

< Please select a value > ▼

Please indicate your primary discipline \*

< Please select a value > ▼

#### Terms & Conditions

Disclosure of Financial Relationship

< Please select a value > ▼

Please enter here the author's name, the company, and the nature of the relationship \*

Permission to Record: \*

< Please select a value > ▼

Permission to Use Presentation Slides \*

< Please select a value > ▼



**Author(s)** – Follow the on-screen instructions for all author and co-author details. Note that the first entry in the table is pre-filled with the submitter’s details. This entry can be removed by clicking on the (x).

### Author(s)

Please do NOT enter the author(s) details in upper case!  
 Please don't forget to indicate possible conflicts of interest on the lower right hand side of the grey box below. If you don't complete this field, conflicts of interest will automatically be set as none declared

Title	Last Name	First Name	
			✎ ✕ Ⓐ ⚙
Submitting Author, Presenting Author			
Affiliations:		Conflicts of Interest:	
-		None declared	
› <a href="#">Indicate/modify affiliations</a>		› <a href="#">Declare Conflicts of Interest</a>	
› <a href="#">Add an author</a>			

(\*) required field

[< Back](#)

[Next >](#)

**Abstract Body** – Enter your abstract and upload any images or figures to be included. If you are submitting a symposium, please include in you abstract, an overview of the session as well as the title, author, and abstract for each presentation.

When you have finished, click next.

### Abstract Body

#### Abstract Content

Full submission \*

Please submit your abstract below. For symposium submissions, please include in your abstract an overview of the session and the title, author, and abstract for each presentation.

B I U | ABC |     |   | x x | Ω 📷 📄


0 Words, 0 Characters (with spaces).

Image

You can upload a JPG, GIF or PNG file.  
 If your upload does not work, try a smaller picture.

	Minimum	Maximum
Width		5'000 pixels
Height		5'000 pixels
Size		5'000 KB
Resolution		5000 dpi

	<p>References</p> <p>The International Psychogeriatric Association uses the Harvard referencing system. For more information about citing references, please consult the Abstract Submission Guidelines.</p>  <p>0 Words, 0 Characters (with spaces).</p>
<p><b>Abstract Preview</b> – You will now be able to preview your abstract. If your abstract has met all of the requirements you will see a grey box “set as final submission”. Click this box only when you are ready to submit your abstract for review.</p> <p>If your abstract does not meet the requirements you will be asked to save as a draft. You can then login as often as you wish before the deadline to amend until you are satisfied with your abstract and it meets all requirements.</p> <p><b>Confirmation</b> – Once you click “set as final submission” your abstract is set for review. However, before the submission deadline (<b>14 April 2015</b>) you will still be able to login again and edit your abstract. Note that you will no longer be able to edit your abstract after the submission deadline.</p> <p>After submitting your abstract successfully you will receive a confirmation of your submission by e-mail.</p>	<p><b>Abstract Preview</b></p> <div data-bbox="1192 597 1812 703"><p>Confirm as your Final Submission Your abstract will be recorded as Final Submission and will be reviewed once the submission process is closed.</p><p><a href="#">Set as Final Submission</a></p></div> <p><b>SAMPLE SAMPLE SAMPLE</b> <span style="float: right;">Draft</span></p> <p>Abstract Submission : IPA 2015 Submission Identifier: IPA-318 Event: IPA 2015 Filed under: Created on</p> <p><a href="#">Withdraw Submission</a> <a href="#">Abstract Versions</a></p> <p>Below is a preview of your abstract. If errors are listed above please amend your abstract accordingly.</p> <p>› If your abstract does <u>not fulfil</u> the submission rules you can save your abstract and finalize it at a later stage. In this case, please use the “Save draft” button on the bottom of the page</p> <p>› If your abstract <u>fulfils</u> the submission rules use the “Confirm Submission” button on the bottom of the page to confirm your submission. You still have the possibility to modify the abstract until the submission deadline</p> <p>You have the possibility to download your abstract in WORD (version 2003 or higher required) or PDF You can download <a href="#">OpenOffice</a> to view the file if you work with an older WORD version.</p> <p><a href="#">Download as Word</a> <a href="#">Download as PDF</a></p>

**NEED HELP?**

Should you require further help with your abstract submission or have any questions, please contact the **IPA Meeting Secretariat** at:

MCI  
Tel: +31 20 679 3411  
E-mail: [ipameetingsecretariat@mci-group.com](mailto:ipameetingsecretariat@mci-group.com)