ABSTRACT SUBMISSION AUTHOR GUIDELINES FOR ORAL COMMUNICATION OR POSTER PRESENTATION

A. GENERALITIES

This online abstract submission will close on **June 4, 2024**. No late abstracts will be accepted. Presenting authors will be notified of the Scientific Committee's decision regarding acceptance of their abstracts.

Only abstracts submitted via the online system will be considered. Please do not send abstracts by email, they will be returned.

Please note that abstracts submitted for an oral communication will automatically be considered for a poster presentation if not selected for an oral communication. **Do not submit abstracts twice. Double submissions will be discarded from the system.**

Oral communications can only be presented in-person in Madrid. If you are planning on attending remotely you can only submit for a poster presentation that will be presented in our Virtual Poster Hall.

B. STEP-BY-STEP ONLINE SUBMISSION GUIDELINES

Step 1: In the scroll down menu for type of presentation select the type of presentation **"ORAL COMMUNICATION presented in-person"** or **"POSTER PRESENTATION presented in-person" or "POSTER PRESENTATION presented remotely"** – Attention do not submit the same abstract for an oral communication and a poster presentation, if your abstract is not accepted for an oral communication, it will be automatically considered for a poster presentation.

Step 2: In the scroll down menu for topics make sure you select the topic of your choice from those listed below

1. Clinical trials: methodology
2. Clinical trials: results
3. Clinical trials: imaging
4. Clinical trials: biomarkers including plasma
5. Clinical trials: cognitive and functional endpoints
6. Cognitive assessment and clinical trials
7. Behavioral disorders and clinical trials
8. Health economics and clinical trials
9. Epidemiology and clinical trials
10. Animal model
11. New therapies and clinical trials
12. Proof of Concept/Translational research for Alzheimer Drug Development interventions
13. Digital health/E-trials
14. Beyond Amyloid and Tau

NEW this year 15. Clinical Trials Early Career Investigator Showcase (see description and criteria below)

Description of this category:

Early career investigators on a career track as an AD/ADRD therapeutic trials clinical investigator or principal investigator play a critical role in the advancement of AD/ADRD therapeutic research through new discoveries,

improved methodologies, and translation of successful interventions into clinical care. These individuals will also design and lead the next generation of AD/ADRD clinical trials, build the global trials network and form the next generation of investigators and clinical trials leaders in the field.

Promoting the professional development of these emerging leaders is vital for their success. CTAD is the only conference that brings together the world's leading AD/ADRD clinical trialists working in academia, industry and not-for-profit organizations and has a focus on Alzheimer's Disease therapeutic trials. A platform at CTAD for these early-career investigators to showcase their research will increase their visibility and support their professional advancement. Such a space also gives them the opportunity to converse with senior clinical trialists about their work, learn about potential research opportunities early in their career, and help establish a global early career trials investigator network.

Submission criteria for this category:

- Individuals can be from academia, industry, or not for profit organizations.
- Research projects must have direct relevance to AD/ADRD clinical trials design, conduct or analysis.
- Must be AD/ADRD clinical trials research (only human trials) including but not limited to the areas of study design, biomarkers (imaging, biofluids, digital) outcomes, clinical/functional outcomes, recruitment and retention science, trials operations, statistical methodology and regulatory science.
- Individuals must be within 7 years of completing a terminal degree (e.g. MD, PhD, PharmD)

This category is only for POSTER submissions - Poster Session: A featured poster session at CTAD24 will highlight relevant and impactful research being conducted in the field of AD/ADRD clinical trials research.
Please note that if the Scientific Committee feels that your abstract is not a good fit for this category you will be redirected to another submission topic.

Step 3: Enter the name and affiliation of the presenting author

- Enter names and affiliation of co-authors as needed – Maximum of 15 co-authors is allowed.
- **A picture of the presenting authors is required**, you will be asked to upload the picture in .jpeg or .png (this will be used for the online app)
- **Bio of the presenting author** is required you will be asked to enter the bio after the abstract text. Attention text is limited to 200 words.

Step 4: In the dedicated box please enter the text of your abstract according to the instructions below

C. AUTHOR INSTRUCTIONS

- *Data presented*: Abstracts submitted at CTAD must be new data or updated data. Encore abstracts are not accepted and will not be selected for presentation and/or publication.
- *Abstract selection*: Abstracts are selected on a peer-review basis by **the CTAD Scientific Committee**
- *Abstract publication*: Abstracts accepted for presentation at CTAD 2024 will be published in a supplement of **the Journal of Prevention of Alzheimer's Disease** after the event. It is thus essential to follow the below instructions in preparing your abstract. Abstracts submitted in an inappropriate format will not be considered for presentation and/or publication.
- *Structured abstract*: Abstracts must be structured with the following headings in bold font: Background, Methods, Results, Conclusions, Keywords, Disclosures, References
- *Disclosures*: All authors are responsible for recognizing and disclosing any conflict of interest that could be perceived to bias their work, making known all financial support, grants, and any other personal connections. Biographical descriptions should be avoided but we do want transparency, delivered in a concise and full sentence

- *Abstract text* is limited to 500 words excluding keywords, disclosures and references
- *Additional material*: Tables, graphs and figures **are not** permitted
- *Trademarks*: Generic drug names are preferable to trademarked, brand-named drugs (for example, use acetaminophen as opposed to Tylenol, Johnson & Johnson Consumer, Inc., US). In all abstracts where brand or trade names are included the manufacturer names and locations are also required.
- *References*: References and citations to previously published work should be avoided. Where cited and necessary it is acceptable to provide abbreviated references with the DOI or web links to sources. Where the DOI or web links are not available the references should conform to the Journal format for reference lists.
- *Copyright*: In submitting your abstract via the CTAD online submission system you agree to the transfer of copyright to Serdi and Springer Nature publishers of the Journal of Prevention of Alzheimer's Disease.
- *Author duties*: In submitting your abstract via the CTAD online submission system you agree to abide by the author duties available here: https://www.ctad-alzheimer.com/author-duties

Abstract text sample:

Title : Properties of the meeting abstract: Mystery elements explained

[1]Given M Family, [2]Kong-sang (Jackie) Chan, [1,2]Victoria Von Waltz, [2]on behalf of RSMA workgroup

[1]University of Abstraction, Boston, MA, USA; [2]Royal Society of Meeting Abstracts (RSMA), Wan Chai, Hong Kong, PR China.

Background: The Background includes what is already known and what is not known about the subject, and so describes the purpose for the presentation and aim of study. It is important here and throughout to avoid using acronyms or perpetuating misspellings and jargon from previous work.

Methods: The Method section will include details on how the study was carried out [1], such as sample sizes (and variations), source of sample if limited or defined by location, any requirements for inclusion, and duration of the study [2]. Generic drug names are preferable when describing dosage [3].

Results: The Results section should have detailed findings and comparisons summarized in complete sentences. The data will be used to define the Conclusion, which may be negative, or may not be significant. If all data cannot be shared and summarized in the limited space it may be helpful to deposit data in an open repository and focus on the primary purpose.

Conclusion: In addition to briefly summarizing the results, this section may also highlight new or unexpected results and advise on future studies. Statements may only refer to the author conclusions collectively and within a wider perspective rather than offering individual and subjective opinions.

Keywords: clinical trial phase, short phrases, limit of four.

Clinical Trial Registry: NCT12345678; https://clinicaltrials.gov

Data Deposition: https://dx.doi.org/00.0000/m0.figshare.000000.v1

Disclosures: VVWs employer received a grant from Pharmatown. The authors declared no competing interests.

References

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2. Author B, et al. *Book Title.* Publisher; 2013: 369–377. http://doi.org/00.0000/b.000000000
3. Program Name. Version XX. Company Name; 2016. Accessible: http://www.includethewebaddress.com
4. ABC Committee. *Guide for Authors*; 2016:1552-1554. https://www.springer.com/gb/authors-editors/authorandreviewertutorials/writing-a-journal-manuscript/figures-and-tables/10285530