

Program Development and Abstract Submission

The ADS Scientific Sessions are developed from proposals for symposia, workshops and roundtable discussions, and from submitted abstracts for oral and poster presentations. Please refer to these instructions for submission definitions, process, and associated deadlines.

Presentation and Presenter Requirements

Presentations at the 7th Annual Meeting of the American Delirium Society remain the property of the author. Individuals do not need to be members of ADS to submit an abstract for consideration, however, those selected and who choose to present are required to register for the conference.

Scientific Session Formats

- Abstracts for Oral and Poster Presentations
- Symposium and Workshop Proposals
- Roundtable Discussion Proposals
- Pro-Con Debates

Continuing Education

Scientific sessions are reviewed for continuing education credits. If a submitted abstract, symposium, workshop, roundtable or debate proposal is accepted, presenters will be asked to complete relevant disclosure and CME objectives forms no later than **six (6) weeks** prior to the date of presentation.

PLEASE EMAIL PROPOSAL SUBMISSIONS TO: info@americandeliriumsociety.org **SUBJECT: "Proposal"**

September 15 th , 2016	Deadline for Submission of Proposals for Symposia, Workshops and Roundtable Discussions
October 13 th , 2016	Email Notification of Status Sent to Proposal Submitters
December 15 th , 2016	Deadline for Submission of Oral Presentation Abstracts
January 20 th , 2017	Email Notification of Status to Oral Abstract Presenters
January 16 th , 2017	Deadline for Poster Abstract Submissions
February 20 th , 2017	Email Notification of Status to Poster Abstract Presenters
March 31 st , 2017	Early Registration Deadline (Presenters must register by this date)
June 4 th -6 th , 2017	American Delirium Society's 7 th Annual Meeting – Nashville, TN

Presentation Formats

1. Oral presentation and poster abstracts are single submissions, with one or more authors. Abstracts should not exceed 300 words, should be single-spaced, and titles should be formatted in uppercase and lowercase letters. Use of product names in the title or body may lead to abstract disqualification. Please use generic names for all therapeutic agents and define all abbreviations with first usage. When percentages are used, the absolute numbers from which the fractions are derived must also be stated. Organize abstract sections using the following headings:

- **OBJECTIVE(S)** – The hypothesis tested or purpose of the study.
- **METHODS** – Details of the study design or protocol.
- **RESULTS** – Results of the study with appropriate statistical inferences.
- **CONCLUSIONS** – Clinical importance and potential significance of findings.

Oral presentations will be allotted a minimum of 10 minutes for presentation of the work, followed by a brief Q&A session. This format may provide only limited opportunity for fully presenting one's work and for interacting with attendees. Abstracts chosen for oral presentation will be integrated into the remainder of the scientific program by the ADS Conference Planning Committee. Abstracts that are not selected for oral presentations will be automatically evaluated for poster presentations.

Poster presentations are encouraged so that many individuals can share in new research findings, new ideas, innovations, and scientific advances. Poster sessions allow presenters and attendees to engage in extended discussions. Posters will be displayed on a 4' x 6' poster board along with others arranged in rows in a large hall. Presenters are asked to be at their assigned poster board location during the entire length of the poster session. If your submission is accepted for presentation in a poster session, you will receive further instructions to help you prepare your materials according to the required format.

2. Symposia and Workshops

Symposia are organized in a 90-minute session format for presenting related research on a single topic or theme (e.g., pathophysiology, diagnosis, treatment). Preference is given to symposia that are empirically based, and either present new research data or the findings of systematic literature reviews. The format typically includes a chairperson and three or four primary presenters. The chairperson, who may also be a presenter, arranges the symposium, provides a brief overview of the topic for the audience, and introduces speakers.

Workshops are intended to provide an in-depth review of topics that are of immediate use in the clinical setting. To this end, presenters should provide participants with handouts and summaries outlining the workshop material. ADS requests that the content of workshops be empirically derived and include evidence-based approaches to the care of patients. Workshops are 90-minute sessions, which typically involve brief presentations from individual panel members, followed by the opportunity for a lively and informative discussion. This format allows for substantial audience participation and should be highly interactive.

3. Roundtable Discussions are 90-minute sessions intended to identify an important area in delirium research that has been mired in controversy and to bring together experts to help move the field forward. The purpose is to review and discuss scientific research related to the topic, to provide a forum for interaction between experts on the topic, and, ultimately, to develop clear consensus statements or recommendations for research about the topic. ADS will select one (1) roundtable discussion this year.

4. Pro-Con Debates are 60-minute sessions intended to highlight a controversial topic in the field of delirium (either clinical, theoretical, or research based) in which the presenters debate opposing arguments. The format should include a moderator who presents the topic and highlights the controversy, and pro and con presenters. The ADS will select one (1) pro-con discussion for debate this year and will further assign a discussant who will summarize the arguments and provide final comments at the end of the debate.

This submission is intended for consideration for the following (choose **only** one):

- ☐ **ABSTRACT FOR ORAL PRESENTATION or POSTER PRESENTATION** (assigned by Program Committee)
- ☐ **SYMPOSIUM**
- ☐ **WORKSHOP**
- ☐ **ROUNDTABLE DISCUSSION**
- ☐ **PRO-CON DEBATE**

Please initial below:

_____ If accepted for a presentation, I will provide copies of my presentation in accordance with requirements for CE accreditation.

_____ If accepted for a presentation, I will provide to ADS a version of the presentation for distribution to registered attendees by May 1, 2017.

Please enter the FULL TITLE of your proposal (using mixed-case letters) as it is intended to be printed in the final program, followed by the AUTHORSHIP LIST.

Please provide three (3) educational objectives of your proposal:

- 1)
- 2)
- 3)

Please indicate the relevance of this presentation to the audience (30 words max):

1. ORAL PRESENTATION and POSTER ABSTRACTS

- ☐ I confirm that all authors have approved the following abstract
☐ I am a student (medical student/resident or undergraduate/PhD trainee)

Please enter an abstract of your proposal (maximum 300 words).

2. WORKSHOPS and SYMPOSIA

Please provide a brief description of the workshop/symposia and the role of each participant.

3. ROUNDTABLE DISCUSSIONS

Please provide a brief description of the topic that would benefit from the Round Table Discussion. Also provide a list of experts with the qualifications that make them suitable candidates for participation in the roundtable discussion.

4. PRO-CON DEBATE

Please provide a brief description of the topic that would benefit from being presented in a Pro-Con Debate format. Provide a list of the expert debaters with the qualifications that make them suitable candidates for participation.

Author(s) for Abstracts /Presenter(s) for Symposia, Workshops, Roundtables, and Debates**PRIMARY AUTHOR/CHAIRPERSON**

First Name _____ Middle Initial ____ Last Name _____

Professional Title _____ Degrees _____

Primary Affiliation _____

Email Address _____ Phone # _____

Mailing Address (line 1) _____

Mailing Address (line 2) _____

City _____ State/Province _____

Country _____ Postal Code _____

CO-AUTHOR 1/PRESENTER 1

First Name _____ Middle Initial ____ Last Name _____

Professional Title _____ Degrees _____

Primary Affiliation _____

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CO-AUTHOR 2/PRESENTER 2

First Name _____ Middle Initial ____ Last Name _____

Professional Title _____ Degrees _____

Primary Affiliation _____

Email Address _____ Phone # _____

CO-AUTHOR 3/PRESENTER 3

First Name _____ Middle Initial ____ Last Name _____

Professional Title _____ Degrees _____

Primary Affiliation _____

Email Address _____ Phone # _____

CO-AUTHOR 4/PRESENTER 4

First Name _____ Middle Initial ____ Last Name _____

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Primary Affiliation _____

Email Address _____ Phone # _____

CO-AUTHOR 5/PRESENTER 5

First Name _____ Middle Initial ____ Last Name _____

Professional Title _____ Degrees _____

Primary Affiliation _____

Email Address _____ Phone # _____

CO-AUTHOR 6/PRESENTER 6

First Name _____ Middle Initial ____ Last Name _____

Professional Title _____ Degrees _____

Primary Affiliation _____

Email Address _____ Phone # _____

CO-AUTHOR 7/PRESENTER 7

First Name _____ Middle Initial ____ Last Name _____

Professional Title _____ Degrees _____

Primary Affiliation _____

Email Address _____ Phone # _____

CO-AUTHOR 8/PRESENTER 8

First Name _____ Middle Initial ____ Last Name _____

Professional Title _____ Degrees _____

Primary Affiliation _____

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