Abstract Submission Guidelines

The International Federation on Ageing (IFA) invites abstract submissions* for symposiums, workshops, papers and poster presentations regarding the following themes:

Please note that abstract presenters can choose between presenting virtually or in-person.

Conference Themes

Ageism	**Institutional ageism:** health, workplace, media, legal and politics	**Reducing ageism:** policy and law, campaigns, educational and intergenerational activities	**Ageism and equity:** gender, ethnicity, literacy, food and income security
Age-friendly Cities and Communities	**Settings and implications:** urban and rural, high income and low income, local, subnational and national	**Models, planning and impact:** evidence-based action, tools, scaling up and replicating	**Barriers and enablers:** technology, housing, urban / town planning
Primary health care	**Improving capacities:** cognition, mobility, vision, hearing, mental health and oral health	**Caregiver issues and actions:** isolation, financial burden and stress	**Integrated care:** models, good practice, measurement
Long-term care	**Quality and safety:** innovative models, use of technology, workforce and infrastructure	**Regulations and funding:** care standards, building codes and abuse and neglect	**Marginalised groups:** people with disabilities, indigenous, homeless, people living with dementia
Older people and pandemics	**Adult vaccination:** prevention, access and equity	**COVID-19:** lessons learned and actions taken	**Vaccination innovations:** vaccines, delivery, messaging

General Instructions

Thank you for your interest in submitting an abstract for the IFA 15th Global Conference on Ageing. The deadline for all submissions is **1 June 2021**. Abstracts will be reviewed on rolling basis with a notification issued within 4 weeks of the submission.

All abstracts will be reviewed by appropriate experts and assigned to a suitable session for a paper, symposium, workshop or poster presentation.

Preparing and Formatting an Abstract:

- Abstracts can only be submitted online using the relevant Abstract Template available on the conference website

- Abstracts must be submitted in English

- Abstracts must be submitted as a Word Document

- No references, tables or graphics should be included in the abstract

- When using abbreviations within the body of the abstract, please spell out the word 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 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.

- To be included in the conference program, all presenters must pay their registration fees in full before the presentation is placed in the program. The final date for payments is **1 September 2021,** after which time there is no guarantee the abstract will be included in the program.

Submitting Abstracts

Abstracts must 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).

Should you have questions or problems in submitting an abstract using the template please email Ms Nathalia Wittingham at nwittingham@ifa.ngo for assistance.

Once the abstract is submitted a confirmation email should be received within 24 hours; if you do not receive it please contact Nathalia Wittingham.

Please note that presenters will have the opportunity to present virtually or in-person, and all presentations will be accessible on display on-site and on the virtual platform.

Virtual Presentations

The IFA is aware that in these challenging times presenters not only want to be able to reach, engage and communicate with everyone near or far. That is why, whether it is virtually or in-person, the IFA will connect presenters with global audiences through a high-end, advanced audio-visual technology and streaming equipment that include:
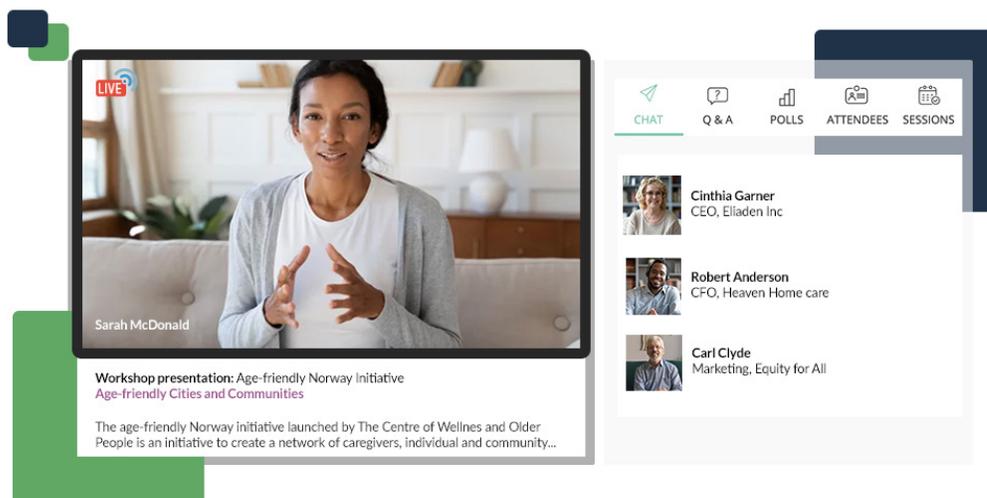
Audiovisual Equipment:

- Wooden Podium with Microphone

- Extra Handheld Microphones

- High-quality sound system

- Wireless presentation remote- PowerPoint Clicker

- Two 8" Projector screens to create dual view that offers 180° visibility

- Two 2K Projectors

- PC Laptop

- High-definition cameras

- Skilled and industry certified technicians

The virtual event will be held through an interactive, smart, user-friendly, all-in-one virtual platform where presenters will be able to communicate, share ideas and have Q&A sessions with delegates from around the globe.

If needed, presenters will have access to real-time chat with an IFA member ready to assist.

Engage, **connect** and **network** with delegates from all over the world

Presentation-specific Guidelines

Paper Presentation

A paper presentation refers to a developed academic topic, policy area, and / or an ongoing project or program evaluation. Paper presentations 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 only 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.

Please note that presenters will have the opportunity to present virtually or in-person, and all paper presentations will be accessible on display on-site and on the virtual platform.

Poster Presentation

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 conference themes. 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: on display at the conference and on the virtual platform. This will allow delegates to browse and search online for specific posters and make contact with poster submitters.

As this is an interactive conference, at least one author of the submitted poster must register and attend the conference to be available for fellow delegates during scheduled timeslots.

Submission Rules of Poster Abstracts for in-person presentation

- 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.

Please note that presenters will have the opportunity to present virtually or in-person, and all poster presentations will be accessible on display on-site and on the virtual platform.

Preparation of Posters for in-person presentation

Each poster will be presented on one 50 inch HD TV screen. The 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 poster presentation is a graphically oriented summary of your research / policy / practice 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.

Preparation of Posters for virtual presentation

In order to be able to create a high-quality profile on the IFA virtual platform for the 15th Global Conference on Ageing "Rights Matter", please send the following content with the specific size and dimensions:

- Image of the presenter (high-quality, professional photo in PNG or JPEG format, 300 x 300 px)

- Poster banner (high quality, horizontal banner, 1036 x 220 px, 5MB maximum)

- Contact information about the presenter (name, e-mail ID and title)

- Social media links (not mandatory but recommended)

Symposium Presentation

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 a 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 the 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 and A after 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.

- All symposium speakers must submit a 150-200-word abstract in the submission template.

No changes can be made to the submitted workshop submission after the submission deadline.

Please note that presenters will have the opportunity to present virtually or in-person, and all symposium presentations will be accessible on display on-site and on the virtual platform.

Workshop

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:

- 60- 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.

- All workshop facilitators must be identified in the abstracts

No changes can be made to the submitted workshop submission after the submission deadline.

Please note that presenters will have the opportunity to present virtually or in-person, and all workshop presentations will be accessible on display on-site and on the virtual platform.