# The ALS Association 2020 Clinical Conference
# Presentation Submission Guidelines

## Now Open Through March 27, 2020
## ALSClinicalConf.org

The ALS Association invites nurses, allied health professionals, practice administrators, social workers, physicians and other ALS professionals to submit abstract proposals for platform and poster presentations at the 2020 Clinical Conference. The Clinical Conference will provide opportunities to hear about the latest ALS care practices, gain new skills, and identify helpful resources to enhance your experiences in working with people diagnosed with ALS and their families. The ALS Association is soliciting original presentations on a wide range of topics related to ALS. We particularly encourage presentations on novel approaches and solutions to challenges faced in the clinical management of ALS and those addressing quality of life of people affected by the disease.

Significant topics of interest for the conference include, but are not limited to:

- The Disease (e.g. Introduction to ALS, Genetics in ALS, Cognitive Changes)
- Research and Clinical Trials (e.g. Trial Recruitment, Current Research)
- Clinical Management (e.g. Symptom Management, Clinical Care, Quality of Life Issues)
- Social Work Practices and Programs (e.g. Support for Children, Teens, and Young Adults, Care for the Caregivers)
- Insurance and Financial Resources (e.g. Updates on Medicare Changes, Navigating Benefits)
- Supporting Professional Caregivers (e.g. Preventing Professional Burnout and Compassion Fatigue)
- Adaptive & Assistive Technology (e.g. Smart Home Technology, Funding)
- Hospice & End of Life (e.g. Advance Directives, Anticipatory Grief, Hospice Care)

## Important Information for Submissions:

1. Deadline for submissions is **March 27, 2020 at 11:59 pm Eastern Time**. Abstracts must be submitted online at **ALSClinicalConf.org**.
2. Notifications will be sent to authors by **May 13, 2020**.
3. All submitted abstracts are required to meet continuing education accreditation standards to be approved for credit. Presentation abstracts should be balanced and free of commercial bias. Commercial content, product endorsements, or service-related advertisements are not permitted.
4. The registration fee will be waived for accepted presenters (this extends to a maximum of two speakers per accepted abstract).
5. A brief biography for each author, presentation timetable, and a minimum of three measurable learning objectives must be included with the abstract submission.
6. All selected presenters and contributing authors will be required to complete a disclosure form. The ALS Association will follow-up with accepted presenters after notifications are sent.
7. All selected presenters must notify The ALS Association of their intent to participate no later than **May 29, 2020**.

## Guidelines for Submitting Abstracts:

1. Abstracts must be proofread carefully. Authors will be responsible for correct grammar and spelling.

2. Abstract content should not exceed 1,000 words.
3. Abstract title should be concise, not to exceed 150 characters, and clearly reflect the abstract description and main theme.
4. All required questions must be completed.

Upon acceptance, the final PowerPoint slides of each presentation must be submitted to The ALS Association no later than **Friday, September 25th, 2020**. The Association plans to make PDF versions of the PowerPoint slides available to 2020 Clinical Conference attendees.

## Presentation Formats:

Submitters must select one of the following presentation formats

**Platform Presentation:** a 30 or 60-minute oral presentation, with 10-minutes of the time allotted for Q&A, which addresses an important topic or issue surrounding ALS. Platform presentation abstracts should contain the following sections:

- Background
- Objectives
- Material and Methods
- Outcomes and Results
- Discussions and Conclusions

A Platform Presentation may be submitted as a panel; however, a 30-minute presentation should have no more than one presenter and a 60-minute presentation would be expected to have no more than three presenters. Information on all contributing authors must be included in the abstract submission, but only the presenters will be listed in the conference program.

**Poster Presentation:** Posters (36" x 48") will be displayed and attended during the dedicated Poster Session. Poster abstracts should contain the following:

- Title
- Objectives
- Methods
- Results
- Conclusions

Note: "Work in Progress" poster abstracts will be considered.

All accepted posters will be presented at a dedicated poster session held during the 2020 Clinical Conference. Poster Session date and time are forthcoming.

## Content Level:

The information and concepts presented in an abstract should align with the content level that is selected. An abstract may be submitted as one of the following levels:

1. **Novice –** Provides a high-level overview of a topic or issue. An introductory level presentation assumes that the audience member is a novice and has little to no prior knowledge of the subject matter.

2. **Intermediate –** Provides an in-depth look at a topic or issue. An intermediate level presentation assumes that the audience member has moved beyond basic knowledge and skill level but is not yet an expert on the subject matter.
3. **Advanced –** Provides an intensive and "expert-level" look at a topic or issue. An advanced level presentation assumes that the audience member has moved beyond intermediate level concepts and is deeply involved in and highly knowledgeable of the subject matter.
4. **All audiences –** Assumes that presentation content is applicable and understandable to all audiences, regardless of knowledge and skill level.

## Timetable:

All submitters are required to provide a detailed breakdown of their proposed presentation, in terms of time frame allotted for each presentation segment or topic. For example: 5 minutes for introduction, 10 minutes to discuss X topic, 10 minutes on X topic, 10 minutes for questions.

## Selection Criteria:

All abstract submissions will go through a peer-review process to guarantee the integrity and relevance of the educational content. Peer reviewers from a variety of healthcare professional disciplines carefully review and score abstracts to ensure that the educational program is of the highest quality and is geared toward meeting the diverse needs of those in attendance. Submissions will be reviewed and scored according to the following guidelines:

**Merit:** What value will this presentation bring to the meeting? Will the presentation impart valuable and information and measurable takeaways? Does the presentation solve a specific problem?

**Clarity of Abstract:** Is the abstract narrative well-written? Does it clearly, concisely, and logically convey the intent of the presentation and support the title, content level and objectives? Does the title accurately describe the presentation?

**Relevance to Subject Area:** Are the topics timely, relevant and important? Will the topic have implications in the future? Will this topic be of interest to the meeting attendees?

**Non-Promotional/Commercial in Nature:** Is this proposal educational in nature and non-commercial in content? Does the proposal adhere to continuing education standards? If the primary presenter is a vendor or consultant, have they included a user perspective? Proposals that are written in a manner that promotes a product, company or service will not be considered for presentation.

## Questions/Contact information:

For technical assistance or program-related questions please contact Leslie Ryan at [lryan@alsa-national.org](mailto:lryan@alsa-national.org).