

Abstract Submission

The Gerontological Society of America
www.geron.org

Please read the *Call for Abstracts* and all instructions provided throughout the online submission process. Additionally, it may be helpful to print these instructions and have them with as you proceed through the process.

SUBMISSION GUIDELINES

- All abstracts must be spell checked **before** submission. You will not be able to check spelling during the process.
- Titles are limited to 100 characters (including spaces).
- Titles **must** be in title case format:
 - Correct: Advance Directives: Research Results and Policy Issues
 - Incorrect: Advance directives: research results and policy issues
- Program overview (for symposia) and paper/poster abstract text is limited to 250 words. Individual symposium abstract text is limited to 150 words.
- Submitters are required to provide at least **two** specific and measurable objectives for their abstract.
 - Example: “After attending this activity, participants will be able to define/explain/discuss...”
- For CEU purposes, submitters will be required to upload their full CV in a .doc, .rtf, or .pdf format.
- Abstracts must be submitted to a GSA section (BS, BSS, HS, SRPP) and with a session code. Abstracts will be reviewed, placed into sessions, and scheduled according to section and session code.

SUBMITTING AN ABSTRACT

Symposium Submissions

Symposia are organized and submitted by the chair. They are comprised of a program overview and between 2 and 5 individual symposium abstracts.

The program overview must be submitted **BEFORE** the individual symposium abstracts. The chair is responsible for providing individual symposium abstract authors with the title of the symposium so that they can attach their abstracts to the correct program overview. **Payment must be received, and at least two individual symposium abstracts must be submitted for the symposium to be reviewed.**

Submission Fees

- Symposium submission fee \$30.00 and due at time of program overview submission.
- There is no fee for submitting an individual symposium abstract.
- Please note that the submission fee is non-refundable.

Parts of a Symposium

Program Overview - Limit 250 words.

- Provides an overview of the symposium, a brief discussion of the individual symposium abstracts submitted under it, and at least two objectives for the session. Must be submitted **before** the individual symposium abstracts.
- The chair is responsible for submitting the program overview. They will be required to sign in, complete the CEU disclosure form, and upload their CV at the time of submission.

Individual Symposium Abstract - Limit 150 words.

- Each symposium will have at least 2, and no more than 5 individual symposium abstracts submitted under it. The individual symposium abstract author must attach their abstract to the correct program overview during the online process.

- An individual symposium abstract is submitted by a primary author and can have up to 7 co-authors.
- Primary authors will be required to sign in, complete the CEU disclosure form, and upload their CV at the time of submission.

Symposium Participants

Chair - The chair is the organizer of the symposium and is the main point of contact. There can only be one chair.

- The chair is responsible for submitting the program overview and disseminating all information regarding the symposium to the discussant, co-chair, primary authors, and co-authors.
- The chair provides the primary authors of individual symposium abstracts with the title of the symposium, so that the primary author may access the submission site and add their individual symposium abstracts to the already existing symposium.

Co-Chair - One co-chair can be attached to the program overview, but is not required.

Discussant - One discussant can be attached to the program overview, but is not required. Discussants are responsible for “pulling the session together,” drawing conclusions, integrating concepts, and facilitating discussion on-site.

Primary Author - The primary author submits and presents the individual symposium abstract.

Co-Authors - There can be up to 7 co-authors attached to each individual symposium abstract.

Paper and Poster Submissions

Paper and poster submissions are completed using the same online form. A presentation type (paper or poster) must be selected at the time of submission. While every effort is made to accommodate authors’ preferences, it is not possible to guarantee assignment types. The **final presentation type** will be listed in the acceptance notice.

Submission Fees

- Professional Paper/Poster Abstract: \$25.00.
- Student Paper/Poster Abstract: \$15.00 (Use the “Submit a Student Paper or Poster” form).
- Please note that the submission fee is non-refundable.

Paper Submissions

- Submitted by a primary author and can have up to 7 co-authors.
- Submitted to a GSA section, organized by topic area and grouped into 90 minute paper sessions by Program Committee members.
- Each paper session is comprised of between 4 and 6 papers.

Poster Submissions

- Submitted by a primary author and can have up to 7 co-authors.
- Organized by topic area and grouped into poster sessions by Program Committee members
- Presented on a 4’x8’ poster board.
- Poster sessions are designed to emphasize personal dialogue and interaction with colleagues.