IADMS International Association
for Dance Medicine & Science

ANNUAL CONFERENCE ABSTRACT SUBMISSION & PRESENTATION GUIDELINES

Content

STEP 1: Call for Presentations

IADMS welcomes presentation submissions for our future Annual Conference and Special Interest Days. We are looking for groundbreaking research and ideas in the field of dance medicine, dance science, dance education, and/or dance for health. By submitting an abstract you may have the opportunity to present at our conference along with esteemed colleagues and other industry professionals from around the globe.

IADMS is committed to, and we value diverse, equitable, and inclusive participation within Dance Medicine, Sciences, and Education. We aim to foster diversity, equity, and inclusivity at our virtual and live annual conferences. Please be mindful of this when creating your sessions.

The *Call for Presentations* is posted online and sent to the IADMS constituency prior to the IADMS Annual Conference. Presentations are to be submitted by **March 1** as a 350-word maximum abstract via our abstract submission system. You can make changes to your submission up until the submission deadline, March 1. After submission deadline only accepted abstract submissions will be given a set time frame to make any necessary revisions. It is recommended that all research be completed, and all results finalized, by the submission deadline.

Students/Residents interested in Student Researcher Support should read the Student Research Support Guidelines.

STEP 2: Prepare your Abstract

- **Abstract Requirements**
- **Presentation Format**
- **Presentation Type**
- **Ethics Review – Human Participation Research**
- **Presenting Authors**
- **Deadlines**
- **Language**
- **Recommended Reading**
- **Student Research Support**

Abstract Requirements: When writing your abstract do not include author(s) name, affiliations, or any identifying factors, to keep the review process objective. Abstracts must be in English; any abstract submitted in another language will not be reviewed.

Each abstract has a 350 maximum word count and headings are required. The following headers are suggestions, but header title can be based on the type of abstract submitted:

- **Purpose**: Identify the specific question you set out to answer or the specific objective of the study. And/or identify the objectives of the session and what you hope participants to gain.
- **Methods (participants, setting, equipment, procedure):** State whether a human subjects committee approved your study and if participants gave consent (*See Ethics Review section below*). As most appropriate for your study, describe the design, participants, the methodological procedures, rationale, origin, and/or analysis of the research or proposed presentation.
- **Literature review:** Outline the relation to current literature.
- **Results and Discussion:** Present the results and succinct relation to current literature.
- **Conclusion:** Summarize your conclusions, highlighting their relevance to treating, training, or conducting research with dancers and implications for future research in dance medicine and science.

Presentation Format: Applicants must note their preferred presentation format in their submission. You can also note your second and third choices. The Program Committee determines the official presentation format for each abstract, and the author will be informed of that choice when the abstract is accepted.

Presentation format(s) available:

- **Poster Presentation**: Posters are on display during the conference with a formal presentation time.
- **Lecture Presentation:** (15 minutes or 30 minutes, lecture) PowerPoint lecture-based presentation including time for questions.
- **Interactive Forum:** (50 minutes, lecture) PowerPoint presentation with two or more speakers (preferably from different disciplines) covering one area in depth, with maximum audience participation.
- **Practical Interactive Workshop:** (50 minutes, movement) Studio-based lecture or clinical demonstration format with two or more speakers (preferably from different disciplines) covering one area in depth, with maximum audience participation. *No AV provided.*
- **Movement Session**: (50 minutes, movement) Studio-based experiential learning/movement-based session, with maximum audience participation. Minimum of two speakers. *No AV provided.*

Presentation Type: When submitting your abstract, you will select which presentation type best suits your study.

The five presentation types include:

1. *Intervention Research* includes studies in which researchers arrange (or follow) a systematic change in conditions to determine a) the effects on a physical capacity, skill, or performance relevant to dancers, or b) the improvement on health and wellbeing as a result of dance practice. Clinical and experimental research are the most common types of intervention research but other systematic efforts to measure the effects of an intervention, including qualitative studies and intervention-based case studies and series may be included.

2. *Descriptive Studies* describe phenomena systematically to reveal patterns and connections that might otherwise go unnoticed. Descriptive studies include normative, epidemiological, and correlation studies, as well as non-intervention case studies and qualitative studies.

3. *Conceptual Analysis* can be constructed from a review of literature and can be quantitative and/or qualitative forms of research.

4. *Practitioner Wisdom* allows experienced practitioners to share insights based on extensive professional experience. Experts can be teachers, physicians, psychologists, clinicians, choreographers, dance educators, and dancers who: a) train, treat, and/or educate dancers; or b) teach dance to improve health and wellbeing.

5. *Movement Sessions* emphasize movement by the audience and essential aspects of the presentation are revealed through movement or other direct experience. Experiential presentations (imaging, relaxation, etc.) may be included in this category. Ideally, movement sessions are practice-based or practice-led in nature.

Ethics Review – Human Participant Research: All original research involving human participants must be reviewed and approved by a research ethics committee [also known as an ethics review board, or institutional review board (IRB)]. *Human subjects research that has not been reviewed and approved by an ethics board by the time of abstract submission will not be accepted for presentation.* If you have questions regarding these ethics requirements, please contact the Program Committee (programchair@iadms.org).

Presenting Authors: Presenting author is the submitter and the first primary presenter. The contact email provided online must be for the presenting author. It is the presenting author/sunmitter's responsibility to communicate changes or notifications to fellow presenters. A person may be the presenting author on up to two abstracts. The Program Committee will not review additional submissions or consider them for inclusion in the IADMS Annual Conference. A person may be a secondary author on an unlimited number of abstracts. The principal investigator or project supervisor, especially for student submissions, must be one of the named authors on a submission. Any presenter must submit a brief bio (150-200 words outline current role, relevant past experience). The Program Committee must approve any presenter changes before August 1, and it is the submitter's responsibility to communicate the change to both parties.

Deadlines: Once an abstract is accepted presenters must adhere to required deadlines. Notifications are sent out via the abstract system to all listed presenters, so we ask that you ensure that all presenters' emails are correct and check your inbox and spam folders for these notifications. Missed deadlines can result in your abstract being pulled from the program.

Language: The official language of IADMS is English. All abstracts will be reviewed in English and all presentations should be given in English. Presenters from English-speaking countries should be aware however, that English is not the native language for many of the attendees. Presenters are advised to prepare their lectures accordingly.

Recommended Readings: Each abstract is required to have one, up to three maximum, recommended readings. Chicago Style citations requested. Recommended readings should be listed in the given text boxes upon submission and not included in the abstract text word count.

Student Researcher Support: Students whose abstract is accepted for presentation at the IADMS Annual Conference will be invited to apply for the *Student Research Award* and/or the *Student Researcher Travel Fund*. Click here to review all guidelines for the Student Researcher Support.

STEP 3: Prepare Your Presentation

- **Target Audience**
- **Purpose**
- **Disclosure**
- **Abbreviations**
- **Language**
- **Lecture Presentations**
- **Interactive Workshop & Movement Sessions**
- **Poster Presentations**

Target Audience (not exclusive): Athletic trainers, bodywork practitioners, dancers, dance educators, dance/sports science researchers, movement therapists, physical therapists/physiotherapists, physicians, psychiatrists, psychologists, somatic practitioners, sport-medicine professionals, and surgeons.

Purpose: Presenters should address applicability of research findings to dance/dancers' health and wellness, education, continued research, science and/or medicine.

Disclosure: All presenters are required to complete a disclosure form when accepting their presentation format and must disclose any financial relationships, or lack thereof, in their

presentation. Lecture presenters <u>must</u> include a disclosure statement in their second slide on PPT; movement session presenters must make an oral statement; poster presenters must place a statement at the bottom of their poster.

Disclosure Statements to include:

<u>*No Disclosure*</u> *– "[Insert presenter name(s)] have no financial disclosures that would be a potential conflict of interest with this presentation"*

<u>*Financial Disclosure*</u> *– "[Insert presenter name(s)] have the following financial disclosures: [Insert disclosure specifics]"*

Abbreviations: Avoid the use of abbreviations. If used, ensure full text for the first use of the abbreviated item, with abbreviation noted in parenthesis for future reference.

Language: Presentations must be given in English.

Lecture Presentations (AV):

- PowerPoint Due Date: **September 23, 2021**. Due to accreditor regulations, NO changes can be made to the presentation once submitted.
- Presentations must be submitted via abstract system or can be sent via WeTransfer to conference@iadms.org if the file size is too large.
- PowerPoint Format: Microsoft PowerPoint in 16:9 or 4:3 ratio. No other format will be accepted; Mac users do NOT use Keynote when creating your presentation.
- Do not include the IADMS logo on your PPT.
- Font Type: Arial or Times New Roman
- Computers: PC will be used at the venue. Mac adaptors are unavailable. Presenters are not allowed to use their own computers when presenting.

Interactive Workshop & Movement Sessions (No AV):

- No Audio-Visual available for these sessions.
- Any additional props/supplies needed must be brought by presenters, including paper handouts (50 copies are recommended).
- Prior to the conference, all-live demonstrations with human demonstrators must be approved and have signed consent and liability forms for each participant. *IADMS is not responsible for any injury/illness/medical condition or other adverse effects as a result of participation in these activities.*

Poster Presentations (No AV):

- Dimensions and layout: *TBA based on venue*
- Font Sizing Minimums:
    - Title - 4 cm (1.5 inches), at least 96-point font
    - Authors, institution, major headings - 2.5 cm (1 inch), 48-point font
    - Minor headings and labels - 1.25 cm (1/2 inch), 36-point font
    - Body text - at least 1 cm (3/8 inch), 24-point font
- Do not place the IADMS logo on your poster.

- Poster Competition: There are two poster competitions: Student Award and Professional Award. To be eligible, the first author of the poster must be physically present at the poster session to communicate with judges. The poster title must match identically with the conference listing. All required presentation elements as described above (e.g. ethics committee approval, financial disclosure, etc.) must be included on the poster.
- Contact information should be provided (e.g. email address) so feedback can be rendered to the first author/creator of the poster.
- For questions regarding the poster competition please contact the Research Committee (research@iadms.org)

General Questions: conference@iadms.org.

Student Researcher Support Guidelines

Student Research Award provides a $500US stipend and complimentary registration for the IADMS Annual Conference to a student/resident or recent graduate who has conducted especially promising research in the field of dance medicine and science.

Student Researcher Travel Fund provides a $250US stipend and complimentary registration for the IADMS Annual Conference to two or more students/residents or recent graduates. The number of travel grants awarded each year depends on the funding available and the quality of the papers submitted.

Qualifications: For either award, the student researcher must be the primary investigator and the primary presenter. In addition, the research must have been conducted within one year prior to the submission date and while the student was enrolled in a full-time degree-seeking course of study.

Application: To apply for either award, when submitting an abstract in accordance with the IADMS Call for Presentations, indicate that you wish to be considered for a student award by checking the appropriate box in the on-line submission form. Student/resident submissions can be submitted as a "Proof of Concept", meaning March 1 abstract submissions do not need to include results or conclusions. The results and conclusions must be in the extended abstract (see below) and presented during the conference.

Extended Abstract: If your presentation is accepted for the IADMS Annual Conference, your proposal will go through an initial blind review process through the Research Committee. If your study is selected, you will be invited for a second round of review (to be submitted mid-May; final date TBD), wherein you will be asked to submit an extended abstract that includes the abstract and keywords, introduction and objectives, methods, results, discussion, conclusion, and recommendations for future research.

Extended abstracts should not exceed 4 pages, including references (up to 15 maximum), and must adhere to the following formatting: Times New Roman, 12-point font, left-justification, and double-spaced. Page margins are 2.5 cm from right, left, top, and bottom (i.e., normal default within Microsoft Word). Figures and tables may be included. Please acknowledge your research grant, organization, and/or scholarship where relevant.

Announcement: Winners will be notified and announced on the IADMS website and social media outlets prior to the IADMS Annual Conference. Awards will be given at the IADMS Annual Conference's Opening Remarks.

Questions about the student research awards should be emailed to the Research Committee (research@iadms.org) with 'Student Awards' in the subject line of your message.