



**International Federation on Ageing
13TH GLOBAL CONFERENCE**

Disasters in an Ageing World | Brisbane, Australia | 21 – 23 June 2016



ABSTRACT GUIDELINES

**International Federation on Ageing 13th Global Conference
Brisbane Convention & Exhibition Centre
21 – 23 June 2016**

**Website: www.ifa2016.org.au
Email: ifa2016@arinex.com.au**



The International Federation on Ageing (IFA) and Council on the Ageing (COTA) Queensland cordially invites you to submit abstracts for oral, poster, symposium and workshop presentations at the International Federation on Ageing 13th Global Conference, *Disasters in an Ageing World: Readiness, Resilience, and Recovery*.

All abstracts will be reviewed by the Program Planning Committee and assigned to the appropriate session for a symposium, workshop, oral or poster presentation. Abstracts from around the world are welcomed to share best practices in all areas of ageing more broadly and more specifically disaster management matters. Abstracts submitted must include keywords that are related to ageing and disasters to ensure appropriate groupings in the Conference program.

Note this conference is not only about disasters in an ageing world. We welcome papers on the broad range of age related issues.

Instructions for preparing and formatting your abstract:

- Abstracts must be submitted using the Microsoft Word template available on the Conference website: <http://ifa2016.org.au/program/call-for-abstracts/>.
- Abstracts must be submitted in English with Australian spelling.
- Maximum number of words is 400.
- Abstract text: Calibri, 10pt and left-aligned.
- Do not include the title of your abstract or author names and affiliations in the document (abstract body only).
- No references, tables or graphics should be included with your abstract text.
- Use standard abbreviations only. Within the body of the abstract, when using abbreviations spell out the name in full at the first mention and follow with the abbreviation in parenthesis. Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract. Capitalise the first letter of trade names.
- It is the responsibility of the author(s) to ensure their text does not contain any typos or grammatical errors. The Program Committee will not be responsible for any errors published.
- No changes can be made after authors have submitted their abstracts.

Instructions for submitting your abstract:

1. [Click here](#) to commence your abstract submission through eOrganiser. Abstracts must be submitted by the presenting author and will only be accepted via eOrganiser in the above format.
2. Click the orange 'Create an Author Account' button on the bottom right hand side. **Please note that you will be required to submit a photo (high resolution jpg, sized to 250 x 300) and brief biography (maximum 200 words) for publication in the final abstract book.** *If you do not wish to upload a photo, please contact the Conference Managers via email to ifa2016@arinex.com.au.
3. After completing your author account details you will be sent an email to verify your account for login. Please remember your account password in case you need to access it again to make any changes to your submission.
4. Once logged-in, click the orange 'Submit Abstract' button to access the submission page.
5. Enter your paper title in the 'Paper Details' section.

6. Upload your abstract in a .doc or .docx format, following the format used in the abstract submission template.
7. List all authors in the correct order, ensuring you indicate the presenting author for the abstract.
8. Select one or more of the thematic tracks from the list provided:
 1. Disasters and Older People
 2. Age Friendly Cities/Communities
 3. Care and Support for Older People (Community and Residential)
 4. Elder Abuse, Law and Rights
 5. Income Protection and Security
9. Select **2 to 5 keywords** (by holding down CTRL) from the below list or add your own in the field provided. These keywords, in addition to the thematic track you have selected above, will be used by the Program Planning Committee to assist with constructing the program.

Age Friendly Cities/Communities	Medical Management
Age Friendly Design	Mental Health/Psycho-social
Animals in Disasters	Preparedness and Prevention
Caregiving/Carers	Public Health and Health Service Delivery
Community Care	Recovery and Rehabilitation
Elder Abuse	Residential Care
Emergency Management	Resiliency
Emergency Response	Service Continuity
Enablers for Response	Social Services Delivery
Financial Security	Technology and Innovation
Insurance	Vulnerability

10. Indicate your preferred presentation type:

- Oral (concurrent session)
- Poster
- Symposium
- Workshop (90 minutes)
- Workshop (180 minutes)

Details regarding each presentation type can be found on the Conference website:

<http://ifa2016.org.au/program/>.

11. Click the check box to confirm that if accepted, you give permission for your abstract to be included in the Conference Proceedings. By submitting your abstract, you are implying consent for distribution.

12. Click 'Preview and Submit'. You will be able to preview your abstract in PDF and make any changes if required.
13. While on the preview window, click 'Submit' to confirm your abstract submission.
14. If you do not immediately receive a confirmation email that your abstract was successfully submitted, please contact the Conference Managers via email: ifa2016@arinex.com.au.

General Policies and Requirements:

- All abstracts must contain original work of the presenting author.
- The presenting author must submit the abstract.
- One abstract will be accepted per workshop/symposium.
- Abstracts must be submitted to the Conference Managers via [eOrganiser](#) by **5 November 2015**.
- Abstracts will not be accepted via fax, mail, email or on disk/CD.
- All fields on the online abstract submission form must be completed.
- Abstracts will be reviewed on a rolling basis with a notification issued within approximately 3 weeks after submission. Acceptance of papers for presentation at the Conference will be on the basis of reviewed abstracts.
- All presenting authors will be required to register and pay for the Conference by the author registration deadline of **30 January 2016** to ensure their abstract(s) are included in the final program.
- Authors who submit and have more than one abstract accepted must prioritise each in the event that all cannot be accommodated in the concurrent program.
- Accepted abstracts will be published exactly as they are submitted.
- The Conference Managers will not be held responsible for abstract submissions not received via the website or for submission errors caused by Internet service outages, hardware or software delays, power outages or unforeseen events.
- It is the responsibility of the presenting author to ensure that the abstract is submitted correctly. After an author has submitted their abstract, they must check their submission which will be converted to a PDF file to ensure the document has been uploaded correctly. Authors are able to check their submission by clicking on the viewing option in the submission form. Compliance to the specifications is imperative - any abstract that does not comply with these specifications will not be accepted for review.
- Abstract submissions are entirely separate from full paper submissions, and will therefore not be eligible for publication in IFA publications.