

# CALL FOR PRESENTATIONS



## 17TH ANNUAL MEETING

### International Association for Dance Medicine & Science

**Thursday - Saturday, 25 - 27 October 2007**

**Special Interest Groups Day: Sunday, 28 October 2007**

**Canberra, Australia**

Presentations are invited for the **17th Annual Meeting of the International Association for Dance Medicine and Science (IADMS)** on clinical dance medicine, dance medicine research, dance science, dance education, and general dance topics. Proposals must be submitted electronically and must be completed before **March 1, 2007**.

#### **Relevance**

**IADMS promotes medical, scientific, and educational activities aimed at enhancing the treatment and training of dancers with the ultimate goal of improving dancers' health, well-being, and performance.** We invite proposals for presentations that contribute to this purpose. You will be asked to explain the relevance of your presentation in your abstract when you submit your proposal electronically, as well as when you make your presentation.

#### **Program Format**

Several presentation formats are available. Please specify one format as your preferred choice. Since there are a limited number of spaces available, please specify, if possible, your second and third choices. Presenters must adhere to the specified time limits. Since interaction with the audience is a crucial part of IADMS meetings, additional time for questions and answers will be allotted following each lecture presentation. (Please understand that this discussion time is not additional time for your lecture!) For poster presentations, a block of time will be reserved during which presenters must be available at their poster to answer questions.

- **Poster Presentation** (no lecture time)  
Poster presentations are on display during the entire Annual Meeting.
- **Brief Scientific Presentation** (10 minute lecture)  
Examples: Simple dance science studies, dance medicine clinical “pearls,” case presentations.
- **Standard Presentation** (20 minute lecture)  
Examples: Dance medicine clinical lectures, dance medicine experimental research, dance science studies, dance education presentations, dance presentations.
- **Extended Presentation** (30 minute lecture)  
Examples: As for Standard Presentation above; also tutorial lectures or reviews on

basic topics, including presentations of interest to persons new to dance medicine and science.

- **Interactive Workshop or Forum** (55 minutes total for presentation and discussion)  
Example: Two or more speakers (preferably from different disciplines) covering one area in depth, with maximum audience participation.
- **Movement Session** (55 minutes total, with continuous audience participation)  
Morning, mid-day, or afternoon sessions for meeting attendees.

## Presentation Types

The Research Committee of IADMS has prepared a set of guidelines to help potential presenters prepare presentation proposals for the Annual Meeting. The “Presentation Proposal Guidelines” identify the topics that reviewers commonly look for when evaluating presentation proposals. The more of the topics you can address in your proposal abstract, the more fairly the reviewers will be able to evaluate your proposal.

IADMS is a diverse organization whose members come from a variety of backgrounds but share a common interest in promoting health and optimum performance among dancers. Our diversity is an asset in terms of providing a variety of perspectives from which to approach our shared purpose. However, it also means we may make different assumptions about what constitutes convincing evidence of effectiveness.

The guidelines include terminology chosen to communicate effectively with our diverse membership. Please review the descriptions to see where your presentation will fit best. If your presentation does not fit any of the categories, adapt the guidelines that come closest to fitting your presentation.

There are five types of presentations that are common at IADMS Annual Meetings:

### 1. **Intervention Research**

Intervention research includes studies in which researchers arrange (or follow) a systematic change in conditions to determine the effects on a physical capacity, skill, or performance important to dancers. Clinical and experimental research are the most common types of intervention research but other systematic efforts to measure the effects of an intervention, including intervention-based case studies and qualitative studies, may be included.

### 2. **Descriptive Study**

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**

Conceptual analyses involve speculating about connections that have yet to be confirmed with intervention research or descriptive studies. Conceptual analyses are often built around a review of the research literature related to the concept under consideration.

### 4. **Practitioner Wisdom**

Teachers, physicians, clinicians, choreographers, and dancers are practitioners when they train, treat, and educate dancers. Practitioners who work with dancers extensively gain insights that may be instructive to others who work with dancers. This type of presentation allows experienced practitioners to share insights based on extensive experience.

## 5. Movement Session

Movement sessions emphasize movement by the audience and essential aspects of the presentation are revealed through movement or other direct experience. Other experiential presentations (imaging, relaxation, *etc.*) may be included in this category.

The guidelines (for each of the above categories) are posted on the IADMS web-site. Visit the IADMS home page ([www.iadms.org](http://www.iadms.org)) and follow the left link to “Conferences” and “[Presentation Proposal Guidelines](#).”

## Student Researcher Support

Students whose research is accepted for presentation at the 17th Annual Meeting of IADMS will be invited to apply for a travel grant from the **Student Researcher Travel Fund** and for the **Student Research Award** sponsored by the *Harkness Center for Dance Injuries of the NYU Hospital for Joint Diseases*. Interested student researchers must submit an abstract in accordance with this “Call for Presentations” before the March 1, 2007, deadline. For more information, please go to the IADMS home page ([www.iadms.org](http://www.iadms.org)) and follow the left link to “Resources” and then “[Student Research Support](#).”

## Deadline:

**Presentation proposals must be completed by March 1, 2007.**

## Language

The official language of IADMS is English. All abstracts must be 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.

## Audiovisual Requirements

A digital projector is available in each lecture room. Laptops will be available for use at the meeting, or you may bring your own laptop. Please note that slide projectors, overhead projectors, and video equipment will not be available. Dance medicine and science presenters are expected to utilize clear, concise word slides geared for the non-English speaker (without excessive abbreviations) and appropriate illustrations, anatomical drawings, and photographs to accompany their lectures. AV equipment is not provided in the movement session rooms. If you will be asking participants to lie on the floor, you may want to suggest that they bring their own mats or towels.

## Expenses

All presenters whose papers are accepted must register in advance and pay the Annual Meeting registration fee. A reduced fee (a discount of 25% off of the regular fee) is available to presenters. Co-authors may receive a discount only if they actually participate in the presentation. For “Poster Presentations” and “Brief Scientific Presentations” (10 minute presentations) **only** the primary author may receive a discount, even if two or more authors plan on presenting. No single-day passes are available for presenters. All travel and hotel expenses are the presenters’ sole responsibility.

## Meeting Requirements

- Presentations should be designed to address all meeting participants.
- **We cannot honor requests to schedule your presentation on a specific day.** You must be willing to present on any day (Thursday, Friday, or Saturday) that your presentation is scheduled.
- All presenters are asked to attend the entire conference and to be available to answer questions at the conference site at least the entire day on which they make their presentations.
- Posters should be posted before the opening session on the first day of the conference and remain available for viewing until the closing session on the final day of the conference.

If your presentation is accepted:

- You must submit a 4-page presentation summary before June 15, 2007, for publication in the Annual Meeting Proceedings distributed to all attendees.
- You give IADMS permission to publish your abstract before or after the conference.
- You can submit any paper resulting from your presentation to the *Journal of Dance Medicine and Science*, the official journal of IADMS. If you publish elsewhere, you agree to attach a line in any future publications stating: “This work was presented at the 17th Annual Meeting of the International Association for Dance Medicine and Science held in Canberra, Australia in October 2007, and published as an extended abstract in the Annual Meeting Proceedings.”

## Notification

Notification will be made by early May 2007 to the email address of the person who submitted the proposal (the email address which is provided at the time of registration for “On-Line Submission”). If this email address should change you must notify us immediately.

If you have not received notification by May 31, 2007, please contact Donna Krasnow at [ConferenceDirector@iadms.org](mailto:ConferenceDirector@iadms.org).

## HOW TO SUBMIT AN ABSTRACT

**Presentation proposals will ONLY  
be accepted on-line (electronically).**

### A. Registering For On-Line Submission

1. Go to the IADMS home page ([www.iadms.org](http://www.iadms.org)) and follow the left link to “[Conferences](#).” Then select “Submit a Presentation Proposal: Click Here” from the right menu. A pop-up window will open – turn off any “pop-up blocker” software that might prevent the window from opening. If you cannot get the pop-up window to open, you may also go directly to:

<http://iadms.conference-services.net/authorlogin.asp?conferenceID=980&language=en-uk>.

2. Before you can submit a proposal you must register: Follow the instructions and enter your email address, choose a password, and enter your name, address, and phone. If you registered last year you must register again.
3. Note: We will use your email address for all communications regarding your presentation proposal(s). For example, the invitation for student presenters to submit their papers for award review will be sent to the email address entered here. If your contact information should change at any time prior to the meeting, you must notify us immediately.
4. You will receive an email confirming your registration information and containing two file attachments: (1) a file with these detailed instructions, and (2) a Microsoft Word file designed to ensure that your abstract is correctly formatted for publication. **Please save this template file to your computer's hard drive and use it when you prepare your abstract.**
5. If you are submitting more than one presentation proposal you should use the same email address and password for every presentation you submit.

## **B. Preparing Your Proposal**

1. Prepare the abstract describing your presentation as a word processing file, such as Microsoft Word, (150 - 300 words, including title and references) using the template supplied. One additional figure or table may be included. Use 1 inch (2.5 cm) margins. Use Times New Roman or Times font, 12 point. **Abstracts must be in English.**
2. A “blind” selection process will be used. **No identifying information (such as names of universities, hospitals, dance schools, medical schools, clinics or cities) may be listed in the title or text of the abstract. Do not include the names of any authors in the abstract.** The names of all authors and their affiliations (institutions) will be entered separately on-line when you submit the proposal.
3. Your title should be concise and descriptive of the content. Only capitalize the first letter of the title and proper names.
4. Your abstract should explain your presentation and what you expect the audience will learn. Please review the Presentation Proposal Guidelines on the IADMS website for suggestions about what topics to include in your abstract.
5. Open the template file and enter your abstract into it following the instructions above. Save it and make a note of its saved location.
6. Note: If you are using Word 97 to prepare your abstract and wish to include a table you must first insert a text box and then insert the table within the text box. It is not possible to use the insert table function in Word 97 in the abstract template without doing this.

### **C. Submitting Your Proposal**

1. Presentation proposals must be **completed** (abstract submitted and all mandatory questions answered) **electronically** by March 1, 2007.
2. Log in to the submission system when your abstract is completed and ready to send. To log in, enter your email address and the password you chose when you registered.
3. When you click the “Log in” button you will be taken to a new screen and the submission process will begin. Please read the instructions on this screen carefully. If you have not yet submitted an abstract to the system you should click the link that says “Click here to submit a new abstract.”
4. Submitting an abstract is a multi-step process. Each step asks several questions:
  - All steps: Note that certain questions are marked “**required.**”
  - All steps: If you do not know the answer to a question (for example, you may not be sure what Presentation Type to select) you can skip the question and return on a later occasion to complete it.
  - Step 1: Copy the abstract title from your word processing document and paste it into the “Title” field on the submission form.
  - Step 1: Click the “Browse” button and locate your abstract file on your computer’s hard drive. Fill in answers to any other questions on this screen and then click the “Next” button. Your abstract file will be sent to our system – this can take a few seconds if you have a fast internet connection, but it may take longer if your connection is slow or you have included lots of graphics in your abstract. **Please be patient!**
  - Step 5: Enter the first and last (family) names of the authors, their highest degrees (two degrees **maximum** per author), and their organizational affiliations (one affiliation only per author). **Please give this information for all authors.** You may indicate that up to two authors will be presenting. For the primary presenter click the button in the first column under “Presenter(s)” and for the additional presenter (if applicable) click the button in the second column.
  - Step 6: Once you have completed this step click the “Finish” button. **Please be patient while your information is transferred!** If you have answered all the mandatory (required) questions, then your abstract will be assigned a reference number and you will receive email confirmation. If you have NOT answered all the mandatory questions, then your abstract will be held in **temporary** storage until you return later and complete all the questions.
5. You must **complete** your proposal (answer ALL mandatory questions) before the March 1, 2007 deadline – otherwise your proposal will be automatically rejected.

### **D. Amending a Submission**

If you wish to change your answers to some of the questions on the submission form, or even to change the abstract file itself, you may do so at any time prior to March 1, 2007.

1. Log in to the submission system.

2. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
3. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously. You do not have to change an answer unless you want to.

4. If you want to change your abstract file you can click the “Browse” button to locate the revised file on your computer’s hard disk, then click “Next” to send it to the abstract system. If you don’t want to change the file, just press “Next” to bypass this step.

Note: You can download a copy of your abstract file from the initial screen of the submission system by clicking on the small folder icon, but if you want to make changes to the file you must save it to your computer first.

5. When you reach the final step and press “Finish” you will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

#### **E. Withdrawing an Abstract**

If you want to withdraw an abstract please contact the Executive Director (address below).

**Deadline:**  
**Proposals must be completed by March 1, 2007.**

#### **For IADMS Membership Information:**

Go to the IADMS home page ([www.iadms.org](http://www.iadms.org)) and follow the left link to “[How to Join.](#)”

#### **Or contact:**

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#### **For Conference Information contact:**

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