

# CALL FOR PRESENTATIONS



## 20TH ANNUAL MEETING

### International Association for Dance Medicine & Science

Thursday - Sunday, October 28-31, 2010

Special Interest Groups Day: Sunday, October 31, 2010

Birmingham, UK

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|---|--|---|
| • <a href="#">Relevance</a>                               | • <a href="#">Audiovisual Information</a>            | • <a href="#">Submitting Your Presentation Proposal</a> |
| • <a href="#">Program Format</a>                          | • <a href="#">Expenses</a>                           | • <a href="#">Amending a Submission</a>                 |
| • <a href="#">Presentation Types</a>                      | • <a href="#">Meeting Requirements</a>               | • <a href="#">Withdrawing an Abstract</a>               |
| • <a href="#">Ethics Review – Human Subjects Research</a> | • <a href="#">Notification</a>                       | • <a href="#">Deadline</a>                              |
| • <a href="#">Student Researcher Support</a>              | • <a href="#">Registering For On-Line Submission</a> | • <a href="#">Contact Information</a>                   |
| • <a href="#">Language</a>                                | • <a href="#">Preparing Your Abstract</a>            | • <a href="#">Supporters</a>                            |

Presentations are invited for the **20th 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, 2010**.

#### Relevance

IADMS enhances the health, well-being, training, and performance of dancers by cultivating educational, medical, and scientific excellence. We invite proposals for presentations that contribute to this purpose. You will be asked to explain the relevance of your presentation 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—especially for longer presentations—please also specify 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. 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; no audiovisual presentation)  
Morning, mid-day, or afternoon sessions for meeting attendees.

#### Presentation Types

The Research Committee of IADMS has prepared a set of guidelines and sample abstracts to help potential presenters prepare presentation proposals for the Annual Meeting. The ‘[Presentation Proposal Guidelines](#)’ identify the topics that reviewers look for when evaluating presentation proposals. The more of these topics you can address in your abstract, the more fairly the reviewers will be able to evaluate your proposal.

The guidelines include terminology chosen to communicate effectively with IADMS’ 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 and sample abstracts are posted on the IADMS web site ([Presentation Proposal Guidelines](#)).

## Ethics Review – Human Subjects Research

When reporting original research involving human subjects, authors should state in their 'Methods' section whether the subjects gave informed consent and whether the study was approved by a research ethics committee [also known as an ethics review board, institutional review board ('IRB'), or human subjects committee]. For reference, see the World Medical Association Declaration of Helsinki, [Ethical Principles for Medical Research Involving Human Subjects](#), item B-15.

## Student Researcher Support

Students whose research is accepted for presentation at the 20th 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, NYU Langone Medical Center*. Interested student researchers must submit an abstract in accordance with this 'Call for Presentations' before the March 1, 2010, deadline. For more information, go to [Student Research Support](#) on the IADMS web site.

## 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 Information

- 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.
- Slide projectors, overhead projectors, and video equipment will **not** be available.
- No audiovisual equipment is provided for movement sessions.
- 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 (see [Preparing Your Presentation](#) on the IADMS web site).

## 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 will be 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, Saturday, or Sunday) 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 an updated 350-word abstract with a suggested reading list (not to exceed 10 citations) before June 15, 2010, for inclusion in the Annual Meeting Abstract Book. Please note that the presentation title, author(s) name(s), degree(s), and affiliation(s) submitted at this time cannot be changed at a later date.
- You give IADMS permission to publish, reprint and distribute your presentation abstract before or after the meeting.
- You may submit any paper resulting from your presentation to the [Journal of Dance Medicine and Science](#), the official journal of IADMS.
- You agree to attach a notice in any paper resulting from your presentation that you publish in any journal; the notice must state:
 

"This work was presented at the 20th Annual Meeting of the International Association for Dance Medicine and Science held in Birmingham, UK in October 2010."

## Notification

Notification will be made by mid April 2010 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 the [IADMS Conference Staff](#) immediately.

If you have not received notification by May 1, 2010, please contact IADMS at [ConferenceDirector@iadms.org](mailto:ConferenceDirector@iadms.org).

# HOW TO SUBMIT AN ABSTRACT

## 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**'. 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=1967&language=en-uk>.
2. Before you can submit a proposal you must register with the abstract submission system: Enter your email address, choose a password, and enter your name, address, and phone. Even if you registered with the abstract submission system last year you must register again.
3. We will use your email address for all communications regarding your presentation proposal(s). If your email address should change at any time prior to the meeting, you must notify the [IADMS Conference Staff](#) immediately.
4. You will receive an email confirming your registration information and containing two file attachments: (1) a file with these instructions, and (2) a Microsoft Word file (.doc format) designed to ensure that your abstract is correctly formatted. **Please save the template file to your computer's hard drive and use it when you prepare your abstract.**

## B. Preparing Your Abstract

1. Prepare the abstract describing your presentation as a word processing file, such as Microsoft Word, (maximum 350 words) 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.
3. Your title should be concise and descriptive of the content. Only capitalize the first letter of the title and proper names.
4. Open the template file and enter your abstract into it. If you have misplaced the template, log-in to the abstract submission system and begin the submission process. On 'Step 1' you will find a link to download another copy of the template.
5. Save your abstract file in '.doc' format on your computer. If you are using Word 2007 to prepare your abstract you must click 'Save As.' Below the file name, where it says '**Save as type:**' select '**Word 97-2003 document (\*.doc)**' from the pull-down list and then save the file.

## C. Submitting Your Presentation Proposal

1. Log in to the submission system and follow the instructions.

2. Submitting an abstract is a multi-step process. Each page (screen) of the submission system is marked as a separate step, numbered 'Step 1' through 'Step 6,' and has detailed instructions.
3. To navigate from one step to another, click the 'Next' or 'Back' button at the bottom of each screen. You can go back to prior steps without losing any data.
4. If you do not know the answer to a question, you can skip the question and return to complete it at a later time.
5. Step 1: Abstract File  
Click the 'Browse' button and locate your abstract file (.doc format) on your computer's hard drive. Complete the 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 if you have included graphics in your abstract.
6. Step 2: Author Information  
In the text box, enter the following information for **all authors**, including yourself, in the sequence you want them to appear in IADMS publications. List the information in the following order, as per the examples on the page:

- Name: the first (given) and last (family) names of the authors;
- Degrees: their highest degrees (two degrees maximum per author);
- Affiliation: their organizational affiliations (one affiliation only per author);
- Location: their city, state/province/region, and country.

Place each author on a separate line. Even if two or more authors are from the same location, enter the location for each author.

7. Step 2: Presenters  
On the bottom portion of the author page, re-enter the names of all authors. Below the 'Presenter(s)' column to the right, indicate which authors will be presenting the paper. For the first presenter click the button next to their name in the first column; for the second presenter (if applicable) click the button in the second column.
8. Step 6: You must check the boxes to indicate that you have received and read this 'Call for Presentations' and agree to its terms, including the information in the sections '[Meeting Requirements](#)' and '[Expenses](#)' (page 2).
9. Step 6: If you have answered all the mandatory (required) questions, then when you click 'Finish' 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.
10. **Presentation proposals must be completed (abstract file submitted and all mandatory questions answered) by March 1, 2010 – otherwise your proposal will be automatically rejected.**

**D. Amending a Submission**

1. 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, 2010.
  - Log in to the submission system.
  - You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
  - 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.
  - 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.
  - When you reach the Step 6 and press ‘Finish’ you will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.
2. If you wish to make a change in your submission after March 1, 2010, please contact the IADMS Conference Staff at [ConferenceDirector@iadms.org](mailto:ConferenceDirector@iadms.org). All changes (including changes of author or title) require the approval of the Annual Meeting Program Committee.

**E. Withdrawing an Abstract**

If you want to withdraw an abstract please contact the IADMS Conference Staff at [ConferenceDirector@iadms.org](mailto:ConferenceDirector@iadms.org).

**Deadline: Proposals must be completed by March 1, 2010.**

<p><b><u>For IADMS Membership Information:</u></b></p> <p>Go to the IADMS home page (<a href="http://www.iadms.org">www.iadms.org</a>) and follow the left link to ‘<a href="#">How to Join.</a>’</p>	<p><b><u>Or contact:</u></b> Steven J. Chatfield, PhD                  Executive Director, IADMS                  Department of Dance                  1214 University of Oregon                  Eugene, OR 97403-1214 USA                  Telephone/Fax: +1 541-465-1763                  Email: <a href="mailto:ExecutiveDirector@iadms.org">ExecutiveDirector@iadms.org</a></p>
<p><b><u>For Conference Information:</u></b>  <a href="http://www.iadms.org/conferences">www.iadms.org/conferences</a></p>	<p><b><u>Or contact:</u></b>                  IADMS Conference Staff Email: <a href="mailto:ConferenceDirector@iadms.org">ConferenceDirector@iadms.org</a></p>

**IADMS Supporters**

*IADMS is supported by unrestricted educational grants from:*



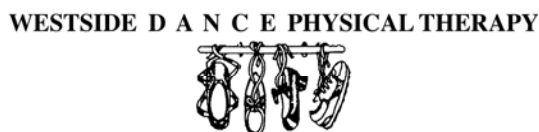
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