



ISTAART Guide to PIA Goals

July 1, 2023- June 30, 2024

Guidance

Goals for 2023-2024 [must be submitted to ISTAART](#) for review by **August 11, 2023**, finalized by September 1, 2023, and shared as part of the All-Members' Meeting (previously known as the Annual Business Meetings) throughout September 2023.

PIAs are encouraged to set goals that meet SMART criteria (specific, measurable, achievable, realistic, timely), and which will pass on **knowledge, skills or opportunities** to PIA members or the field at large, and provide year-round engagement for their members. Progress towards 2023-2024 goals will be reviewed through standing items on PIA executive committee meetings, an interim progress check will be conducted in January 2024, and a final progress report due June 28, 2024. Additional goals can be added for review by ISTAART during the year.

PIAs are invited to select their goals from four categories (Awards, Conferences, Webinars, Publications, Other). Where applicable, PIAs are encouraged to select and work towards multiple goals spanning at least five categories but are also welcome to add in bespoke goals.

For each goal, the PIA will be asked to provide **an executive committee lead**. Following the drafting of the goals, we suggest that the Chair reviews the role that each executive committee member will play in contributing to the goals, ensuring that all members, including any student and postdoctoral representatives, have opportunities to contribute.

It is recommended that a work group is convened for publications and other activities with a substantial, continuing workload. We suggest that such work groups convene on a regular basis independently of ISTAART-hosted calls to ensure timely progress towards the goal and that work group updates are a standing item on executive committee agendas. When forming a work group, the balance of gender, career stage, and geography (including representation from low and middle-income countries) should be considered. Publications that are conceived as part of a PIA must have the prescribed acknowledgment indicating Association and ISTAART support.

Events, webinars, flyers, newsletters or other materials or media that use ISTAART, PIA or Association logos must be approved by the Association and discussed during PIA executive committee calls.

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[Awards]

Administering an award competition is a valuable way to engage new members and recognize member achievements, and can be particularly impactful for early-career researchers.

Administer a PIA AAIC Student / Postdoctoral Poster Award

The <<PIA Name>> AAIC Student / Postdoctoral Poster Award recognizes the best student and/or postdoctoral poster of <<PIA Name>> research at AAIC. The award is designed to promote research aligned with the PIA at AAIC; encouraging abstract submissions, stimulating high-quality presentations, and recognizing excellence.

Presenting authors who indicate that they are enrolled as students in undergraduate or graduate programs, or postdoctoral researchers, as part of the abstract submission process are eligible to participate. Presenting authors are **not** required to be PIA members at the time of abstract submission.

Through ISTAART's support, PIAs are able to recognize the winner in the following ways:

- Awarding a certificate to the winner.
- A year's complimentary ISTAART membership (not applicable for student award).
- Recognizing the winner at the annual September PIA virtual meeting.
- Introducing the winner to executive committee members to facilitate networking.

For the shortlist of presenting authors and eventual winners, the balance of scientific focus, gender, geography (including members based in low and middle-income countries) and the inclusion of members of underrepresented groups in dementia science within and across years should be considered. ISTAART will keep and provide a record of members of award winners to aid in this consideration.

PIA members and previous winners are eligible for the judging panel, and the balance of scientific focus, gender, career stage, geography (including members based in low and middle-income countries) and the inclusion of members of underrepresented groups in dementia science within and across years should be considered. ISTAART will keep and provide a record of members of the judging panel to aid in this consideration. Members of the judging panel and PIA executive committee are not eligible to be shortlisted for the award. All members of the judging panel will be asked to disclose any relevant conflicts of interest (e.g. collaboration with a presenting author on publications, grants or other projects, positions at the same institution as a presenting author). Committee members with significant COI should excuse themselves from ranking and discussing that poster.

Timeline

- September Assign executive committee lead and review responsibilities
- January Review previous judging panels (where applicable)
Identify and invite additional PIA members or previous award as judges (a small judging panel of three individuals is recommended)
- June Communication of award to PIA members and networks
Review of previous winners (where applicable)
PIA lead reviews "High Rank" titles and shortlists those within the scope of the PIA (Authors self-select which PIA their work is aligned with during AAIC submission - you may disagree that their work is aligned with the PIA and may disqualify the entry based on this)
[Optional] Supplement with additional titles, e.g. to increase geographic diversity
- July (AAIC) Judges visit posters either in-person or online, consider both the scientific content and presentation of the poster, and rank their top 3 student and top 3 postdoctoral posters
PIA lead reviews rankings and assigns winner
- August Communication of award winner and delivery of e-certificate
- September [Optional] Winner recognized in the annual September PIA virtual meeting

Administer a PIA Publication of the Year Award

The <<PIA Name>> Publication of the Year Award recognizes the most impactful publication in the PIA's field over the previous calendar year.

Through ISTAART's support, PIAs are able to:

- Award an electronic certificate that lists the publication title and all authors (certificate will be sent to the first author and/or corresponding author. The recipient will be responsible for disseminating this to co-authors as appropriate).
- Invite the authors to present the paper at AAIC PIA day. If the PIA is not hosting a PIA Day scientific session, the winner will be invited/acknowledged at the All Members' Meeting.

Publications relevant to the PIA's field that were first published between January 1st and December 31st are eligible. **Nominations can only be submitted by ISTAART members; self-nominations are permitted. Authors are not required to be ISTAART or PIA members.**

Nominations should include the title, author list, journal, date of first publication, PubMed link to the paper, abstract, and a brief (up to 250 words) description of the impact of the work.

All members of the judging panel will be asked to disclose any relevant conflicts of interest (e.g. collaboration with the authors on publications, grants or other projects, positions at the same institution as authors). Committee members with significant conflicts should exclude themselves from ranking and discussion of that publication. Publications co-authored by members of the judging panel are not eligible for consideration - if a member of the judging panel is a co-author on a paper shortlisted, they must either (i) withdraw themselves from the judging panel, (ii) withdraw the paper from the shortlist.

For both the judging panel and the shortlist of publications, the balance of scientific focus, gender, career stage, geography (including members based in low and middle-income countries), and the inclusion of members of underrepresented groups in dementia science within and across years should be considered. ISTAART will keep and provide a record of members of the judging panel and award winners to aid in this consideration.

Timeline

- September Assign executive committee lead and review responsibilities
- October Review previous judging panels (where applicable)
Identify and invite additional PIA members or previous awardees as judges (a small judging panel of four individuals is recommended)
- Jan Nominations open
Communication to PIA members and at Year in Review webinar
- March Nominations close
Review of previous winners
Judges to screen nominations, disclose any conflicts of interest, and create a shortlist
- April Judges to read full-papers and rank the shortlist
Judges to meet to review rankings and determine winners
- May Winning authors notified
- July Award presentation at PIA day.

[Alzheimer's Association International Conference]

The Alzheimer's Association International Conference (AAIC) is the largest and most influential international meeting dedicated to advancing dementia science. Each year, AAIC convenes the global research community to share discoveries that will lead to methods of prevention and treatment and improvements in the diagnosis of Alzheimer's disease.

ISTAART PIAs play a vital role in the success of the AAIC through creating and curating content of relevance to their membership, supporting and recognizing early-career researchers working in their field, and fostering community amongst their members.

Host a PIA Session

Each PIA is eligible to host a dedicated ancillary session at AAIC during PIA Day or the AAIC Preconference program. Depending on the focus of the PIA, the session can take the form of a scientific session or a mentoring session. Scientific sessions can include a preview of work to be shown at AAIC, invited presentations, a debate, and/or a Lightning Presentation Round.

Timeline

- February Decide on format for session and invite presenters.
- May Deadline to finalize session details and all speakers.
- July Host PIA Session.

Submit a Featured Research Session or Perspectives Session

Proposals for Featured Research Session (FRS) and Perspective Sessions can be submitted for consideration at AAIC. Details on these session types can be found [here](#). PIAs are encouraged to submit one or more FRS or Perspectives sessions to AAIC, either individually or as part of a cross-PIA collaboration. Abstracts can be solicited by inviting individual researchers to participate in the submission or by an open call to PIA membership. When deciding on speakers, the balance of gender, career stage and geography (including representation from low and middle-income countries) should be considered.

Timeline

- November Decide on the session theme and approach to obtain abstracts.
If applicable, solicit abstracts from PIA membership.

- December Draft submission (title, abstract, overview).
- January Submit proposal through AAIC abstract submission.
- March Decisions on sessions communicated.
- July If accepted, host FRS or Perspectives session

Submit an ISTAART Educational Event

ISTAART's educational event series at AAIC aims to enhance knowledge, skills and networking opportunities for members across all career stages. Events fall under three types:

ISTAART Immersives: hands-on experience (e.g. coding) to take professional skills to the next level. Half or full day in a classroom-setting, with 30 - 300 attendees per session (subject to change based on conference location).

ISTAART Skills Workshops: Develop hard skills (e.g. figure design) or soft skills (e.g. communication, leadership). 1-hour workshops over lunch, with up to 30 attendees per session.

ISTAART Intermissions: Connect attendees to share insights (e.g. with editors) or discuss common interests and experiences (e.g. within regions, networks). 1-hour discussions in shared space with up to 10 - 40 attendees (subject to change based on conference location).

ISTAART Immersives Timeline

- September Determine learning objectives.
If applicable, solicit facilitators from PIA membership.
- October Draft submission (title, overview).
- **November** Submit proposal.
- January Decisions on sessions communicated.
- May Final agendas and speaker names provided.
- July If accepted, host event
- August Evaluation of event delivered to ISTAART

ISTAART Interactives / Intermissions Timeline

- January Decide on the session type and determine learning objectives.
If applicable, solicit facilitators from PIA membership.
- February Draft submission (title, overview).
- **March** Submit proposal.
- April Decisions on sessions communicated.
- May Final agendas and speaker names provided.
- July If accepted, host event
- August Evaluation of event delivered to ISTAART

Participate in the ISTAART Student Spotlight at AAIC

The ISTAART Student Spotlight scheme aims to increase engagement with student poster presenters at AAIC that are solely attending AAIC virtually. Participating PIAs executive committees are provided with a list of virtual-only student posters that selected their PIA as a keyword.

High-ranking posters may be invited to a virtual poster social hosted by the executive committee in June, prior to the PIA's in-person proceedings in July. These presenters may be given an opportunity to present a lighting presentation during a virtual AAIC PIA-preview, followed by informal virtual networking. Other formats that best suit the PIA to support their student members can also be considered.

High-ranking virtual presenters may also be invited to participate in social media promotion of the work that will be presented at the conference, to further highlight both the student and the PIA.

Timeline

- April Executive committee decides on the format of engagement.
Dates for virtual session in June finalized.
- May Details on virtual student poster presenters delivered to each PIA.
- June Host poster social and virtual networking.

[Webinars]

PIA-led webinars provide an opportunity for year-round member engagement. Webinars are subsequently available to watch on-demand at alz.org/research-webinars.

When planning a webinar, it is important that PIAs first decide on the aim and target audience for the webinar (e.g. researchers, healthcare professionals), and then consider

- The scientific content of the webinar
- The balance of presenters in terms of gender, career-stage and geography (including representation from low and middle-income countries)
- The timing of the webinar to reach their target audience
- Methods to promote the webinar. We particularly encourage PIAs to brainstorm how to build an audience inclusive of both individuals watching independently and groups viewing webinars together.

The following information should be sent to ISTAART at least eight weeks before any webinar to be considered part of the ISTAART and PIA program:

- Webinar title
- Webinar description (60 words max)
- Moderator(s): name, degree, institution, email address, Twitter handle
- Panelist(s): name, degree, institution, email address, Twitter handle, duration of presentation
- If CME credit should be explored (The Alzheimer's Association is able to offer CME credit for select webinars that appeal to a clinical audience. In order for CME to be offered, the title and brief description must first be reviewed by ISTAART to ensure the topic area is aligned with the Alzheimer's Association's wider CME strategy.
- Plan for promoting the webinar (e.g. distribution to institutional mailing lists, promotion on social media)

Logistical support and branded promotional material for webinars agreed by the executive committee and approved by the Association will be provided by ISTAART.

Year in Review

Held annually in January, Year in Review webinars include a 30-minute summary of research progress over the previous year from an invited speaker, followed by a panel discussion of priorities and predictions for the year to come.

Timeline

- | | |
|-------------|--|
| ● September | Webinars scheduled |
| ● October | Prep call for EC leads to review details, duties and tips
EC leads identify and invite early-career researcher to present |
| ● November | Prep call for EC leads and presenters to discuss format and tips
EC leads identify and invite panelists |
| ● December | Promote webinar |
| ● January | Host webinar |

The Basics

Held annually in March, The Basics webinars provide definitive educational content from experts in the field, and can take the form of a one-off webinar, or a series of webinars. Webinars include a 20-minute primer presentation, quiz, and Q&A. These webinars are ideal required watching for AAIC Educational Sessions utilizing flip-classroom learning.

Timeline

- | | |
|------------|---|
| ● October | Prep call for EC leads to review details, duties and tips
EC leads identify and invite expert to present
Webinars scheduled |
| ● January | Prep call for EC leads and presenters to discuss format and tips
EC leads indicate if CME credit should be explored* |
| ● February | Promote webinar
Submit quiz questions |
| ● March | Host webinar |

* The Alzheimer's Association is able to offer CME credit for select webinars that appeal to a clinical audience. In order for CME to be offered, the title and brief description must first be reviewed by ISTAART to ensure the topic area is aligned with the Alzheimer's Association's wider CME strategy.

ISTAART Clinical Case Reports

Held annually in May by PIAs with a strong clinical focus, Clinical Case Reports webinars provide clinical content from experts in the field. Webinars may take the form of a detailed walk-through of a clinical case study or studies (using either published studies or in-clinic cases selected by the lead presenter) followed by a quiz, and Q&A.

The recommended format is that a student or early-career individual introduces a case, a senior individual discusses their or other research relevant to the case, followed by the student or early-career individual resolving the case report.

Case studies and reports discussed must be fully anonymized and confidentiality must be assured before the session is organized. No patient identifiers or protected health information will be allowed in accordance with HIPAA. Presenters are responsible for ensuring appropriate deidentification of patients in their case studies

Timeline

- November
 - March
 - April
 - May

Prep call for EC leads to review details, duties and tips
EC leads identify and invite an expert to select and present a case study
Webinars scheduled

Prep call for EC leads and presenters to discuss format and tips, including ensuring confidentiality
EC leads indicate if CME credit should be explored*

Promote webinar
Submit quiz questions

Host webinar

* The Alzheimer's Association is able to offer CME credit for select webinars that appeal to a clinical audience. In order for CME to be offered, the title and brief description must first be reviewed by ISTAART to ensure the topic area is aligned with the Alzheimer's Association's wider CME strategy.

ISTAART Journal Club: Meet the Author

Held annually in October, ISTAART Journal Club: Meet the Author webinars are a year-round series designed to share updates on the latest advances in dementia research, and to showcase rising stars in research and science communication. Each webinar is led by two early-career researchers (typically students or postdoctoral researchers), who each present a recent paper before moderating a Q&A with the authors of the paper.

Timeline

- May EC leads identify and invite early-career researcher to present
- June Webinars scheduled
- July Prep call for EC leads and presenters to discuss paper choices
 Authors invited
- August Promote webinar
- September Practice session
- October Host session

Research Updates Webinars

Held on an ad hoc basis, Research Updates webinars present and discuss the latest advances in the field. PIAs may choose to host one or more of these ad hoc webinars throughout the calendar year outside of the aforementioned series types.

[Publications]

PIAs are in the unique position of being able to bring together a team of global researchers to collaborate on publications.

For all PIA-led publications

- Progress is a standing item on executive committee agendas, from conception to publication.
- Manuscripts must have been driven by one or more PIAs with multiple PIA members holding authorship demonstrating collaboration among the membership. Manuscripts submitted by individual PIA members outside of PIA-led initiatives are not eligible for coverage of publication costs.
- The following acknowledgment must be included in the manuscript -

“This manuscript was facilitated by the Alzheimer’s Association International Society to Advance Alzheimer’s Research and Treatment (ISTAART), through the [INSERT PIA(s) HERE] professional interest area[s] (PIA[s]). The views and opinions expressed by authors in this publication represent those of the authors and do not necessarily reflect those of the PIA membership, ISTAART or the Alzheimer’s Association.”

Open-access costs can be covered by the Alzheimer’s Association for a total of two (2) PIA-led manuscripts per PIA, accepted for publication in the Alzheimer’s Association journal family; Alzheimer’s and Dementia: The Journal of the Alzheimer’s Association, Alzheimer’s and Dementia: Translational Research and Clinical Interventions, and Alzheimer’s and Dementia: Diagnosis, Assessment and Disease Monitoring. Please note that editorial decisions of the Alzheimer’s and Dementia journal family are independent of the Alzheimer’s Association and ISTAART. All PIA-led manuscripts will be subject to peer review, and there is no guarantee of acceptance.

If a PIA-led manuscript is not published in the Alzheimer’s Association journal family, the Alzheimer’s Association will cover the costs for one (1) manuscript per year per PIA, up to \$4,000.

Special issues with multiple manuscripts in a submission do not fall under this remit. However, if a PIA wishes to contribute to a special issue, the PIA must first inform the Director of Journal Ops & Special Projects at the Alzheimer’s Association to initiate a proposal with the journal.

Upon notification of the acceptance of a manuscript in the Alzheimer’s and Dementia journal family, the ISTAART team will provide instructions for processing. To claim publication costs for articles in journals outside of the Alzheimer’s and Dementia journal family, the PIA lead should pay publication costs then complete the ISTAART PIA funding request form and vendor payee form.

Research Publications

PIAs may collaborate on reviews, position papers, and / or original articles and are encouraged to call upon the entire PIA membership when conceiving a new publication and include members across all career stages. For each publication planned or in process, it is recommended that a workgroup is convened, with the workgroup regularly meeting independently of the PIA executive committee.

Any draft manuscript produced for a research publication must be reviewed and approved by the PIA's Association Advisor prior to submission.

Systematic Reviews to Inform Guideline Publications

Evidence-based clinical practice guidelines and other clinical policy documents are important tools for improving and standardizing patient care and encouraging shared decision-making with patients. These are developed by unconflicted/minimally conflicted panels of clinical and subject-matter experts convened by an organized body such as the Alzheimer's Association.

PIAs that have a strong clinical focus may collaborate on systematic reviews that lead to clinical practice guideline development. These PIA-led publications will be produced with direction from the Director of Clinical Practice Guidelines at the Alzheimer's Association.

Recommendations made in a clinical practice guideline are informed by systematic reviews which are synthesized, critically appraised, and systematically collected summaries of the best available evidence. Guidelines and systematic reviews are submitted separately for publication in peer-reviewed journals. A systematic review process is expected to take 4-8+ months depending on the scope of the project.

Workflow

- Meet with the Director of Clinical Practice Guidelines to establish scope
- Identify a minimum of 3 PIA members to lead the systematic review
- Assess conflicts of interest and confirm required expertise
- Conduct systematic review
- Develop manuscript for publication

Any draft manuscript produced to inform the Association's clinical practice guideline development process must be reviewed and approved by the Director of Clinical Practice Guidelines prior to submission.

[Other]

Circulate Newsletters to PIA Members

Annual or bi-annual newsletters provide an opportunity for continued engagement with members. Content can include a letter from the Chair, an update on goals, a member spotlight, upcoming events, studies currently recruiting (N.B. ethical approval of studies must be listed), recent publications, and funding opportunities.

Once completed, the PIA Advisor will review and approve the newsletter for distribution. The newsletter will then be distributed to the PIA's members through ISTAART and also be available on the PIA page of the ISTAART website.

Click below to view examples of 2023 PIA newsletters.

- **Cognition PIA**
- **Immunity PIA**
- **Neuromodulatory Subcortical Systems PIA**

Host a Virtual Early-Career Program

These programs are informal virtual meetings in a relaxed format that aim to support and showcase early career individuals in a PIA. Meetings are not recorded and provide a forum for open dialogue and feedback.

The following existing formats may be adapted by a PIA, but PIAs may also propose their own format, provided it supports the needs of early career individuals in that PIA.

- **ISTAART Neuroscience Mentoring Club (Diversity & Disparities, PEERs and AWARE PIAs)**

The ISTAART Neuroscience Mentoring Club (launched by the Diversity & Disparities PIA, and now a collaboration with PEERs and AWARE PIAs) is a meeting to help catalyze collaboration, mentorships and interaction between senior and junior researchers from diverse backgrounds. It provides a platform to showcase a diverse breadth of neuroscientists across the field of dementia research and should foster a culture of inclusion in scientific practice. These events can be specifically tailored for minoritized early career scientists looking to build new relationships as they advance through the field. ISTAART Neuroscience Mentoring Club sessions are fairly informal

and are not recorded to help create a safe space for listening and learning. Learnings are shared via short, summarized and anonymized notes from the discussion.

Format:

- Welcome and introductions (5 minutes)
- Talk by an expert / senior mentor (15 minutes)
- Break out room group discussions with mentors and session champions (35 minutes)
- Take-home messages (5 minutes)

- **Tiny Dots Meetings (NSS PIA)**

The Tiny Dots meetings provide an informal platform for early career researchers to present their ongoing work focusing on neuromodulatory subcortical systems and receive feedback from the community.

Format:

- Welcome and introductions (5 minutes)
- Talk by early career individual (40 minutes)
- Q&A, discussion and feedback (15 minutes)

Apply to the ISTAART Grant Program for Conferences and Convenings (IGPCC)

The ISTAART Grant Program for Conferences and Convenings (IGPCC) will help foster and facilitate PIA-driven efforts to expand and accelerate research discussion. Only ISTAART PIA executive committee members may apply for funding.

Examples of initiatives that can be funded through the mechanism include:

- Convene a PIA-led conference or educational workshop.
- Host a PIA-led event at a national or international conference (excluding all Alzheimer's Association International Conference - AAIC meetings)

Full details of scope and timelines for applications are available through the Alzheimer's Association grants program [here](#).