ISTAART

ALZHEIMER'S ASSOCIATION®

ISTAART Guide to PIA Goals
2022-2023

Guidance

Goals for 2022-2023 [must be submitted to ISTAART](#) for review by **August 8, 2022**, finalized by August 31, 2022, and shared as part of the Annual Business Meeting in September 2022.

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 2022-2023 goals will be reviewed through standing items on PIA executive committee meetings, an interim progress check will be conducted in January 2023, and a final progress report due July 1, 2023. Additional goals can be added for review by ISTAART during the year.

PIAs are invited to select their goals from five categories (Awards, Conferences, Webinars, Publications, Communications). Where applicable, PIAs are encouraged to work towards submitting goals from each of the five categories, and are also welcome to add in bespoke goals.

For each goal, the PIA will be asked to provide **an executive committee lead.** Following 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 workgroup is convened for publications and other activities with a substantial, continuing workload. We suggest that such workgroups convene on a regular basis independently of ISTAART-hosted calls to ensure timely progress towards the goal and that workgroup updates are a standing item on executive committee agendas. When forming a workgroup, the balance of gender, career-stage and geography (including representation from low and middle-income countries) should be considered.

Contents

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.

The <<PIA Name>> AAIC Student / Postdoctoral Poster Award

The <<PIA Name>> AAIC Student / Postdoctoral Poster Award recognises 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.

PIAs are able to recognise the winner in the following ways
- Awarding a certificate to the winner
- A year's complimentary ISTAART membership (not applicable for student award)
- Recognising 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 discussion of 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 four individuals is recommended)
  Communication of award to PIA members and networks
- June   Review of previous winners (where applicable)
  Judges to screen titles and identify a longlist of eligible posters
  [Optional] Judges to screen abstracts of longlist and create a shortlist
- July (AAIC)   Judges to visit posters either in-person or online, consider both the scientific content and presentation of the poster, and rank the shortlist
  Judges to meet to review rankings and determine winner
- August   Communication of award winner
- September   [Optional] Winner recognised in the annual September PIA virtual meeting

The <<PIA Name>> Publication of the Year Award

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

PIAs are able to
- Award a certificate that lists the publication title and all authors
- Invite the authors to receive the certificate / present the paper at AAIC PIA day

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 COI should excuse themselves from ranking and discussion of that publication.

PIAs are able to award a certificate for the paper that lists the publication and all authors. This will be sent virtually to the corresponding author to disseminate to all authors.

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 (AAIC) — Award presentation at PIA day

ISTAART

ALZHEIMER'S ASSOCIATION®

Conferences: AAIC

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. 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
- April   Decide on format for session and invite presenters
- June   Deadline to finalize session details
- July   Host PIA Session

Submit a Featured Research Session

Featured Research Session (FRS) are competitively awarded sessions at AAIC and consist of four speakers converging on a common topic. PIAs are encouraged to submit one or more FRS to AAIC, either individually or as part of a cross-PIA collaboration. Abstracts can be solicited by inviting individual researchers to participate in the FRS 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 FRS theme and approach to obtain abstracts.
              If applicable, solicit abstracts from PIA membership.
- December   Draft submission (title, abstract, overview)
- January   Submit proposal
- March   Decisions on FRS communicated
- July   If accepted, host FRS

Support the ISTAART Student Spotlight Program

The ISTAART Student Spotlight scheme aims to increase engagement with
ISTAART Student poster presenters at AAIC. Participating PIAs are provided with a list of
ISTAART Student posters that selected their PIA as a keyword. The executive committee is then
asked to divide up this list and ensure that each poster is commented upon by an executive
committee member. In addition, PIAs may choose to rank the posters visited and award a
certificate for best poster.

Timeline
- July   Allocate posters to PIA executive committee members
              Participate in the ISTAART Student Spotlight

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.

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

Host a The Basics Webinar

Held annually in April, 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
- February   Prep call for EC leads and presenters to discuss format and tips
        EC leads indicate if CME credit should be explored*
- March   Promote webinar
        Submit quiz questions
- April   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. If the topic area is in alignment, PIAs will be requested to complete this form to apply for the webinar to be considered for CME.)

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 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

Host an AAIC PIA Preview and Networking Session

Held annually in July, AAIC PIA Preview and Networking sessions allow PIAs to preview relevant content at AAIC and host breakout sessions for members to meet one another. Such sessions are particularly beneficial for PIA members who plan to attend AAIC virtually.

Timeline
- April   Prep call for EC leads

- June   Promote webinar
- July   Host session

Host one or more Research Updates webinars

Held on an ad hoc basis, Research Updates webinars present and discuss the latest advances in the field.

The following information should be sent to ISTAART at least eight weeks before the webinar:
- 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
- Duration of webinar
- 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. If the topic area is in alignment, PIAs will be requested to complete this form to apply for the webinar to be considered for CME.)
- Plan for promoting the webinar (e.g. distribution to institutional mailing lists, promotion on social media)

Publications

Submit a PIA-led manuscript for publication

PIAs are in the unique position of being able to bring together a team of global researchers to collaborate on reviews, position papers, and / or original articles.

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

For all PIA-led papers
- Progress is a standing item on executive committee agendas, from conceivement 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 draft manuscript must be reviewed and approved by the PIA's Association Advisor prior to submission.**
- The following acknowledgment must 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 publication costs can be covered by the Alzheimer's Association for all PIA-led manuscripts 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.

In addition, for each PIA, publication costs will be covered by the Alzheimer's Association for one article per year accepted in a journal outside of the Alzheimer's and Dementia journal family.

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

ISTAART

ALZHEIMER'S ASSOCIATION®

pay publication costs then complete the ISTAART PIA funding request form and vendor payee form.

Communications

Circulate one or more 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, update on goals, 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.

Click below to view examples of 2023 PIA newsletters.
- **Cognition PIA**
- **Immunity PIA**
- **PIA to Elevate Early Career Researchers (PEERs)**

Host one or more membership calls for all PIA members

Similar to newsletters, annual or bi-annual membership calls provide an opportunity for continued engagement with members. Content can include an introduction from the Chair, update on goals, member spotlight, upcoming events, recent publications, and funding opportunities. Membership calls can span the entirety of a PIAs interests, or focus on a specific topic.

Potential agenda items could include:
- Welcome and introductions
- How to get involved
    - Upcoming webinars
    - Workgroup updates
- Member updates
- Open Discussion