

4-8 APRIL, 2018 | FIRENZE FIERA CONGRESS CENTER | FLORENCE, ITALY

2018 SIRS Biennial Meeting Submission Guide

Table of Contents - F.A.Q.

Please click any option below.

I am unfamiliar with the entire process.

I am creating a new Symposia submission.

I am creating a new Oral / Poster submission.

I am completing or editing a submission.

I need to enter a disclosure.

I need to check the status of my submission.

2018 SIRS Annual Meeting Submission Guide

Visit <http://sirs.societyconference.com>

Clicking 'Log In' will open the below pop-up window

The screenshot shows the website for the 6th Biennial Schizophrenia International Research Society Conference. The header features a banner with a cityscape and the text: "6th Biennial Schizophrenia International Research Society Conference Integrated Prevention and Treatment: Shifting the Way We Think". Below the banner, there are navigation tabs for "Log In", "Submissions SIRS", and "Registration SIRS". The main content area says "Welcome to the 6th Biennial Schizophrenia International Research Society Conference!" and provides information about the conference dates (4-8 April, 2018) and location (Firenze Fiera Congress Center, Florence, Italy). It also includes a note that all submissions are currently closed and a link to create a user account or log in.

Please type your name and password to proceed. If you have forgotten your login information, click 'Forgot Password'.

The screenshot shows a login pop-up window titled "Enter your log in information". It contains two input fields for "E-mail" and "Password". Below these fields is a checkbox labeled "Remember my Login ID on this computer" and a yellow "Log In" button. There are also links for "Not a current user? Create a New User Account", "Forgot your password? Reset Password", and "Change your Password". At the bottom, there is a note: "This site is best viewed in latest versions of Chrome, Firefox, Safari, and Internet Explorer 9 and beyond."

After logging in, a new button will appear, click this button to proceed.

The screenshot shows the submission dashboard for the 5th Biennial Schizophrenia International Research Society Conference. It features a yellow button labeled "Access My Submission Dashboard". Below this is a table with the following data:

Submission Type	Deadline	Status	Submission Information
Symposia	1 October, 2015	Open	Symposia Guidelines
Poster	3 December, 2015	Open	Poster Guidelines
Independent Oral	3 December, 2015	Open	Independent Oral Guidelines
Honorific Award	2 November, 2015	Opening in July 2015	
Travel Award	11 November, 2015	Opening in July 2015	

2018 SIRS Biennial Conference Submission Guide

Creating a new submission

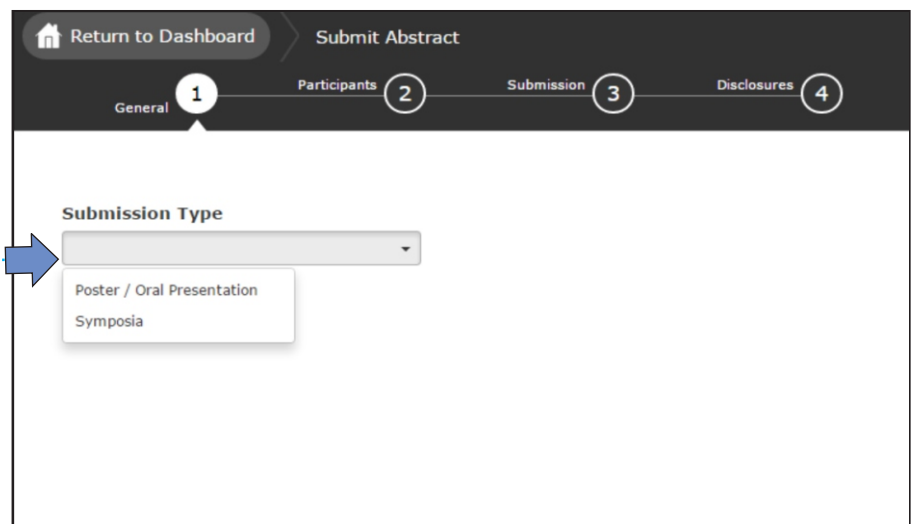
1

This is your submissions home screen. From here you can access existing submissions, create new submissions, and apply for awards.



2

Use this dropdown to select your submission type.



3

Which type of submission are you creating?

Poster/ Oral

Symposia

2018 SIRS Biennial Meeting Submission Guide

Creating a Poster/ Oral Submission

Enter your title, primary category, and secondary category. The full list of these options is available below.

Once entered, the title will automatically change to title case. You can ignore the auto title case change by editing the title a second time.

Basic Science
Clinical Science
Other
Treatment & Outcome

Adverse events
Biological biomarkers
Children and adolescents Disease trajectory: others
Circuitry and physiology: animal models
Clinical trials
Co-morbid conditions: others
Co-morbidity: substance abuse
Cognition and neuropsychology
Collaboration between academia & industry
Diagnostic Issues
Dimensional discussions (psychosis, mood, and others)
Epidemiology
Ethical issues
Functional biomarkers
Functional brain imaging
Global health
Health economics
Human brain imaging: spectroscopy, connectivity, and structure
Human genetics
Molecular pathobiology: animal Models
Neurobiology and pathology: human brains and cells
Neurodevelopment
Non-pharmacological treatments
Phenomenology
Psychopharmacology
Psychosocial Functioning
Quality of life
Services research

The screenshot shows the submission form interface. At the top, there are navigation links: "Return to Dashboard" and "Submit Poster / Oral Presentation". Below this is a progress bar with four steps: "General" (1), "Participants" (2), "Submission" (3), and "Disclosures" (4). The "General" step is active. A yellow button labeled "Add Participants" is visible. The "Submission Type" dropdown menu is set to "Poster / Oral Presentation". The form contains three main sections, each with a numbered callout: 1. "Enter Title *": A text input field with a character count of "200 of 200 characters remaining". 2. "Primary Category *": A dropdown menu. 3. "Secondary Category *": A dropdown menu.

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Creating a Poster/ Oral Presentation

The number of roles an individual may have in symposia sessions and/or oral presentations will be limited to two (2). The two roles include being a presenter, chair, co-chair, or discussant. Furthermore, speaking roles are limited to a maximum of two per speaker.

The screenshot shows a web interface for submitting a poster or oral presentation. At the top, there is a navigation bar with a home icon and a 'Return to Dashboard' button. The main title is 'Submit Poster / Oral Presentation'. Below the title is a progress indicator with four steps: 'General' (marked with a green checkmark), 'Participants' (marked with a '2' in a circle), 'Submission' (marked with a '3' in a circle), and 'Disclosures' (marked with a '4' in a circle). Below the progress indicator are two buttons: a grey 'Previous' button and a yellow 'Save and Continue' button. The main content area is titled 'Enter Participants'. It features a table with columns for 'Abstract Admin', 'Submission Status', and 'Disclosure Status'. The first row shows a 'Poster Presenter' role for 'john white' with the email 'jwhite@parthenonmanagementgroup.com'. The 'Abstract Admin' column has a checked checkbox, while the 'Submission Status' and 'Disclosure Status' columns show document icons and the text 'Not Started'.

	Abstract Admin	Submission Status	Disclosure Status
Poster Presenter*	<input checked="" type="checkbox"/>	Not Started	Not Started

Posters and Oral Presentations only have one presenting author.
Please click 'Save and Continue' to Proceed.

2018 SIRS Biennial Conference Submission Guide

Creating a Poster/ Oral Presentation

The number of roles an individual may have in symposia sessions and/or oral presentations will be limited to two (2). The two roles include being a presenter, chair, co-chair, or discussant. Furthermore, speaking roles are limited to a maximum of two per speaker.

As you correctly respond to each question, you will see the numbers change to a green fill. *If the numbers are red, you need to complete the question.*

When all questions are completed, please click 'Save and Continue'.

For help with co-authors, click here.

For help with keywords, click here.

Return to Dashboard Submit Poster / Oral Presentation

General Participants Submission **3** Disclosures **4**

< Previous Save and Continue > Submit Abstract 0 of null overall character

Submission Details

1 Please list all co-authors for this poster submission.

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

Order	Presenter	First Name *	Last Name *	Affiliation *
1	<input type="radio"/>	John	White	Parthenon Management Gr
	<input type="radio"/>			

2 Poster or Oral Presentation *

Would you like to submit this for review as a poster, oral presentation, or both?

Poster
 Oral Presentation
 Both

3 Background *

Please enter the background section of your abstract.

4 Methods *

Please enter the methods section of your abstract.

5 Results *

Please enter the results section of your abstract. This section is limited to 1250 characters, including spaces.

6 Discussion *

Please enter the discussion section of your abstract.

6 Discussion *

Please enter the discussion section of your abstract.

7 Keyword *

Please select at least 3 and up to 5 keywords that best describe your abstract.

Search for keywords to be added. If keyword is not found, then enter directly in the table below.

Search for keyword

Keywords
<input type="text"/>

You must enter at least 3 keywords

2018 SIRS Biennial Conference Submission Guide

Creating a Symposia

Basic Science
Clinical Science
Other
Treatment & Outcome

Enter your title, primary category, and secondary category. The full list of these options is available below.

Once entered, the title will automatically change to title case. You can ignore the auto title case change by editing the title a second time.

[Return to Dashboard](#) Submit Symposia

General **1** Participants **2** Submission **3** Disclosures **4**

Add Participants >

Adverse events
Biological biomarkers
Children and adolescents Disease trajectory: others
Circuitry and physiology: animal models
Clinical trials
Co-morbid conditions: others
Co-morbidity: substance abuse
Cognition and neuropsychology
Collaboration between academia & industry
Diagnostic Issues
Dimensional discussions (psychosis, mood, and others)
Epidemiology
Ethical issues
Functional biomarkers
Functional brain imaging
Global health
Health economics
Human brain imaging: spectroscopy, connectivity, and structure
Human genetics
Molecular pathology: animal Models
Neurobiology and pathology: human brains and cells
Neurodevelopment
Non-pharmacological treatments
Phenomenology
Psychopharmacology
Psychosocial Functioning
Quality of life
Services research

Submission Type

Symposia

1 Enter Title *

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

2 Select Category *

Select a category that is applicable to your abstract submission. If the appropriate category is not available, please enter category below.

3 Secondary Category *

Select a category that is applicable to your abstract submission.

2018 SIRS Biennial Conference Submission Guide

Creating a Symposia

The number of roles an individual may have in symposia sessions and/or oral presentations will be limited to two (2). The two roles include being a presenter, chair, co-chair, or discussant. Furthermore, speaking roles are limited to a maximum of two per speaker.

		Abstract Admin	Submission Status	Disclosure Status
Chair*	john white jwhite@parthenonmanagementgroup.com	<input checked="" type="checkbox"/>		
Presenter*	Sarah Timm, B.A. stimm@schizophreniaresearchsociety.org	<input type="checkbox"/>		
Presenter*	Sarah Timm stimm@parthenonmgmt.com	<input type="checkbox"/>		
Presenter*	Michelle Tidwell mtidwell@parthenonmgmt.com	<input type="checkbox"/>		
Presenter*	Elizabeth L. Wasternack ewasternack@parthenonmanagementgroup.com	<input type="checkbox"/>		
Discussant*	mccr	<input type="checkbox"/>		

- Enter your participants by searching for them in the system first. If you cannot find them you can add them manually by clicking 'add a new participant'.
- If you would like to change a participant, you can click remove from this screen. This option will be available until submissions close.

- Please note the text and icon to the right of each participant. As chair, you can view the status of each presentation and disclosure by clicking on these icons.



- Once all presentations are 'Submitted' you will come back here as chair and 'Finalize' the overall submission.

2018 SIRS Biennial Conference Submission Guide

Creating a Symposia- Overall Submission

The number of roles an individual may have in symposia sessions and/or oral presentations will be limited to two (2). The two roles include being a presenter, chair, co-chair, or discussant. Furthermore, speaking roles are limited to a maximum of two per speaker.

As you correctly respond to each question, you will see the numbers change to a green fill. *If the numbers are red, you need to complete the question.*

Please note: You will be unable to click 'Finalize Submission' until ALL participants have completed their presentations.

When all questions are completed please click 'Save and Continue'.

[Return to Dashboard](#) Submit Symposia

General Participants Submission **3** Disclosures **4**

[Previous](#) [Save and Continue](#) [Finalize Submission](#)

Submission Details

- 1** **Presenter Affiliations ***
Are all presenters listed in your proposal from the same institution?
 Yes
 No
- 2** **Rationale for Common Affiliation ***
Symposia presenters must be from various institutions so meeting attendees benefit from cross-institutional collaboration. A justification is required for proposals in which all presenters are from the same institution. **Please provide your rationale.**
- 3** **Overall Panel Abstract ***
Please provide a description of your proposed panel session.
(character limit: 2000 not including spaces)
- 3** **Overall Panel Abstract ***
Please provide a description of your proposed panel session.
(character limit: 2000 not including spaces)
- 4** **Meeting Attendance ***
I hereby acknowledge my intention to participate on a symposia session at the 2016 SIRS Biennial Conference. Further, I agree to be available for the entirety of the Conference from 2 - 6 April, 2016.
 I agree to be available for the entirety of the Conference.
- 5** **SIRS Role Limit Policy ***
The number of roles an individual may have in symposia sessions and/or oral presentations will be limited to three, the three roles include being a presenter, chair, co-chair or discussant. Furthermore, speaking roles are limited to a maximum of two per speaker.
 I have read and understand this policy.

2018 SIRS Biennial Conference Submission Guide

Creating a Symposia- Individual Submission

The number of roles an individual may have in symposia sessions and/or oral presentations will be limited to two (2). The two roles include being a presenter, chair, co-chair, or discussant. Furthermore, speaking roles are limited to a maximum of two per speaker.

As you correctly respond to each question, you will see the numbers change to a green fill. *If the numbers are red, you need to complete the question.*

When all questions are completed please click 'Save and Continue'.

For help with keywords,
click here

Submission Details

- 1 Enter Title ***

Please enter your abstract title in the below box. The title should be brief and clearly indicate the nature of the proposed presentation.
(character limit: 200 not including spaces)
- 2 Meeting Attendance ***

I hereby acknowledge my intention to participate on a symposia session at the 2016 SIRS Biennial Conference. Further, I agree to be available for the entirety of the Conference from 2 - 6 April, 2016.

I agree to be available for the entirety of the Conference.
- 3 SIRS Role Limit Policy ***

The number of roles an individual may have in symposia sessions and/or oral presentations will be limited to three, the three roles include being a presenter, chair, co-chair or discussant. Furthermore, speaking roles are limited to a maximum of two per speaker.

I have read and understand this policy.
- 4 Background ***

Please enter the background section of your abstract.
- 5 Methods ***

Please enter the methods section of your abstract.
- 6 Results ***

Please enter the results section of your abstract.
- 6 Results ***

Please enter the results section of your abstract.
- 7 Conclusions ***

Please enter the conclusions section of your abstract.
- 8 Keywords ***

Please select at least 3 and up to 5 keywords that best describe your abstract.

Search for keywords to be added. If keyword is not found, then enter directly in the table below.

Search for keyword

Keywords
<input type="text"/>

You must enter at least 3 keywords

2018 SIRS Biennial Conference Submission Guide

Completing the Disclosure

The disclosure must be completed by all participants. You can access the disclosure by progressing through the submission naturally or by clicking 'Disclosures' at the top.

As you correctly respond to each question, you will see the numbers change to a green fill. *If the numbers are red, you need to complete the question.*

When all questions are completed, please click 'Save'

When you have completed all tasks, please click 'Submit Abstract'

Return to Dashboard Submit Poster / Oral Presentation

General Participants Submission Disclosures

← Previous Save Submit Abstract

Disclosures

1 Disclosure *

I certify that all my (and my immediate family's) affiliations with or financial involvement (e.g., employment, consultancies, honoraria, equity ownership or stock options, grants, contracts, patents, received or pending, or royalties) with any organization or entity having a financial interest in or a current or potential financial conflict with any matters related to SIRS are disclosed completely here. For purposes of disclosure, financial involvement is defined as any income source having occurred within the last 2 years. Please note if any income source is greater than or equal to \$10,000 per year or has the potential to generate that amount per year in the future (e.g. patents or royalties). Also, please note if the financial involvement constitutes more than 5% of one's family income.

Do you (or your spouse/partner) have any relevant financial interests to disclose?

I do have relevant financial interests to disclose.
 I do not have relevant financial interests to disclose.

2 Part 1

Any financial involvement with a pharmaceutical or biotechnology company, a company providing clinical assessment, scientific, or medical products or companies doing business with or proposing to do business with SIRS over past 2 year, or proposing to do business in the futures (June 2013 - Present) should be listed here:

Company Name	Type of Disclosure	Individuals Involved

* You must populate Company Name, Individuals Involved, Type of Disclosure to complete the row.

3 Part 2

List annual income sources & equity of \$10,000 per year or greater (June 2013 - Present):

Company Name	Type of Disclosure	Individuals Involved

* You must populate Company Name, Individuals Involved, Type of Disclosure to complete the row.

4 Part 3

Financial involvement with a pharmaceutical or biotechnology company, a company providing clinical assessment, scientific, or medical products or companies doing business with or proposing to do business with SIRS which constitutes more than 5% of family income (June 2013 - Present):

Company Name	Type of Disclosure	Individuals Involved

* You must populate Company Name, Individuals Involved, Type of Disclosure to complete the row.

5 Part 4

Grants from pharmaceutical or biotechnology company, a company providing clinical assessment, scientific, or medical products directly, or indirectly through a foundation, university, or any other organization (June 2013 - Present):

Company Name	Type of Disclosure	Individuals Involved

* You must populate Company Name, Individuals Involved, Type of Disclosure to complete the row.

6 Part 5

My primary employer is a pharmaceutical/biotech/medical device company. List company name:

Company Name	Type of Disclosure	Individuals Involved

* You must populate Company Name, Individuals Involved, Type of Disclosure to complete the row.

7 Signature *

I certify that all my (and my immediate family's) affiliations with or financial involvement (e.g., employment, consultancies, honoraria, equity ownership or stock options, grants, contracts, patents, received or pending, or royalties) with any organization or entity having a financial interest in or a current or potential financial conflict with any matters related to the SIRS are disclosed completely here.

2018 SIRS Biennial Conference Submission Guide

Keyword/ Co-author Help

The number of roles an individual may have in symposia sessions and/or oral presentations will be limited to two (2). The two roles include being a presenter, chair, co-chair, or discussant. Furthermore, speaking roles are limited to a maximum of two per speaker.

Keywords

Please type your keywords in the search box and press enter or click the box to add that keyword.

If you cannot find the keyword in the search box, simply type below to add the keyword.

Co-author

Please search for your co-author in the search box and press enter or click the box to add that co-author.

If you cannot find the co-author in the search box, simply type 'complete the entry' in the grid below.

To reorder your co-authors, click the arrow to the left of their name, this will move the author up and down the list.

Order	Presenter	First Name *	Last Name *	Affiliation *	
1	↓	john	white	Parthenon Management Gr	
2	↑↓	Michelle	Tidwell	Parthenon Management Gr	remove
3	↑	Sarah	Timm	Parthenon Management Gr	remove

Order	Presenter	First Name *	Last Name *	Affiliation *	
1	↓	john	white	Parthenon Management Gr	
2	↑↓	Sarah	Timm	Parthenon Management Gr	remove
3	↑	Michelle	Tidwell	Parthenon Management Gr	remove

2018 SIRS Biennial Conference Submission Guide

Editing an Existing Submission

The number of roles an individual may have in symposia sessions and/or oral presentations will be limited to two (2). The two roles include being a presenter, chair, co-chair, or discussant. Furthermore, speaking roles are limited to a maximum of two per speaker.

Click the title that corresponds to the submission role and type. For example, to access the Symposia Chair role, click the title of the submission next to the 'Chair' role.

6th Biennial
Schizophrenia International Research Society Conference
Integrated Prevention and Treatment: Shifting the Way We Think





4-8 APRIL, 2018 | FIRENZE FIERA CONGRESS CENTER | FLORENCE, ITALY

Start a New Scientific Submission



Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role
 <small>Not Started</small>	Symposia Test	Symposia	Presenter

Status	My Submissions	Type	Role
 <small>Not Started</small>	Test Poster	Poster / Oral Presentation	Poster Presenter delete
 <small>In Progress</small>	Symposia Test	Symposia	Chair delete

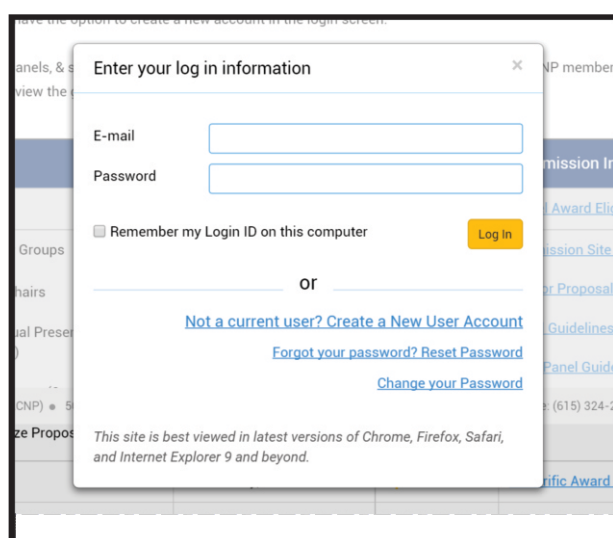
2018 SIRS Biennial Conference Submission Guide

Completing Only a Disclosure

1 Visit <http://sirs.societyconference.com>

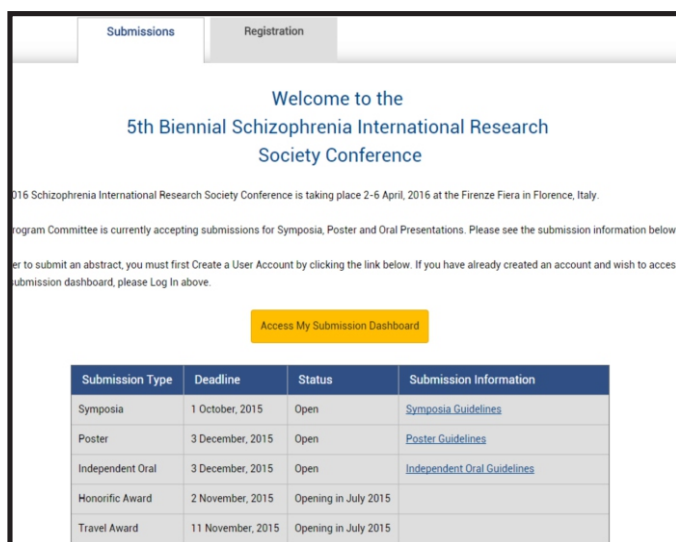


2 Clicking 'Log In' will open the below pop-up window.

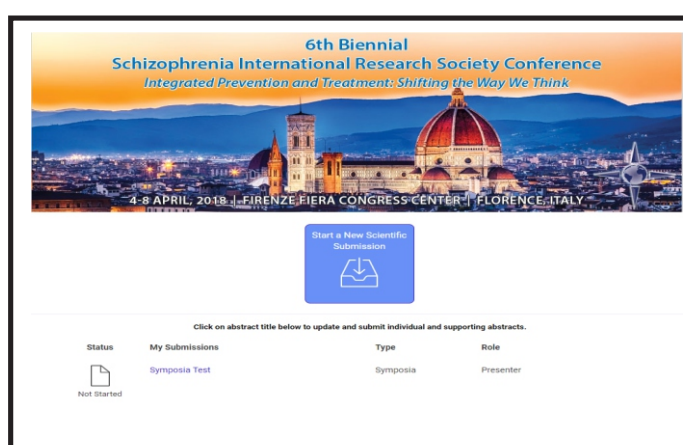


3 Please type your name and password to proceed. If you have forgotten your login information click 'Forgot Password'.

4 After logging in, a new button will appear, click this button to proceed.



5 Click the title of the submission. Your role may say 'Discussant', 'Co-chair' etc.



6 Complete the disclosure by answering all the questions and clicking 'Submit Abstract'.

As you correctly respond to each question, you will see the numbers change to a green fill. *If the numbers are red, you need to complete the question.*

When all questions are completed, please click 'Save' or 'Submit Abstract' to complete your submission.

