



## 2019 APSARD Annual Meeting

Submission Instructions for Posters

**SUBMISSION DEADLINE: Friday, October 12, 2018**

To submit your proposal, visit the 2019 Abstract Submission Portal: <https://apsard.societyconference.com>

### Steps for Submission:

1. Existing users will log-in using the button on the top left; New users will create an account using the button at the bottom of the page.

Existing Users

Log In

Submissions  
2019 APSARD

Registration  
2019 APSARD

Welcome to the  
2019 APSARD Annual Meeting Site

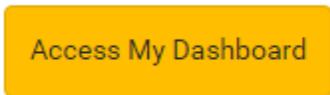
The 2019 APSARD Annual Meeting will be held at the Washington Marriott Wardman Park in Washington D.C. from January 18-20, 2019.

APSARD will open submissions for the 2019 Annual Meeting in late summer 2018. Please check back for more information.

New User? Create a User Account

New Users

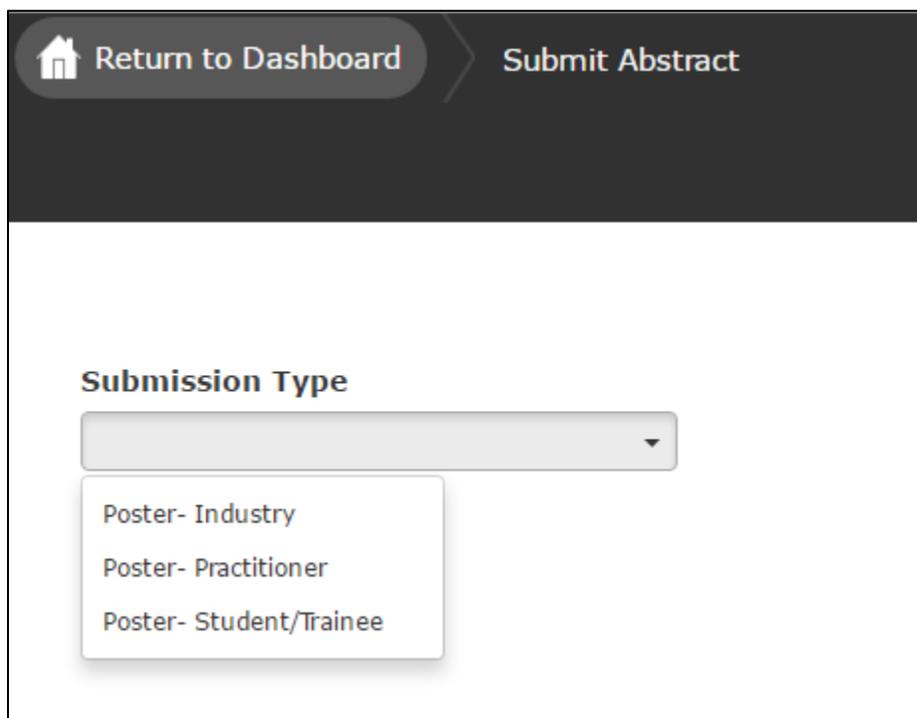
2. Once logged into the portal, select the yellow button “Access My Dashboard.”



3. You will then select the large blue square, “Start a New Scientific Submission”.
  - a. If you have previously started or submitted an abstract it will be listed below the button.



4. Select the appropriate poster submission type in the drop down menu.



5. Enter your title of your abstract submission.
  - a. Your title must be less than 200 characters.

b. Do not use all CAPS. Please use title case.

6. Select your primary submission category in the dropdown menu provided. The selections are as follows:

- Basic Science
- Clinical Science
- Integrative Science

7. Select your secondary submission category in the dropdown menu. The selections are as follows:

- Animal Studies
- Chemistry of Therapeutic Compounds
- Clinical Trials - Pharmacological/  
Neuromodulatory
- Clinical Trials - Psychosocial/Behavioral
- Community Treatment
- Diagnostic Methodologies
- Educational Interventions
- Environmental Risk/Protective Factors
- Experimental Methodology
- Human Genetics
- Neuroimaging Studies
- Translational Research

8. Once title and categories are entered, select the yellow button on the top, "Save and Continue" to move to step 2, 'Participants'

9. Participants

- a. The poster presenter will default to the account that is logged-in. The submitter is required to be the presenter for this meeting.
- b. Select the yellow "Save and Continue" button at the top of the screen.

10. Submission Details

- a. Please complete the fields for the submission. Please use title case, not all CAPS.
  - i. Background
  - ii. Methods
  - iii. Results
  - iv. Conclusions
  - v. Co-authors
- b. Search for each co-author first in the search box. If the co-author is already in the system, select their name. If not, Enter their First Name, Last Name, and Affiliation directly into the grid.
  - i. Enter a maximum of 20 authors/co-authors. The PRESENTING Author must be the submitter.
  - ii. If no co-authors, select "Save and Continue" at top of screen.
  - iii. Once all of the co-authors are entered, you can use the up and down arrows to change the author order.
  - iv. Complete the verification field.
- a. Once all co-authors are entered, select the yellow button at the top, "Save and Continue".

**5 Co-author**  
 Use the up and down arrows to change the author order if necessary. Please do not enter addresses into the 'Affiliation' section.

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

Search Here

Change Order

Order	Presenter	First Name *	Last Name *	Affiliation *
1	↓	Kelly	Phy	Parthenon Management Gr
	↑	John	White	PMG

Note: You must complete First Name, Last Name, and Affiliation for each co-author.

## 11. Disclosures\*

*\*Please note that if you have already completed a submission, the disclosure will automatically copy over to your new submission.*

- Review the definitions at the top of the screen. Please select your role for the conference (you can select more than one role). Answer Disclosure Question 2: Select if you or your spouse have had any financial relationships to disclose within the past 12 months.
  - If responding "No", please proceed to electronic signature.
  - If responding "Yes", please complete the applicable fields for you and/or your spouse and then complete the following statements. Once complete, proceed to electronic signature.
- Electronically sign by typing your name to certify you disclosure.
- Click "Save and Continue".

Return to Dashboard Submit Poster- Industry

General  Participants  Submission  Disclosures  Payment

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3000 of 3000 overall characters remaining

Submit Abstract and Payment

**Disclosures**

**Definition of Financial Relationship:**  
 Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g. stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considered relationships of the person involved in the CME activity to include financial relationships of a spouse or partner. Contracted research includes research funding where the institution gets the grant and manages the fund and the person is the principal or named investigator on the grant. There is no minimum dollar amount for relationships.

**Definition of Commercial Interest:**  
 A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are not commercial interests – unless the provider of clinical service is owned, or controlled, by a commercial interest. The following are not commercial interests:

- 501-C Non-profit organizations that do not advocate for commercial interests
- Government organizations

## 12. Payment

- Review the submission order and enter in your credit card details.

Return to Dashboard Submit Poster- Industry

General  Participants  Submission  Disclosures  Payment

← Previous Save Submit Abstract and Payment 3000 of 3000 overall characters remaining

There is a fee of \$500 USD to submit an Industry poster abstract. Type is subject to verification.

**Review Order**

Submission Type	Amount
Poster- Industry	500.00 USD
Enter promo code <input type="text"/>	<input type="button" value="Apply"/>
<b>Total Amount</b>	<b>500.00 USD</b>

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13. Select the yellow button, “Submit Abstract and Payment”.

- All tasks at the top will have green checks to note they have been completed. You will be given an error and the task will show in red if it has not been completed.
- Once successfully submitted, you will receive a confirmation by email.
- After the deadline has passed, all submissions will be reviewed by the Program Committee.