**2020 APSARD Annual Meeting**

Submission Instructions for Posters
<span style="color:red">**SUBMISSION DEADLINE: Friday, October 11, 2019**</span>

To submit your proposal, visit the 2020 Abstract Submission Portal:
https://apsard.societyconference.com/?conf_id=10016&m=user&h=home

# Steps for Submission:

1. If you are a current or previous member of APSARD, your account is stored within our system. You will log in with your email and password. If you have forgotten your password, please select "Forgot Password", and it will be sent to you. If you are a new submitter or your email address is not recognized by the system, please create a new account.

2. Once logged into the portal, select the large blue square "Start a New Scientific Submission".



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

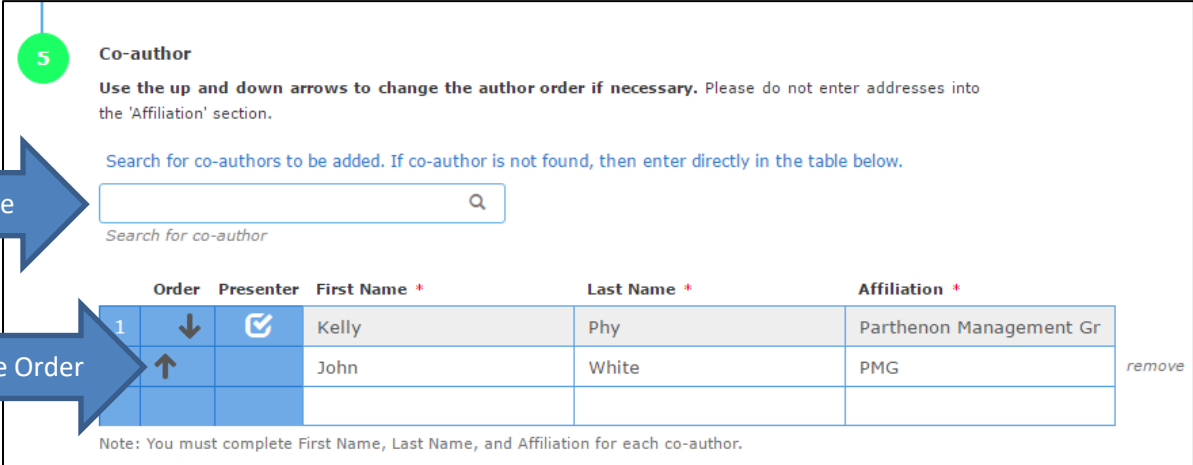4. Enter your title of your abstract submission.
   a. Your title must be less than 200 characters.
   b. Do not use all CAPS. Please use title case.

5. Select your primary submission category in the dropdown menu provided. The selections are as follows:
   - Basic Science
   - Clinical Science
   - Integrative Science

6. 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

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

8. 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.

9. Submission Details

a. Please complete the fields for the submission.  Please use title case, <u>not</u> 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".



10. Disclosures*
   *Please note that if you have already completed a submission, the disclosure will automatically copy over to your new submission.*
    a. 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.
       i. If responding "No", please proceed to electronic signature.
       ii. 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.
    b. Electronically sign by typing your name to certify you disclosure.
    c. Click "Save and Continue".

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

11. Payment
   a. Review the submission order and enter in your credit card details.



12. Select the yellow button, "Submit Abstract and Payment".
   a. 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.
   b. Once successfully submitted, you will receive a confirmation by email.
   c. After the deadline has passed, all submissions will be reviewed by the Program Committee.