#### 2017 International Summit on Suicide Research

Submission Instructions for Symposia Participants **DEADLINE TO SUBMIT: MARCH 14, 2017** 

This meeting brings together investigators from all areas of suicide research including epidemiology, neurobiology, genetics, interventions, clinical factors and novel methods of assessment.

Presenters should emphasize new data, concepts or methods, and theoretical advances. Abstracts must contain data and analysis to support the stated purpose. Abstracts stating "data will be provided at a later date" or "will discuss at meeting" will impact the overall scores for the presentation.

#### Format:

- Symposia sessions should include a chair and 4 speakers.
- The chair of the session can be one of the speakers.
- Each session is 1 hour and 30 minutes long.
- Each speaker will have approximately 15 minutes to speak to allow time for discussion and questions.
- The chair of the session will be asked to submit at least 2 learning objectives for the session and an overall abstract.
- Each speaker will be asked to submit an abstract that is no longer than 3,200 characters not including spaces.

As a participant in a symposium, you will receive an automated email which will include a link for you to log-in to our abstract submission portal to complete your required tasks. You may also visit our online submission portal. Since the Chair of the symposia has already created your account, please select "Forgot your password" to obtain your login information. You will be asked to update your profile with contact information.

To submit your proposal, please follow the instructions below:

- Visit the 2017 Abstract Submission Portal:
  <a href="https://iasr.societyconference.com/conf\_website/aWFzci5zb2NpZXR5Y29uZmV-vZ/">https://iasr.societyconference.com/conf\_website/aWFzci5zb2NpZXR5Y29uZmV-vZ/</a>.
- Select "Log In".
- If you do not know your login information, please select "Forgot your password".
- If you are new submitter or your email address is not recognized by the system, please create a new account.
- Once on the Submissions tab, select "Access My Dashboard".
- On your dashboard you will see a blue button that says 'Start a New Scientific Submission.' This button will allow you to start a new symposia submission.

• If someone has already initiated the symposium and you were invited as a participant, you should see the title of the symposia below the blue button. Click the hyper-linked title to enter your part of the submission.

# **Chair Steps for Submission:**

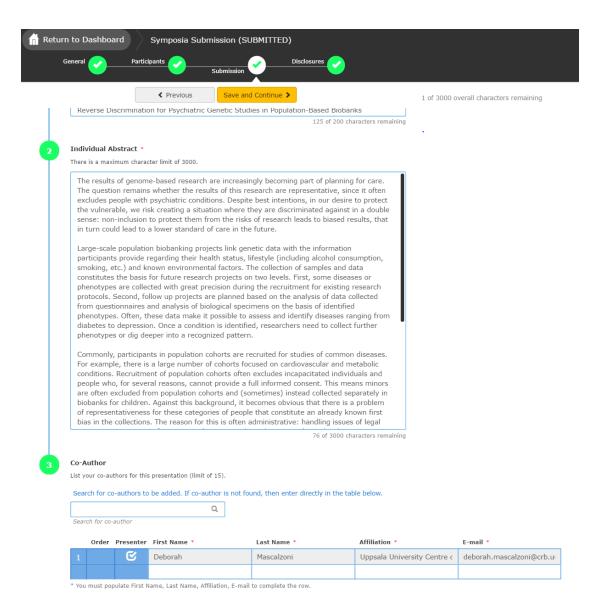
### **Submission**

- 1. Task 1: Enter the overall presentation title.
- 2. Task 2: Enter the overall abstract details.
  - a. There is not a required structure for symposia abstracts.
  - b. Maximum Character limit is 3,200 not including spaces.
- 3. Task 3: Enter at least 2 learning objectives for the symposia. There is a maximum of 5 learning objectives for the session.
- 4. Task 4: Enter your financial disclosures.
  - a. Disclosures for symposia presentations are full disclosure.
  - b. If you have already completed a submission for the 2017 Summit, your disclosure should automatically populate.
  - c. If this is your first submission for the 2017 year, please complete the disclosure questions.
- 5. Once all tasks are completed on this page, the buttons on the left will turn green, select "Save" towards the top of the screen.
- 6. You will not be able to finalize the symposia submission for review until all of the invited participants have completed their portion of the submission. Once all participants have completed their portion you will receive an email. You must log back in to the system to review and finalize the submission once all the participants have completed their portion.

## **Participant Steps for Submission:**

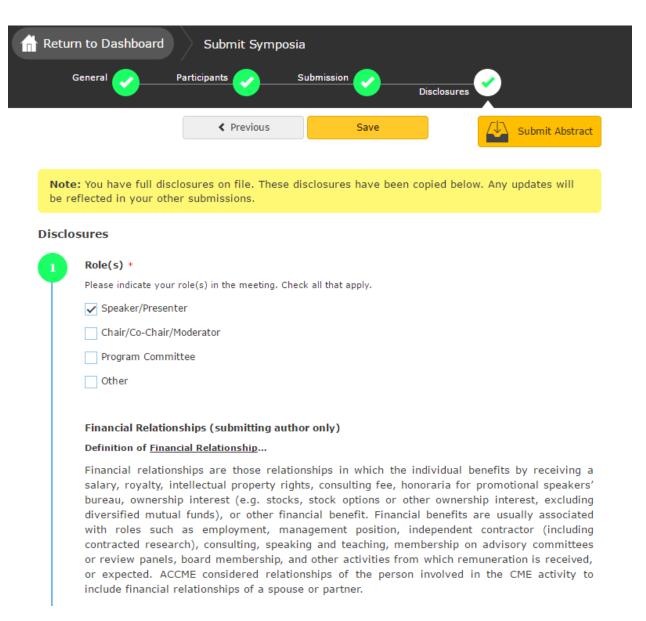
#### Submission

- 7. Task 1: Enter the individual presentation title
- 8. Task 2: Enter the individual abstract details.
  - a. There is not a required structure for symposia abstracts.
  - b. Maximum Character limit is 3,200 not including spaces.
- 9. Task 3: Add your co-authors in the order in which they should appear in the abstract book. Please search for the co-author using the search box first. If they are already in the system, select their existing account. If they are not listed in the system, add them in the data grid.
  - a. There is a limit of 25 co-authors.
  - b. Co-authors are not required.
- 10. Once all tasks are completed on this page, the buttons on the left will turn green, select "Save and Continue" towards the top of the screen.



### **Disclosures**

- 1. Disclosures for symposia presentations are full disclosure.
- 2. If you have already completed a submission for the 2017 Summit, your disclosure should automatically populate.
- 3. If this is your first submission for the 2017 year, please complete the disclosure questions.
- 4. Once you have completed all of the steps for your submission, click the Submit Abstract button to finalize your submission. You should receive a confirmation email.



- Once all required fields have been submitted, all 4 tasks at the top of your screen will be green. To complete your submission select "Submit Abstract" in orange.
- Once successfully submitted, you will receive a confirmation by email.
- After the deadline has passed, all submissions will be reviewed by the Program Committee.
- If you are the Chair of the symposia, you cannot finalize the submission until all participants have completed their portion of the submission. You will receive a notification when the last presenter has completed their submission. At that time, you can login and finalize the overall submission.

If you have problems with your submission or have questions, please contact Tori Swinehart at <a href="mailto:TSwinehart@parthenonmgmt.com">TSwinehart@parthenonmgmt.com</a> .