

2018 WCBR Submission Site User Guide

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



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

The screenshot shows a login pop-up window titled "Enter your log in information". It contains the following fields and options:

- E-mail:
- Password:
- ☐ Remember my Login ID on this computer
-
- or
- [Not a current user? Create a New User Account](#)
- [Forgot your password? Reset Password](#)
- [Change your Password](#)

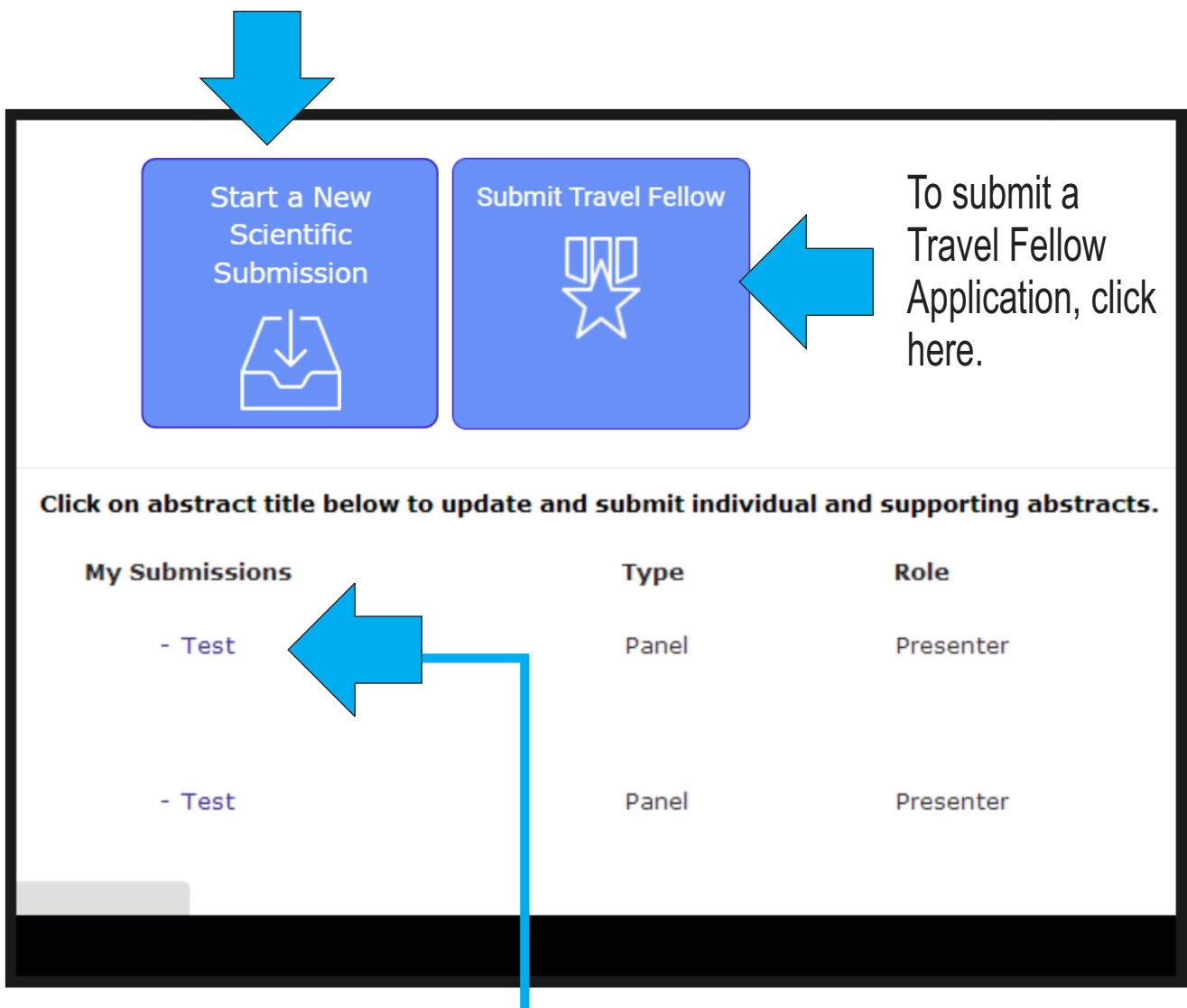
At the bottom of the pop-up, there is a note: "This site is best viewed in latest versions of Chrome, Firefox, Safari, and Internet Explorer 9 and beyond."

2018 WCBR Submission Site User Guide

Click “Access My Dashboard”

Access My Dashboard

Select Start a New Scientific Submission



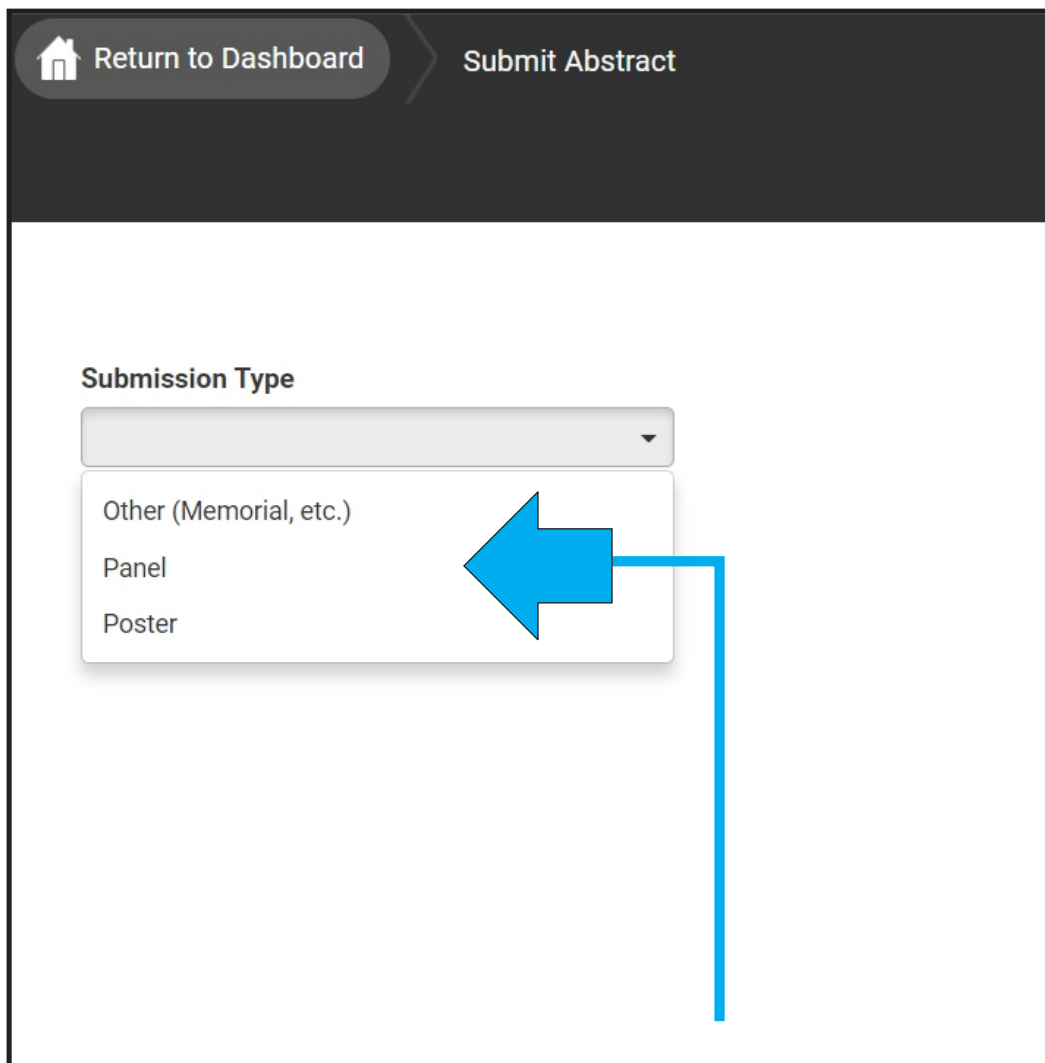
The screenshot shows the WCBR Submission Site dashboard. At the top, there are two blue buttons: "Start a New Scientific Submission" (with a folder icon) and "Submit Travel Fellow" (with a star icon). A large blue arrow points down to the "Start a New Scientific Submission" button. To the right of the "Submit Travel Fellow" button, a blue arrow points left towards it, with the text "To submit a Travel Fellow Application, click here." below it. Below the buttons, there is a section titled "Click on abstract title below to update and submit individual and supporting abstracts." followed by a table. The table has three columns: "My Submissions", "Type", and "Role". It contains two rows of data, both labeled "- Test" under "My Submissions", "Panel" under "Type", and "Presenter" under "Role". A blue arrow points from the first "- Test" entry in the "My Submissions" column to the right.

| My Submissions | Type | Role |
|----------------|-------|-----------|
| - Test | Panel | Presenter |
| - Test | Panel | Presenter |

These are your current submissions. You can access the submission by clicking the title. If you were added to a presentation by someone else, that submission would appear here.

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Select the submission type.



The screenshot shows a web interface for submitting an abstract. At the top, there is a dark navigation bar with a 'Return to Dashboard' button (containing a house icon) and a 'Submit Abstract' button. Below this, the main content area has a 'Submission Type' label above a dropdown menu. The dropdown menu is open, showing three options: 'Other (Memorial, etc.)', 'Panel', and 'Poster'. A large blue arrow points from the right towards the 'Panel' option, indicating it is the selected or recommended choice.

For Panel Instructions click [here](#).
For Panel Guidelines click [here](#).

For Poster Instructions click [here](#).
For Poster Guidelines click [here](#).

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Return to Dashboard Submit Panel

General 1 Participants 2 Submission 3 Disclosures 4

Add Participants >

Submission Type
Panel

1 Overall Title *
Abstract Submission: The title must be brief and clearly indicate the nature of the proposal. Titles should be in sentence case (not all CAPS or all lowercase).

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

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

After entering the title, the system will autocorrect to title case. This is for Abstract and Program book purposes. Please review the title after correction.

Select the categories that best describes your submission.

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Add Participants to the submission.

Return to Home Page Submit Study Group

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

Previous Save and Continue

Enter Participants

| | Abstract Admin | Submission Status | Disclosure Status |
|--|-------------------------------------|-------------------|-------------------|
| Chair* John White remove | <input checked="" type="checkbox"/> | Not Started | Not Started |
| Co-Chair Laura Hill Laura Bersacola-Hill lhill@acnp.org participant. | <input type="checkbox"/> | Not Started | Not Started |
| Participant* Enter e-mail address Enter first name Enter last name Want to continue searching? Search for participant. | <input type="checkbox"/> | Not Started | Not Started |
| Participant Search for participant Cannot find the participant? Add a new participant. | <input type="checkbox"/> | Not Started | Not Started |
| Participant | <input type="checkbox"/> | | |

**Search for a user by typing a full name or email.
Please thoroughly search for a participant in the
system before creating an account.**

**These icons can be used to check the status of your
participants. You can also click the mail icon to send
an individual email.**

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Complete the overall submission information.

Submission Details

Please complete the following questions and click save at the top to continue

Abstract Information

The contribution of all the panelists should be described in the abstract. If you are chairing the session but not making a full presentation, please indicate your role by including a statement such as “... will provide introductory comments “or” ...will lead discussion of the presentations.”

1

Overall Panel Abstract *

Please enter your overall abstract. Please also enter the panel participants in presenting order in the overall abstract. Abstract should not exceed 2,000 characters (including spaces). Single space the entire document, do not use indent or tabs at the beginning of new paragraphs. Please note this is a plain text field.

2

Overall Abstract

Optional (recommended) Please upload your abstract to preserve any special characters or symbols. A PDF file is preferred.

Upload

i

max file size: 8 MB

3

Diversity in Science

The Winter Conference on Brain Research supports diversity in science. You are now required to include diversity information pertaining to your submission, the Program Committee will take this information into consideration when prioritizing abstracts for acceptance to the Conference. Please recognize that diversity takes many forms, in terms of scientific background, race, ethnicity, nationality, gender, professional seniority, type of home institution, etc.

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As a presenter, only a financial disclosure is needed.

Disclosures

Financial Relationships (submitting author only)

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
- Non-health care related companies
- Liability insurance providers
- Health insurance providers
- Group medical practices
- For-profit hospitals
- For-profit rehabilitation centers
- For-profit nursing homes
- Blood banks
- Diagnostic laboratories

After having read the definitions above, in the past 12 months, have you or your spouse/partner had a financial relationship with any commercial interest?

1

Disclosure *

After having read the definitions above, in the past 12 months, have you or your spouse/partner had a financial relationship with any commercial interest?

- ☐ Yes, I (or my spouse/partner) do have commercial interest to disclose.
- ☒ No, I have nothing to disclose.

2

Signature *

Please type your full name verifying the above information is true and accurate.

2018 WCBR Submission Site User Guide

Finalizing your submission.

The screenshot shows the 'Submit Study Group' page. At the top, there is a navigation bar with a 'Return to Home Page' button and a 'Submit Study Group' title. Below this is a progress bar with four steps: 'General' (checked), 'Participants' (checked), 'Submission' (checked), and 'Disclosures' (checked). The 'Participants' step is currently active. Below the progress bar, there are three buttons: 'Previous', 'Save and Continue', and 'Finalize Submission'. The 'Finalize Submission' button is highlighted in yellow and has a blue arrow pointing to it. Below the buttons is a table with the following columns: 'Participants', 'Abstract Admin', 'Submission Status', 'Disclosure Status', and 'Notify Participant'. The table contains four rows of participants: 'Chair*' (Robert Bilder), 'Co-Chair' (Bruce Cuthbert), 'Participant*' (William Carpenter), and 'Participant' (Judith Ford). Each row has a 'remove' link next to the name. The 'Abstract Admin' column has checkboxes. The 'Submission Status' column has 'Submitted' labels and green checkmarks. The 'Disclosure Status' column has 'Submitted' labels and green checkmarks. The 'Notify Participant' column has envelope icons. A blue arrow points from the 'Finalize Submission' button to the 'Submitted' status in the 'Submission Status' column for the 'Chair*' row.

| Participants | Abstract Admin | Submission Status | Disclosure Status | Notify Participant |
|--|-------------------------------------|-------------------|-------------------|--------------------------|
| Chair* Robert Bilder remove | <input checked="" type="checkbox"/> | Submitted | Submitted | |
| Co-Chair Bruce Cuthbert remove | <input type="checkbox"/> | | Submitted | <input type="checkbox"/> |
| Participant* William Carpenter remove | <input type="checkbox"/> | | Submitted | <input type="checkbox"/> |
| Participant Judith Ford remove | <input type="checkbox"/> | | Submitted | <input type="checkbox"/> |

When all presenters have completed their respective tasks the finalize Submission button will change to yellow. Click this to submit your proposal for review.

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Poster Submission

Return to Dashboard Submit Panel

General 1 Participants 2 Submission 3 Disclosures 4

Add Participants >

Submission Type
Poster

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Complete the submission information.

Submission Details

1

Poster Award *

Poster Awards are given to the best posters presented by new investigators (received a PhD and/or MD in 2005 or later, or currently enrolled in an accredited PhD or MD program). Recipients must be present at the closing banquet Friday night to be acknowledged. Please note: poster awards are different than Travel Fellowships. Would you like to be considered for a poster award?

☐ Yes, I would like to be considered for a poster award.

☐ No, I would not like to be considered for a poster award.

2

Poster Abstract *

Please enter your poster abstract below.

3

Poster Abstract Upload

Optional (recommended). Please upload your abstract to preserve any special characters or symbols. A PDF file is preferred.

Upload

max file size: 8 MB

4

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5

Co-Authors

Please list all authors and the presenting author should be listed as the first presenter. Add authors by first searching for their name in the box below. If you cannot find them via the search, please type their name in the grid below.

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 * | E-mail * |
|-------|-------------|--------------|-------------|----------------------------|--------------------------|
| 1 | <div></div> | Tori | Swinehart | Parthenon Management Group | tswinehart@parthenonmgmt |
| | | | | | |



* You must populate all fields to complete the row.

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Submission Site User Guide



Participants: The person submitting the abstract is the **Poster Presenter**. Co-authors are added on **Step 3 - Submission**. Select **“Save and Continue.”**

[Return to Dashboard](#) Submit Poster

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

[< Previous](#) [Save and Continue >](#) [Submit Abstract](#)

Participants
The author below must be the **presenting author**. Co-authors are added in Step 3-Submission.

| | Abstract Admin | Submission Status | Disclosure Status |
|-------------------|---|-------------------------------------|--|
| Poster Presenter* | <div>Tori Swinehart tswinehart@parthenonmgmt.com</div> remove | <input checked="" type="checkbox"/> | <div> Not Started</div> |
| | | | <div> Not Started</div> |

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Disclosures

Disclosures

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2

Signature *

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