

# 2020 Winter Conference on Brain Research

## Travel Fellow Submission Instructions

**Deadline: Monday, September 9, 2019**

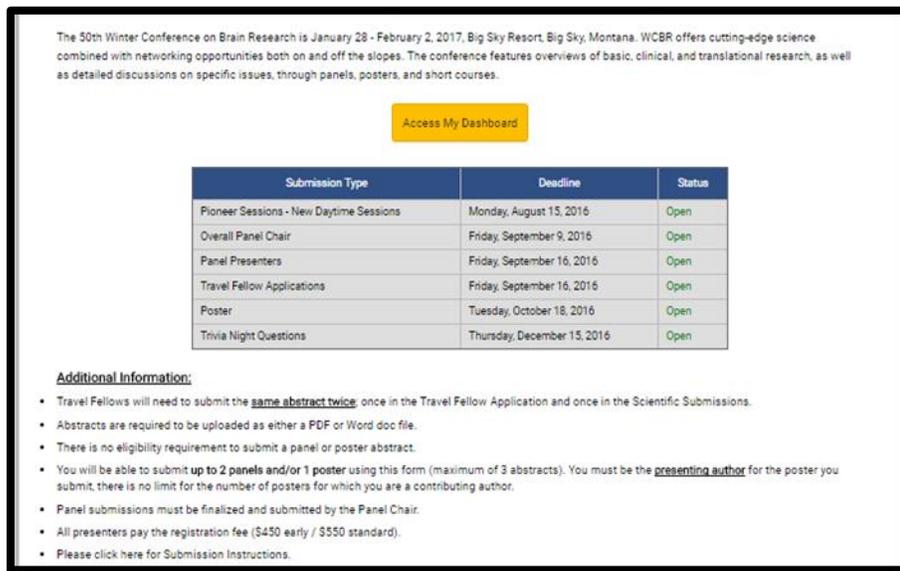
To submit your proposal, please follow the instructions below:

- Visit the 2020 Submission Portal: [wcbbr.societyconference.com](http://wcbbr.societyconference.com)
- If you have attended WCBR since 2017, your account is stored within our system. You will log in with your email and your password. If you have forgotten your password select “Forgot Password”, and a temporary password will be sent to you.
- If you are new attendee or your email address is not recognized by the system, please create a new account.
- ***Please note, the submission process for Travel Fellowships is a two-part process.***

### Steps for Travel Fellow Application Submission:

#### STEP 1:

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



The 50th Winter Conference on Brain Research is January 28 - February 2, 2017, Big Sky Resort, Big Sky, Montana. WCBR offers cutting-edge science combined with networking opportunities both on and off the slopes. The conference features overviews of basic, clinical, and translational research, as well as detailed discussions on specific issues, through panels, posters, and short courses.

[Access My Dashboard](#)

Submission Type	Deadline	Status
Pioneer Sessions - New Daytime Sessions	Monday, August 15, 2016	Open
Overall Panel Chair	Friday, September 9, 2016	Open
Panel Presenters	Friday, September 16, 2016	Open
Travel Fellow Applications	Friday, September 16, 2016	Open
Poster	Tuesday, October 18, 2016	Open
Trivia Night Questions	Thursday, December 15, 2016	Open

**Additional Information:**

- Travel Fellows will need to submit the same abstract twice: once in the Travel Fellow Application and once in the Scientific Submissions.
- Abstracts are required to be uploaded as either a PDF or Word doc file.
- There is no eligibility requirement to submit a panel or poster abstract.
- You will be able to submit **up to 2 panels and/or 1 poster** using this form (maximum of 3 abstracts). You must be the presenting author for the poster you submit, there is no limit for the number of posters for which you are a contributing author.
- Panel submissions must be finalized and submitted by the Panel Chair.
- All presenters pay the registration fee (\$450 early / \$550 standard).
- Please click [here](#) for Submission Instructions.

2. Now inside the portal, select the large blue square labeled “Submit Travel Fellow.”

**Details for Submissions**

- Panels** - The panels are formal sessions, lasting either 1½ - 2 hours in duration. The panel must have a chair and a minimum of 3 speakers but no more than 4 speakers (potentially including the chair). A co-chair is optional. Presentations are for educational purposes only. The use of any advertising, trade names, or product-group message association is prohibited; this rule will be strictly enforced. Once a panel is accepted, speaker changes are not allowed unless approved by the Program Committee Chair. Please [click here](#) for submission instructions.
  - Panel Chairs** - You will create an overall proposal for your session. Once your participants have been added to the proposal, they will receive an automated notification to complete their full disclosure. Your proposal is NOT complete until all participants have submitted their disclosure.
  - Panel Participants** - Once your session chair has created the overall proposal, you will receive a notification email to login and submit your full disclosure. Please do not start a new scientific submission.
- Poster Submissions** - Poster sessions will be offered throughout the meeting. The poster abstracts must be submitted by the presenting author. There will be a special poster session on Thursday for the highest ranked poster abstracts by junior investigators. Presenters of these posters may be eligible for awards given at the Friday banquet, please plan to attend the banquet. **Please note:** Poster Awards are different from the Poster Travel Fellows. Poster Awards are made based on judging during the Thursday evening poster session, whereas Poster Travel Fellowships are made based on applications submitted on this site by the Travel Fellows deadline. Please [click here](#) for submission instructions.
- Travel Fellow** - Your application should be submitted using the "Submit Travel Fellow" blue icon below. Depending on your submission type, you will choose your application type: panel or poster. The traditional Panel Travel Fellows program will follow the long-standing format for scientists who are no more than 10 years since the advanced degree and are presenting on an accepted scientific panel. The new Poster Travel Fellows program is for scientists who are no more than 5 years since the advanced degree and are presenting an accepted poster. Panel Travel Fellows receive a \$1,000 travel reimbursement & Poster Travel Fellows receive a \$500 travel reimbursement at the conference. **Note:** The submission process for Travel Fellowship is a two-part process. Please [click here](#) for Travel Fellow submission instructions.

If you have any questions concerning your abstract submission, please contact the Executive Office at [info@winterbrain.org](mailto:info@winterbrain.org).

Start a New Scientific Submission



Select Review Categories



Submit Travel Fellow



3. Select the type of Travel Fellow for which you are applying.

 [Return to Dashboard](#)
[Submit Travel Fellow](#)

**Travel Fellow Type**

▼

Panel Travel Fellows

Poster Travel Fellows

Task 1: Select Submission Type

- a. **Panel** – The Panel Travel Fellows program will follow the long-standing format for scientists who are no more than 10 years since the advanced degree.
- b. **Poster** – The Poster Travel Fellows program is for scientists who are no more than 5 years since the advanced degree.

Task 2: Enter your proposal title.

- a. Your title must be less than 200 characters.
- b. Do not use all caps. Please use sentence case.

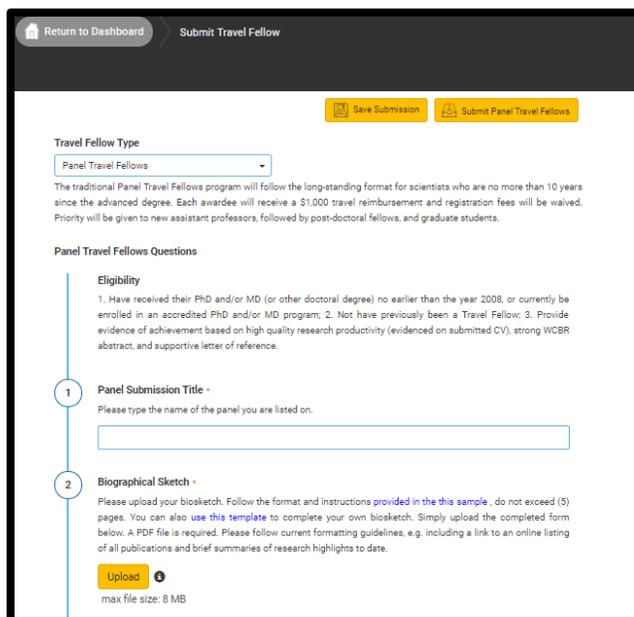
Task 3: Upload your Biographical Sketch, click [here](#) to download the template and view a sample [here](#).

Task 4: Upload your Letter of Recommendation. Please note, if the Letter of Recommendation is to be kept confidential, please complete and upload this [document](#) as a placeholder.

Task 5: Upload your abstract.

\*Task 6 (Only for Panel submissions): Upload the overall abstract for the panel on which you are a panelist.

Once tasks are completed, please click “Submit Travel Fellows” button at the top of the screen.



The screenshot shows a web form titled "Submit Travel Fellow". At the top, there are two buttons: "Return to Dashboard" and "Submit Travel Fellow". Below these are two more buttons: "Save Submission" and "Submit Panel Travel Fellows". The form is divided into sections:

- Travel Fellow Type:** A dropdown menu is set to "Panel Travel Fellows". Below it, a paragraph explains the program: "The traditional Panel Travel Fellows program will follow the long-standing format for scientists who are no more than 10 years since the advanced degree. Each awardee will receive a \$1,000 travel reimbursement and registration fees will be waived. Priority will be given to new assistant professors, followed by post-doctoral fellows, and graduate students."
- Panel Travel Fellows Questions:** A vertical progress indicator on the left shows steps 1 and 2. Step 1 is active.
  - Eligibility:** A list of three requirements: 1. Have received their PhD and/or MD (or other doctoral degree) no earlier than the year 2008, or currently be enrolled in an accredited PhD and/or MD program; 2. Not have previously been a Travel Fellow; 3. Provide evidence of achievement based on high quality research productivity (evidenced on submitted CV), strong WCBR abstract, and supportive letter of reference.
  - Panel Submission Title:** A text input field with the instruction: "Please type the name of the panel you are listed on."
  - Biographical Sketch:** A text input field with the instruction: "Please upload your biosketch. Follow the format and instructions provided in the this sample, do not exceed (5) pages. You can also use this template to complete your own biosketch. Simply upload the completed form below. A PDF file is required. Please follow current formatting guidelines, e.g. including a link to an online listing of all publications and brief summaries of research highlights to date."

At the bottom of the form, there is an "Upload" button with a file icon and a "max file size: 8 MB" label.

\*You will receive an email confirmation once your travel fellow application has been submitted.

### **\*ATTENTION\***

You will need to [return to your dashboard](#) to officially submit your abstract for review.

## **Poster/Panel Submission Instructions**

### **STEP 2:**

If you have any questions concerning your abstract submission, please contact the Executive Office at [info@winterbrain.org](mailto:info@winterbrain.org).

Start a New Scientific Submission



Submit Travel Fellow



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

Status	My Submissions	Type	Role
 Not Started	TEST	Other (Memorial, etc.)	Presenter
 In Progress	TEST	Panel	Chair <a href="#" style="color: blue; text-decoration: none;">delete</a>
 In Progress	Test	Poster	Poster Presenter <a href="#" style="color: blue; text-decoration: none;">delete</a>

1. If you are a **panel presenter**, you will hyperlink into the overall title that appears below the blue boxes.
  - a. You will need to complete your full disclosure and provide your electronic signature.
  - b. Once you have completed your disclosure, click “Finalize Submission” at the top of the screen.
2. If you are **poster presenter**, you will select the blue icon labeled, “Start a New Scientific Submission” and follow the instructions below:
  - a. **Task 1: General**
    - i. Choose Poster as your submission type.
    - ii. Enter the same title as you submitted during the Travel Fellowship application.
    - iii. Select your method in the drop down menu provided. If your method is not provided, please select “Other”.
    - iv. Select your theme in the drop down menu provided. If your theme is not provided, please select “Other”.
    - v. Once all three tasks are completed, the numbers on the left hand side will turn green. Select the “Save and Continue” button at the top to continue.
  - b. **Task 2: Participants**
    - i. The name of the submitter will show in the Presenter field. Please select “Save and Continue” at the top to continue. Co-authors will be added in Step 3.
  - c. **Task 3: Submission**

- i. Select whether or not you would like for your poster to be considered for a poster award. **Please note: Poster Awards are different from the Poster Travel Fellows. Poster Awards are made based on judging during the Tuesday evening poster session, whereas Poster Travel Fellowships are made based on applications submitted on this site by the Travel Fellows deadline.**
- ii. Enter the same abstract as you did during the Travel Fellow application. This is a plain text field and no special characters will be allowed. If your abstract contains special characters, please upload the PDF version in question #3. However, this is not required.
- iii. You are encouraged to include diversity information pertaining to your submission, in question #4. However, this is not required.
- iv. Author listing: The presenter must be listed within the author listing. Please search for co-authors using the search field before free-typing the information.
- v. Once complete, hit the yellow “Save and Continue” button at the top.

**d. Task 4: Disclosures**

- i. Please disclose any significant financial interest, compensation, research grants, travel expenses, etc., you or your spouse have received within the last 12 months from any manufacturing (and/or its (their) agent) of any commercial product(s) discussed in your presentation for this meeting or likely to be presented by a fellow presenter at the same session and on which you are likely to comment.
- ii. Once all has been disclosed, provide your electronic signature and click “Submit Abstract” at the top of the screen.

You will receive a confirmation email that your abstract was successfully submitted. You will be able to edit the submission until the submission period closes. After the deadline has passed, all submissions will be reviewed by the Program Committee. Notifications will be sent by email after the review period.

Please email [info@winterbrain.org](mailto:info@winterbrain.org) or call 615-324-2365 with any questions.

See you at the 2020 WCBR in Big Sky, MT!