

PSI Annual Conference Submission Guide

Table of Contents - F.A.Q.

Please click any option below.

I am unfamiliar with the entire process.

I am creating a new Breakout Submission.

I am creating a new Poster Submission.

I am completing or editing an existing submission.

I need to complete my disclosure.

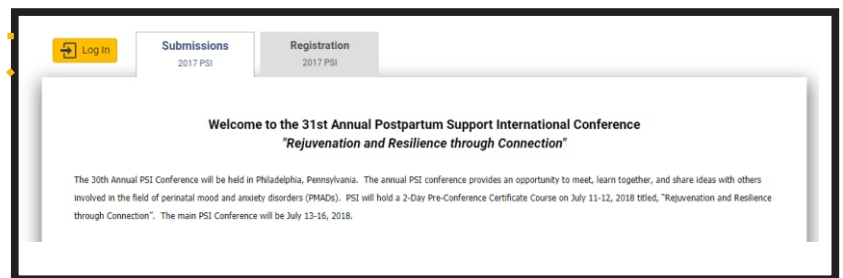
I need to check the status of my submission.

PSI Annual Conference Submission Guide

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

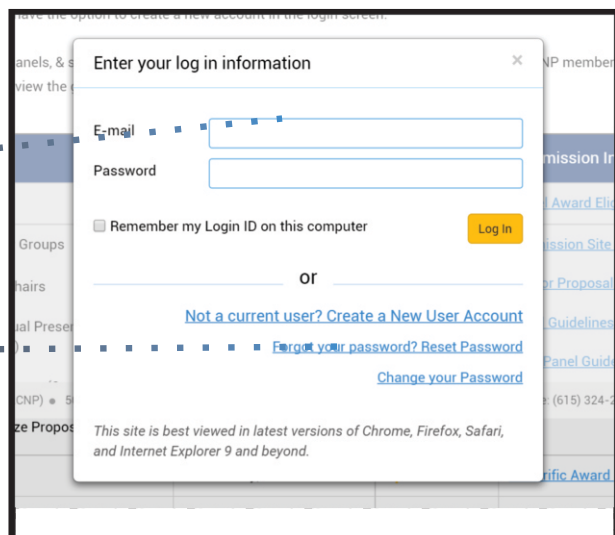
Clicking 'Log In' will open the below pop-up window

1



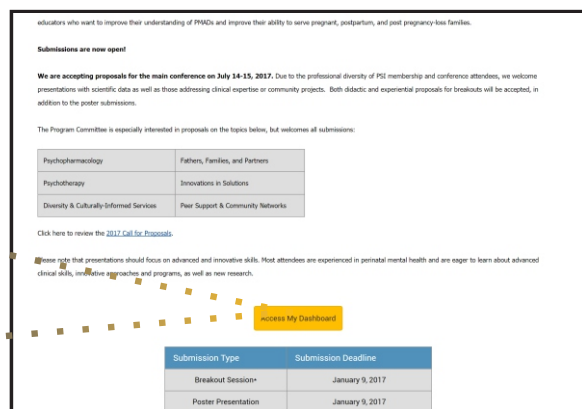
Please type your name and password to proceed. If you have forgotten your login information click 'Forgot Password.'

2



After logging in, a new button will appear, click this button to proceed.

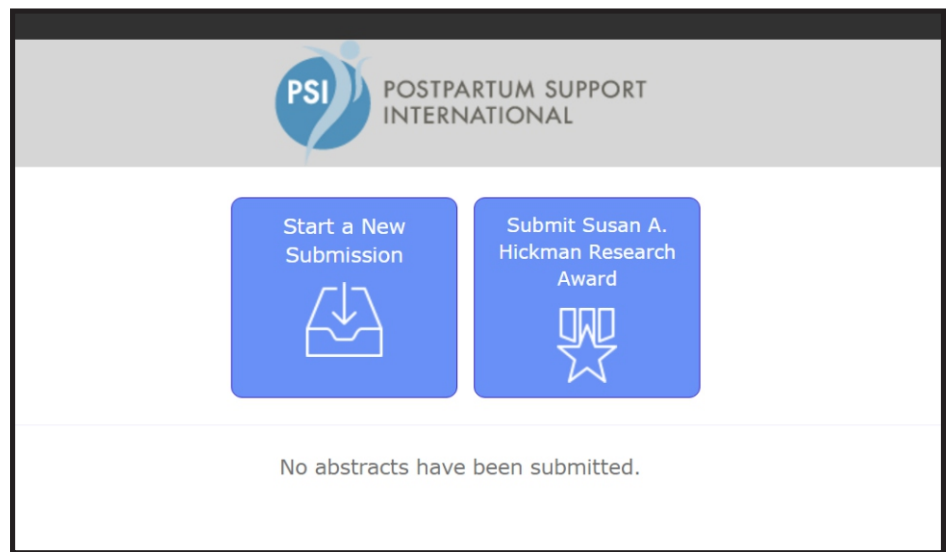
3



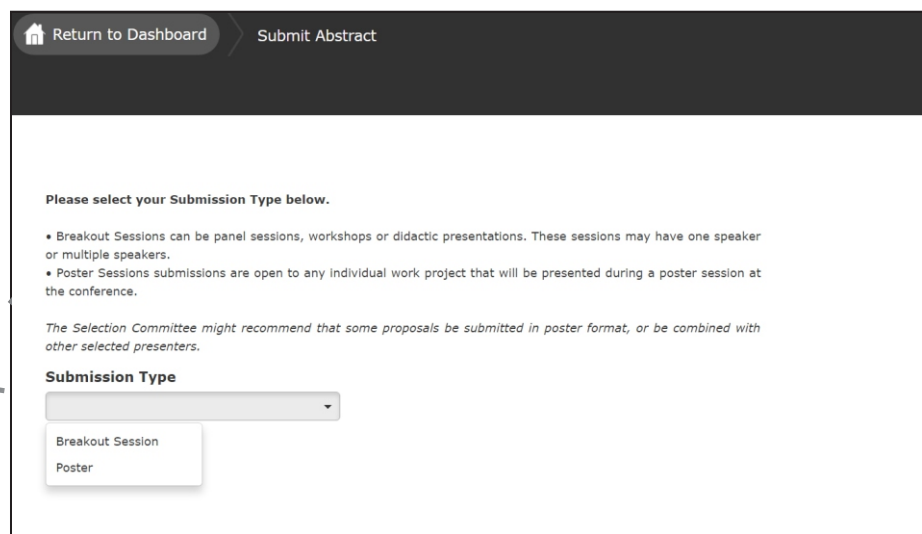
PSI Annual Conference Submission Guide

Creating a new submission

This is your [dashboard](#). From here you can access existing submissions, create new submissions, and apply for awards.



Use the dropdown to select your submission type.



Which type of submission are you creating?

Poster
Presentation

Breakout
Session

PSI Annual Conference Submission Guide

Creating a Poster Submission

Enter your title and category.

Once entered the title will automatically change to title case. You can ignore the auto title case change by editing the title a second time.

The screenshot shows a web interface for submitting a poster. At the top, there is a dark navigation bar with a home icon and the text "Return to Dashboard" on the left, and "Submit Poster" on the right. Below this, a progress bar shows three steps: "General" (1), "Submission" (2), and "Disclosures" (3). The "General" step is currently active. A yellow button labeled "Save and Continue >" is positioned below the progress bar. The main content area has a heading "Please select your Submission Type below." followed by two bullet points: "Breakout Sessions can be panel sessions, workshops or didactic presentations. These sessions may have one speaker or multiple speakers." and "Poster Sessions submissions are open to any individual work project that will be presented during a poster session at the conference." Below these is a note: "The Selection Committee might recommend that some proposals be submitted in poster format, or be combined with other selected presenters." A section titled "Submission Type" contains a dropdown menu with "Poster" selected. Below this, there are two numbered steps: 1. "Enter Title *" with a subtext "Abstract Submission: The title must be brief and clearly indicate the nature of the proposal." and a text input field. 2. "Select Category *" with a subtext "Select a category that is applicable to your abstract submission. If the appropriate category is not available, please enter category below." and a dropdown menu.

[Return to Dashboard](#) **Submit Poster**

General **1** Submission **2** Disclosures **3**

[Save and Continue >](#)

Please select your Submission Type below.

- Breakout Sessions can be panel sessions, workshops or didactic presentations. These sessions may have one speaker or multiple speakers.
- Poster Sessions submissions are open to any individual work project that will be presented during a poster session at the conference.

The Selection Committee might recommend that some proposals be submitted in poster format, or be combined with other selected presenters.

Submission Type

Poster

1 Enter Title *

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

2 Select Category *

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

PSI Annual Conference Submission Guide

Creating a Poster Presentation

[Return to Dashboard](#) Submit Poster / Oral Presentation

General

Participants **2**

Submission **3**

Disclosures **4**

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

Enter Participants

		Abstract Admin	Submission Status	Disclosure Status
Poster Presenter *	<div>john white jwhite@parthenonmanagementgroup.com</div>	<input checked="" type="checkbox"/>	 Not Started	 Not Started

As Posters and Podium Presentations only have one presenting author, please click 'Save and Continue' to proceed.

PSI Annual Conference Submission Guide

Creating a Poster Presentation

The number of roles an individual may have in symposia sessions and/or oral presentations will be limited to two (2), the two roles include being a presenter, chair, co-chair or discussant. Furthermore, speaking roles are limited to a maximum of two per speaker.

As you correctly respond to each question you will the numbers change to a green fill. *If the numbers are red, you need to complete the question.*

When all questions are completed please click ‘Save and Continue’.

For help with co-authors, click here.

For help with keywords, click here.

Return to Dashboard

Submit Poster

General

Submission

Disclosures

✓

2

✓

Previous

Save and Continue

Submit Abstract

Submission Details

All entries are plain text only.

1

Presenter Bio *

Please enter a short bio.

75 of 75 words remaining

2

Presentation Description *

Please provide a brief description of the presentation content. Describe the session in a way that might be used in a conference brochure (Limit 30 words).

30 of 30 words remaining

Behavioral Objectives

Provide three to five measurable objectives that describe, in behavioral terms, the knowledge, skills, or learning outcomes. Your objectives must complete the sentence: "At the conclusion of this presentation, participants will be able to _____. " (You must use active terms in the objective; e.g., able to... describe, list, discuss, identify, utilize).

Behavioral Objectives

Provide three to five measurable objectives that describe, in behavioral terms, the knowledge, skills, or learning outcomes. Your objectives must complete the sentence: "At the conclusion of this presentation, participants will be able to _____. " (You must use active terms in the objective; e.g., able to... describe, list, discuss, identify, utilize).

3

Behavioral Objective 1 *

4

Behavioral Objective 2 *

5

Behavioral Objective 3 *

6

Behavioral Objective 4

7

Behavioral Objective 5

8

Topic/Content Outline *

Include location, summary of the goals and results of the research or project.

9

Topic/Content Outline Upload

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

Upload

max file size: 8 MB

10

Please list all co-authors for this poster submission by searching for their name in the search bar and clicking the name when found. *Co-author disclosures are not required.*

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 *
1	<div>✓</div>	Tori	Swinehart	Parthenon Management Gr

11

References or Bibliography *

Please list research references or bibliography to support your proposal.

12

Resume/CV *

Please upload your current resume or CV (PDF, DOC, DOCX).

Upload

max file size: 8 MB

13

Headshot *

Please upload a high quality digital photo (PNG, JPG, JPEG, GIF).

Upload

max file size: 8 MB

PSI Annual Conference Submission Guide

Creating a Breakout Session Submission

Enter your title and category.

Once entered the title will automatically change to title case. You can ignore the auto title case change by editing the title a second time.

[Return to Dashboard](#) **Submit Poster**

General **1** Submission **2** Disclosures **3**

[Save and Continue >](#)

Please select your Submission Type below.

- Breakout Sessions can be panel sessions, workshops or didactic presentations. These sessions may have one speaker or multiple speakers.
- Poster Sessions submissions are open to any individual work project that will be presented during a poster session at the conference.

The Selection Committee might recommend that some proposals be submitted in poster format, or be combined with other selected presenters.

Submission Type

Poster ▾

1

Enter Title *
Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

2

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

PSI Annual Conference Submission Guide

Creating a Breakout Session

[Return to Dashboard](#)

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

[< Previous](#) [Save Participants](#)

Enter Participants

		Abstract Admin	Submission Status	Disclosure Status
Chair*	<div>John white jwhite@parthenonmanagementgroup.com remove</div>	<input checked="" type="checkbox"/>	Not Started	Not Started
Presenter*	<div>Sarah Timm, B.A. stimm@schizophreniaresearchsociety.org remove</div>	<input type="checkbox"/>	Not Started	Not Started
Presenter*	<div>Sarah Timm stimm@parthenonmgmt.com remove</div>	<input type="checkbox"/>	Not Started	Not Started
Presenter*	<div>Michelle Tidwell mtidwell@parthenonmgmt.com remove</div>	<input type="checkbox"/>	Not Started	Not Started
Presenter*	<div>Elizabeth L. Wasternack ewasternack@parthenonmanagementgroup.com remove</div>	<input type="checkbox"/>	Not Started	Not Started
Discussant*	<div><input type="text" value="mccr"/> <div><div>Heather McCroskey hmccroskey1313@gmail.com</div><div>Heather McCroskey hmccroskey@parthenonmgmt.com</div><div>Heather McCroskey</div></div>Add participant.</div>	<input type="checkbox"/>	Not Started	Not Started

- Enter your participants by searching for them in the system first. If you cannot find them you can add them manually by clicking 'Add a new participant.'
- If you would like to change a participant you can click remove from this screen. This option will be available until submissions close.

- Please note the text and icon to the right of each participant. As chair, you can view the status of each presentation and disclosure by clicking these icons.



- Once all presentations are 'Submitted' you will come back here as chair and 'Finalize' the overall submission.

Creating a Breakout Session - Overall Submission

When all questions are completed please click 'Save and Continue'.

Return to Dashboard

Submit Breakout Session

General

Participants

Submission

Disclosures

< Previous

Save and Continue >

Finalize Submission

Submission Details

All entries are plain text only.

1

Presentation Description *

Please provide a brief description of the presentation content. Describe the session in a way that might be used in a conference brochure (Limit 30 words).

30 of 30 words remaining

2

Presentation Format *

Please list your preferred presentation format:

☐ Single Presenter

☐ Panel Presentation

☐ Seminar

3

Advanced Level *

Is this proposal Advanced?

☐ Yes

☐ No

Behavioral Objectives

Provide three measurable objectives that describe, in behavioral terms, the knowledge, skills, or learning outcomes. Your objectives must complete the sentence: "At the conclusion of this presentation, participants will be able to ____." (You must use active terms in the objective; e.g., able to... describe, list, discuss, identify, utilize).

4

Behavioral Objective 1 *

5

Behavioral Objective 2 *

6

Behavioral Objective 3 *

7

Topic/Content Outline *

Include the proposed presentation content in Roman Numeral outline format. The content outline should directly relate to and support the learning objectives. Label each outline section with the objective it supports. Include the number of minutes you plan to spend on each outline section. Sessions will be between 60 or 90 minutes long, or a 3-hour long seminar, to be decided by the Program Committee.

8

Topic/Content Outline Upload

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

Upload

i

max file size: 8 MB

9

Teaching Methods and Strategies for Adult Learning *

List the methods, teacher/learning strategies, materials and resources to be used by speaker to cover each objective. Teaching methods include but are not limited to: lecture, panel discussion, role play, Q & A, demonstrations, practice, specific audiovisuals, etc.

10

References or Bibliography *

Please list research references or bibliography to support your proposal.

11

Presenter Bio *

Please enter a short bio.

75 of 75 words remaining

12

Resume/CV *

Please upload your current resume or CV (PDF, DOC, DOCX).

Upload

i

max file size: 8 MB

13

Headshot *

Please upload a high quality digital photo (PNG, JPG, JPEG, GIF).

Upload

i

max file size: 8 MB

PSI Annual Conference Submission Guide

Creating a Breakout - Individual Submission

As you correctly respond to each question the numbers will change to a green fill. *If the numbers are red, you need to complete the question.*

When all questions are completed please click 'Save and Continue'.

For help with keywords, click here.

General

Participants

Submission

Disclosures

Previous

Save and Continue

Submit Abstract

Submission Details

The symposium chair/convenor must submit symposium title, overall symposia description, and each presenter's contact information using the online submission system. Click here to view an example of an overall symposia description. The system will contact the proposed speakers to submit individual abstracts online, linking the speaker abstracts to the symposium title. For more information, see the instruction sheet. Symposium abstracts will be reviewed as a group and will be accepted or rejected as a group. If your symposia is not accepted you may resubmit your abstract as a poster or podium presentation. The symposium chair is responsible for communicating conference information to individual speakers. It is preferred that symposium speakers do not represent the same institution. Symposium abstracts that address the conference theme and objectives will be preferred.

1

Enter Individual Talk Title *

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

2

Background/Purpose *

Clearly state the purpose of the abstract, describing the focus and significance to the field of psychosocial oncology.

3

Methods *

For basic & applied research abstracts, describe the study's design, participants, setting, data collection, and analytic approach. For meta-analysis & systematic review research abstracts, identify the databases searched, criteria for selection and inclusion of studies in the analysis, and methods for assessing risk of bias. For clinical case study abstracts, include the referral problem, assessment data and diagnosis, case conceptualization and treatment plan, and details of the course of treatment including specific interventions and mechanisms of change. For clinical program/policy abstracts, review the current policy/program, stating the necessity for change.

4

Results *

For research (basic & applied, meta-analysis & systematic review) abstracts, present your results in a logical sequence. For clinical case study abstracts, summarize changes and note the clinical significance of the outcomes. For clinical program/policy abstracts, discuss alternatives, comparing and contrasting alternative options.

5

Conclusions and Implications *

Emphasize new and important aspects of the research study, case study or program/policy and conclusions that are drawn from them. Describe how findings are relevant to the science of psychosocial oncology and need for future research or to clinical practice.

6

Acknowledgement of Funding *

7

Learning Objective *

Provide at least one learning objective for your abstract, using action verbs and listing assessable objectives. For example, "The participant shall be able to analyze the practice implications of..." instead of, "The participant shall be able to understand the practice implications of..."

8

Please select at least 3 keywords that best describe your abstract. If you do not find relevant keywords, please type them into the box below. *

Search for keywords to be added. If keyword is not found, then enter directly in the table below.

Search for keyword

Keywords

You must enter at least 3 keywords

PSI Annual Conference Submission Guide

Completing the Disclosure

The disclosure must be completed by all participants. You can access the disclosure by progressing through the submission naturally or by clicking 'Disclosures' at the top.

As you correctly respond to each question you will the numbers change to a green fill. *If the numbers are red, you need to complete the question.*

When all questions are completed please click 'Save' or click 'Submit Abstract' to complete your submission.

Return to Dashboard

Submit Breakout Session

General

Participants

Submission

Disclosures

Previous

Save and Continue

Submit Abstract

Submission Details

All entries are plain text only.

1

Enter Title *

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

2

Presenter Bio *

Please enter a short bio.

75 of 75 words remaining

3

Resume/CV *

Please upload your current resume or CV (PDF, DOC, DOCX).

Upload

max file size: 8 MB

4

Headshot *

Please upload a high quality digital photo (PNG, JPG, JPEG, GIF).

Upload

max file size: 8 MB

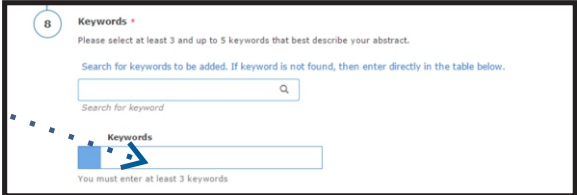
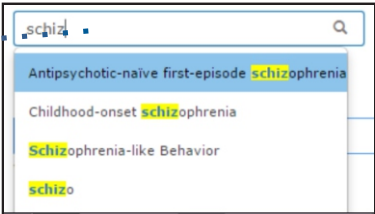
PSI Annual Conference Submission Guide

Keyword / Co-author help

Keywords

Please type your keywords in the search box and press enter or click the box to add that keyword.

If you cannot find the keyword in the search box, simply type below to add the keyword.



Co-author

Please search for your co-author in the search box and press enter or click the box to add that co-author.

If you cannot find the co-author in the search box, simply type complete the entry in the grid below.



To reorder your co-authors click the arrow to the left of their name, this will move the author up and down the list.


	Order	Presenter	First Name *	Last Name *	Affiliation *	
1	↓	<input type="radio"/>	john	white	Parthenon Management Gr	
2	↑↓	<input type="radio"/>	Michelle	Tidwell	Parthenon Management Gr	remove
3	↑	<input type="radio"/>	Sarah	Timm	Parthenon Management Gr	remove

	Order	Presenter	First Name *	Last Name *	Affiliation *	
1	↓	<input type="radio"/>	john	white	Parthenon Management Gr	
2	↑↓	<input type="radio"/>	Sarah	Timm	Parthenon Management Gr	remove
3	↑	<input type="radio"/>	Michelle	Tidwell	Parthenon Management Gr	remove

PSI Annual Conference Submission Guide

Editing an existing submission


Click the title that corresponds to the submission role and type. For example, to access the Symposia Chair role, click the title of the submission next to the 'Chair' role.



 **POSTPARTUM SUPPORT INTERNATIONAL**

Start a New Scientific Submission

Submit Susan A. Hickman Research Award

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

Status	My Submissions	Type	Role
 Not Started	Test Sym	Symposia	Chair delete

Status	My Submissions	Type	Role
 Not Started	Test Poster	Poster / Oral Presentation	Poster Presenter delete
 In Progress	Test	Symposia	Chair delete

PSI Annual Conference Submission Guide

Completing only a disclosure

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

1

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

2

Please type your name and password to proceed. If you have forgotten your login information click 'Forgot Password.'

3

After logging in, a new button will appear, click this button to proceed.

4

Click the title of the submission. Your role may say 'Discussant', 'Co-chair' etc.

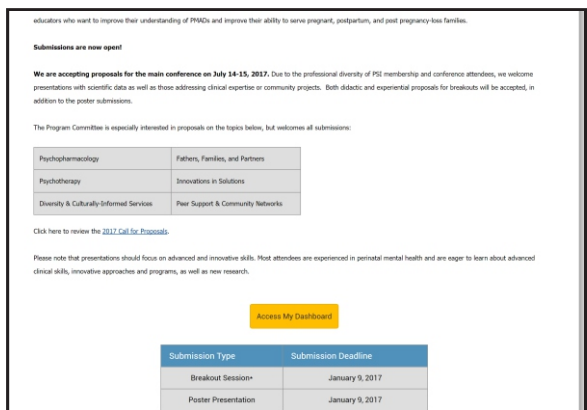
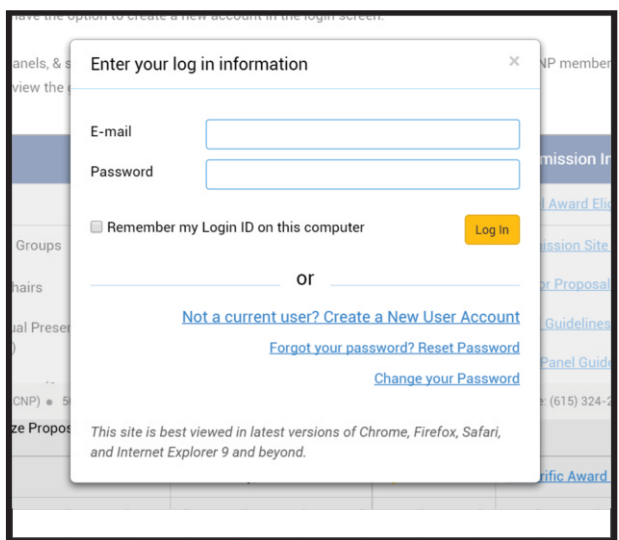
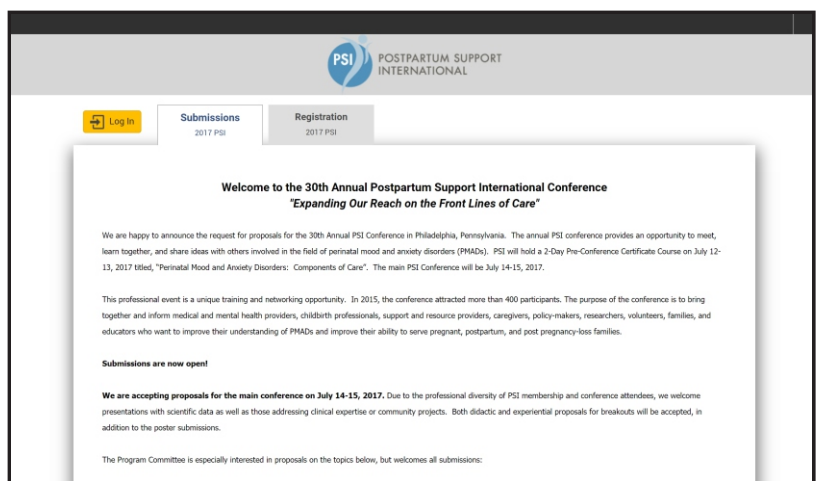
5

Complete the disclosure by answering all the questions and hitting 'Submit Abstract'

6

As you correctly respond to each question you will the numbers change to a green fill. *If the numbers are red, you need to complete the question.*

When all questions are completed please click 'Save' or click 'Submit Abstract' to complete your submission.



Submission Type	Submission Deadline
Breakout Session*	January 9, 2017
Poster Presentation	January 9, 2017



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

Disclosures

1

Conference Role *

Please select your role in this Educational Activity (Check all that apply)

- ☐ Nurse Planner
- ☐ Content Expert
- ☐ Faculty/Presenter/Author
- ☒ Content Reviewer
- ☐ Other

2

RN Status *

Are you an RN?

- ☐ Yes
- ☒ No

Conflict of Interest

The potential for conflicts of interest exists when an individual has the ability to control or influence the content of an educational activity **and** has a financial relationship with a *commercial interest*,* the products or services of which are pertinent to the content of the educational activity. The Nurse Planner is responsible for evaluating the presence or absence of conflicts of interest and resolving any identified actual or potential conflicts of interest during the planning and implementation phases of an educational activity. If the Nurse Planner has an actual or potential conflict of interest, he or she should recuse himself or herself from the role as Nurse Planner for the educational activity.

***Commercial interest**, as defined by ANCC, is any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients. (Please reference [content integrity](#) document for further clarity.)

All individuals who have the ability to control or influence the content of an educational activity must disclose all **relevant relationships**** with any commercial interest, including but not limited to members of the Planning Committee, speakers, presenters, authors, and/or content reviewers. Relevant relationships must be disclosed to the learners during the time when the relationship is in effect and for 12 months afterward. All information disclosed must be shared with the participants/learners prior to the start of the educational activity.

****Relevant relationships**, as defined by ANCC, are relationships with a commercial interest if the products or services of the commercial interest are related to the content of the educational activity.

• Relationships with any commercial interest of the individual's spouse/partner may be relevant relationships and must be reported, evaluated, and resolved.

• Evidence of a relevant relationship with a commercial interest may include but is not limited to receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (stock and stock options, excluding diversified mutual funds), grants, contracts, or other financial benefit directly or indirectly from the commercial interest.

• Financial benefits may be associated with employment, management positions, independent contractor relationships, other contractual relationships, consulting, speaking, teaching, membership on an advisory committee or review panel, board membership, and other activities from which remuneration is received or expected from the commercial interest.

3

Disclosure *

After having read the above definitions, is there an actual, potential, or perceived conflict of interest* for yourself or spouse/partner?

- ☒ Yes
- ☐ No

4

Financial Relationships Details *

Please enter the name of the commercial interest (entity) and the nature of the relationship(s).

Please list the name of the entity in the 'Commercial Interest' column. Examples of relationships include: Salary, Royalty, Stock Shareholder, Speakers Bureau, Consultant.

Commercial Interest *	Type of Financial Relationship *	Individuals Involved (Self or Spouse) *
<input type="text"/>	<input type="text" value="(blank)"/>	<input type="text" value="(blank)"/>

* You must populate all fields to complete the row.

***All conflicts of interest, including potential ones, must be resolved prior to the planning, implementation, or evaluation of the continuing nursing education activity.**