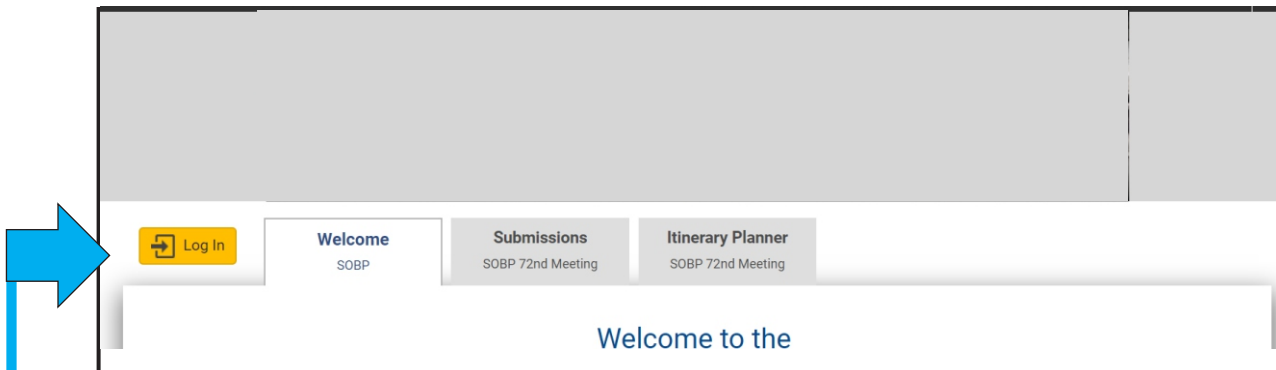


SOBP Annual Meeting Submission Site User Guide

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



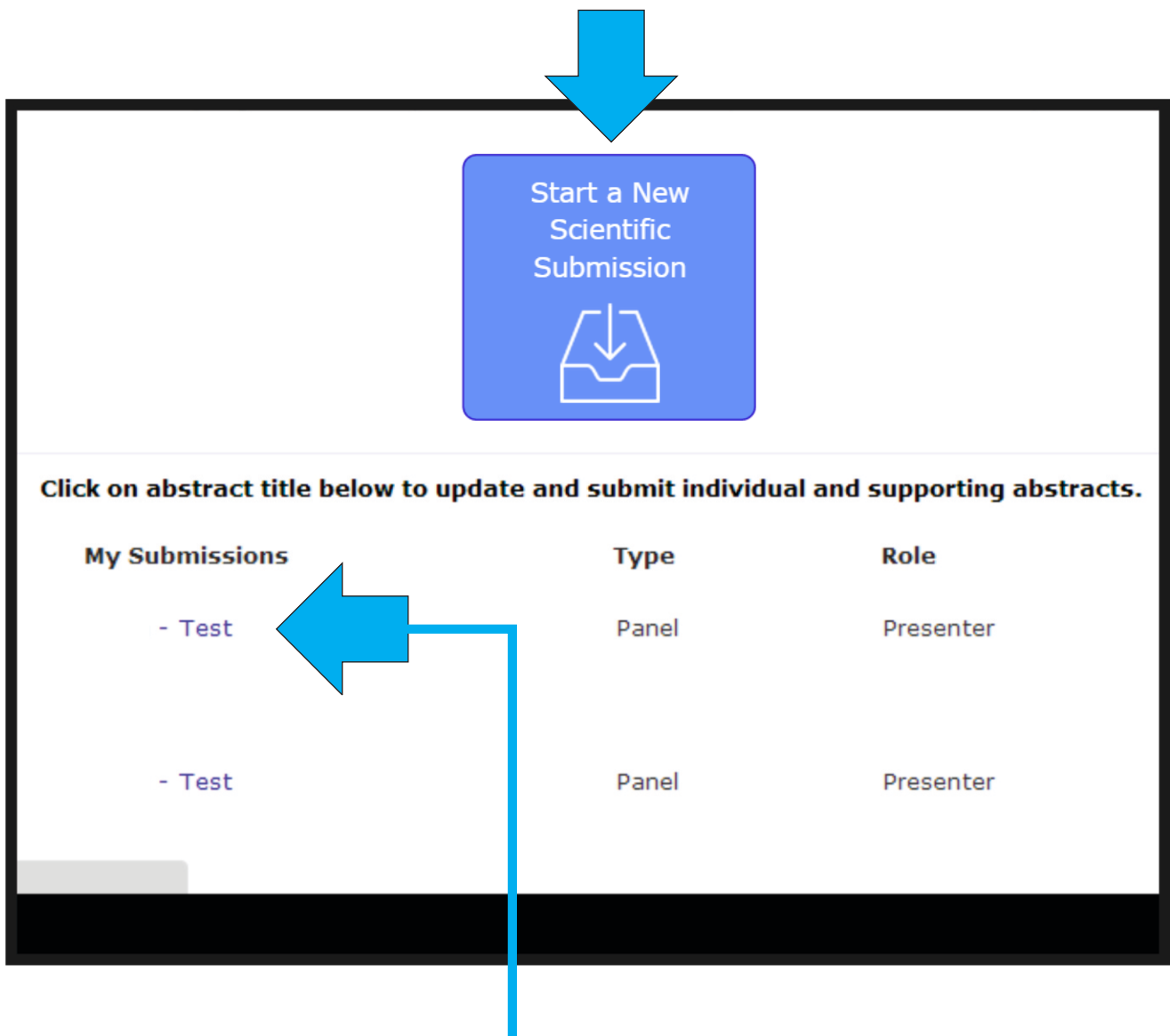
Clicking Log In will open the below pop-up window.

A screenshot of the 'Enter your log in information' pop-up window. The window has a title bar with a close button (X). It contains the following elements:

- E-mail: A text input field.
- Password: A text input field.
- ☐ Remember my Login ID on this computer
- Log In: A yellow button.
- or: A horizontal line with the word 'or' in the center.
- [Not a current user? Create a New User Account](#)
- [Forgot your password? Reset Password](#)
- [Change your Password](#)
- Footer text: *This site is best viewed in latest versions of Chrome, Firefox, Safari, and Internet Explorer 9 and beyond.*

SOBP Annual Meeting Submission Site User Guide

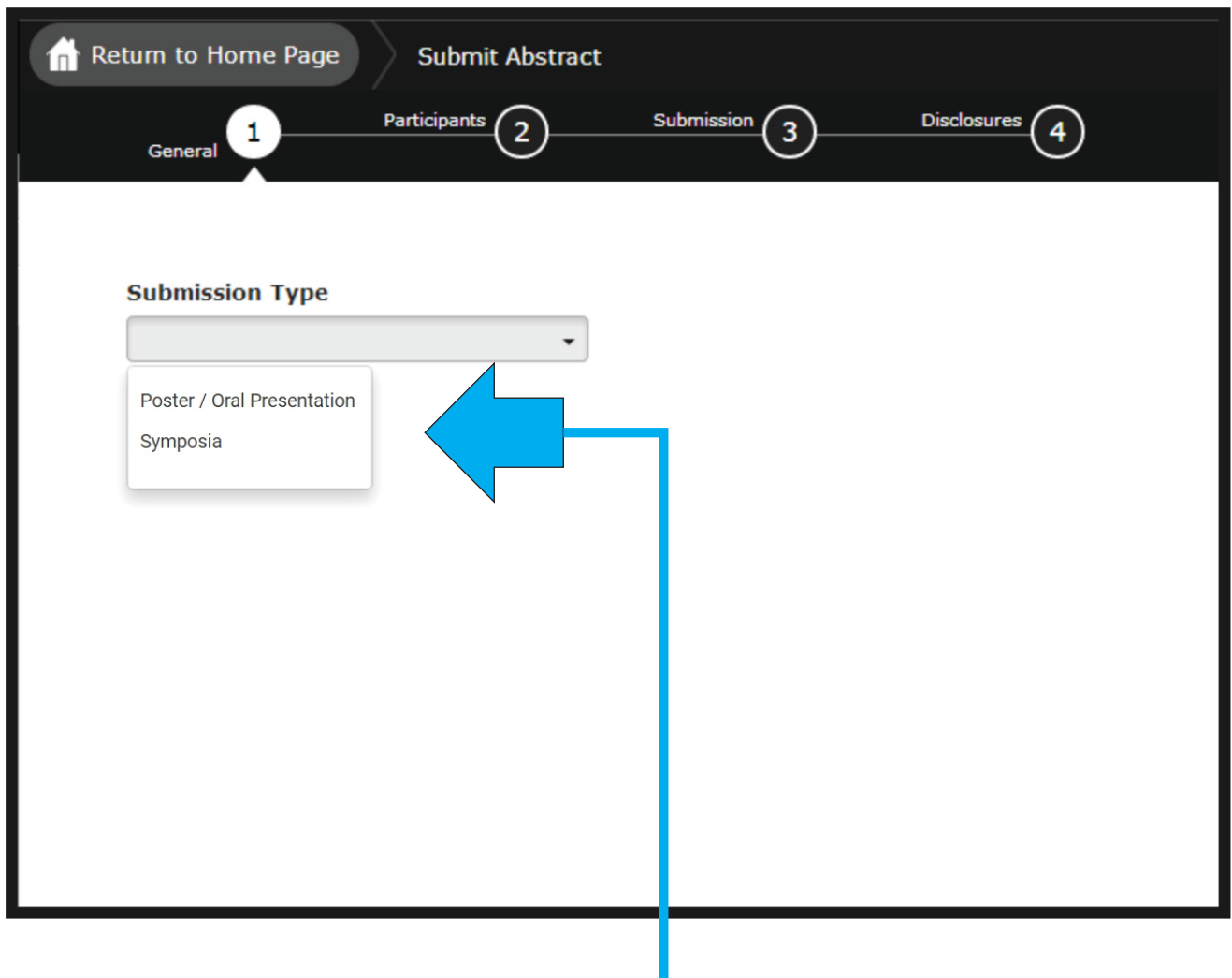
Select Start a New Abstract



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.

SOBP Annual Meeting Submission Site User Guide

Select the submission type.



The screenshot displays the 'Submit Abstract' interface. At the top, there is a navigation bar with a 'Return to Home Page' button and a 'Submit Abstract' title. Below this, a progress bar shows four steps: 'General' (1), 'Participants' (2), 'Submission' (3), and 'Disclosures' (4). The 'General' step is currently selected. In the main content area, under the heading 'Submission Type', there is a dropdown menu. The dropdown is open, showing two options: 'Poster / Oral Presentation' and 'Symposia'. A large blue arrow points from the right side of the screen towards the dropdown menu, indicating where to click to select a submission type.

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

For Symposia Instructions please click [here](#).
For Symposia Guidelines click [here](#).

SOBP Annual Meeting Submission Site User Guide

Return to Dashboard Submit Panel

General 1 Participants 2 Submission 3 Disclosures 4

Add Participants >

Submission Type

Symposia

1 Session Title *
The title should be brief and clearly indicate the nature of the proposal.
250 of 250 characters remaining

2 Primary Category *
Select a primary category that is most applicable to your proposed session. If the appropriate category is not available, please select 'other' from the drop-down, then enter the category in the text field below your selection.

3 Secondary Category *
Select a secondary category (disease state) that is most applicable to your proposed session.

4 Research Area *
Please indicate whether your submission is basic, clinical, or integrative.

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 [category](#) that best describes your submission.

SOBP Annual Meeting Submission Site User Guide

Add Participants to the submission.

Symposia are formal 2-hour sessions and will include 1 chair and 4 presenters. A co-chair is optional.

An individual cannot participate in more than **2 accepted sessions** regardless of the role in the session.

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	☒	Not Started	Not Started
Co-Chair Laura Hill Laura Bersacola-Hill lhill@acnp.org participant.	☐	Not Started	Not Started
Participant* Enter e-mail address Enter first name Enter last name Want to continue searching? Search for participant.	☐	Not Started	
Participant Search for participant Cannot find the participant? Add a new participant.	☐	Not Started	
Participant	☐	Not Started	

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.

SOBP Annual Meeting Submission Site User Guide

Complete the overall submission information.

Submission Details

1

Symposium Synopsis *

Provide a clear, succinct synopsis of your proposed symposium (**250 words or less**). Describe the subject, highlighting the questions, scientific issues, innovations, and research to be addressed. DO NOT reference individual speakers in the synopsis.

250 of 250 words remaining

2

Attestation and Affirmation *

- I have participated sufficiently in the work to take public responsibility for all or part of the content, AND have made substantive intellectual contributions to the submitted work in the form of conception and design, and/or acquisition of data, and/or analysis of data.
- Previous Presentations: The data in this submission may have been or may be presented elsewhere in abstract form, but it has not been published as an article on or before November 1, 2017.
- Third Party or Agency Submissions: This submission has not been made by an agency or third party. Any submissions by an agency or unrelated third party will not be considered.
- Scheduling: If accepted, I understand that this submission may be scheduled for presentation on any day of the conference (Thursday, May 10 - Saturday, May 12, 2018).
- Registration: All member and non-member oral or poster presenters are required to register for the meeting in order to present.
- I attest that all information submitted is accurate.

☐ I Agree

**Next, select “Save and Continue”
to move to your disclosure**

Save and Continue ➤

Note: you will not be able to finalize your submission until all participants have submitted their abstracts & disclosures

SOBP Annual Meeting Submission Site User Guide

As a presenter, please complete the following fields.

Submission Details

1

Abstract Title *
The title must be brief and clearly indicate the nature of the abstract.

2

Statistical Analysis *
Inclusion of statistical analysis is required, including p and n values, for submissions to receive full consideration for selection.

☒ I have read and understand.

3

Background: *
A brief statement on the purpose of the study and the current state of research in the field.

4

Methods: *
The study methods, or experimental approach, clearly but briefly defined.

5

Results: *
A summary of the results of the study, including sufficient details, number of subjects, and relevant statistics to support those conclusions.

6

Conclusions: *
A statement concerning the significance of the work and its possible implications for future research.

7

Funding Source *
List any funding sources supporting this research (i.e., R01XXXXX, names of foundations, etc.) or select "Unfunded".

☐ Unfunded
☐ Funding Source

8

Funding Source: *
List any funding sources supporting this research such as a funding agency or sponsor of this research (i.e., R01; NARSAD; NSF; Other).

9

Keywords: *
Enter up to 5 keywords

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

10

Enter all co-authors. You may search for any co-authors by using the search box. If you cannot find a co-author in this database, you may type them into the grid below. Please use the arrows to move authorship into the correct order.

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	☒	Jacque	Loftus	

* You must populate all fields to complete the row.

Alternate Presentation Type
If this Symposium is not accepted for presentation, there will be an opportunity to resubmit your work as an oral or poster presentation before the Oral/Poster abstract deadline.

11

SOBP Role Limit Policy *

- For symposium only, a speaker may participate in no more than two sessions regardless of their role in the session. *Example: A speaker may be a chair and also a speaker in a single session and that counts as one session.*
- If a speaker is on more than two accepted sessions for presentation, SOBP will notify the Chair to determine resolution.
- There is no speaker role limits for oral or poster presentations.

☐ I acknowledge and agree

12

Attestation and Affirmation *

- I have participated sufficiently in the work to take public responsibility for all or part of the content, AND have made substantive intellectual contributions to the submitted work in the form of conception and design, and/or acquisition of data, and/or analysis of data.
- Previous Presentations: The data in this submission may have been or may be presented elsewhere in abstract form, but it has not been published as an article on or before November 1, 2017.
- Third Party or Agency Submissions: This submission has not been made by an agency or third party. Any submissions by an agency or unrelated third party will not be considered.
- Scheduling: If accepted, I understand that this submission may be scheduled for presentation on any day of the conference (Thursday, May 10 - Saturday, May 12, 2018).
- Registration: All member and non-member presenters are required to register for the meeting in order to present.
- I attest that all information submitted is accurate.

☐ I Agree

SOBP Annual Meeting Submission Site User Guide

Disclosures

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.

SOBP Annual Meeting Submission Site User Guide

Finalizing your submission.

The screenshot displays the 'Submit Study Group' interface. At the top, a progress bar shows four steps: General (checked), Participants (checked), Submission (checked), and Disclosures (checked). Below the progress bar, there are three buttons: 'Previous' (disabled), 'Save and Continue' (yellow), and 'Finalize Submission' (yellow). A large blue arrow points from the 'Finalize Submission' button to the 'Submitted' status of the first participant in the table below.

		Abstract Admin	Submission Status	Disclosure Status	Notify Participant
Chair*	Robert Bilder remove	☒	Submitted	Submitted	
Co-Chair	Bruce Cuthbert remove	☐		Submitted	
Participant*	William Carpenter remove	☐		Submitted	
Participant	Judith Ford remove	☐		Submitted	

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

SOBP Annual Meeting Submission Site User Guide

Return to Dashboard

Submit Panel

General

Participants

Submission

Disclosures

Add Participants

Submission Type

Poster / Oral Presentation

On this page, you will enter the title of your abstract and select the primary and secondary category, and abstract type.
On the Submission Step 3, you will be asked to select the presentation category of Oral Only, Oral Preferred, or Poster.

1

Session Title *

The title should be brief and clearly indicate the nature of the proposal.

250 of 250 characters remaining

2

Primary Category *

Select a primary category that is most applicable to your proposed session. If the appropriate category is not available, please select 'other' from the drop-down, then enter the category in the text field below your selection.

3

Secondary Category *

Select a secondary category (disease state) that is most applicable to your proposed session.

4

Area of Research *

Select the most appropriate category for your abstract.

5

Attestation and Affirmation *

I have participated sufficiently in the work to take public responsibility for all or part of the content, AND have made substantive intellectual contributions to the submitted work in the form of conception and design, and/or acquisition of data, and/or analysis of data.

Previous Presentations: The data in this submission may have been or may be presented elsewhere in abstract form, but it has not been published as an article on or before November 1, 2017.

Third Party or Agency Submissions: This submission has not been made by an agency or third party. Any submissions by an agency or unrelated third party will not be considered.

Scheduling: If accepted, I understand that this submission may be scheduled for presentation on any day of the conference (Thursday, May 10 - Saturday, May 12, 2018).

I agree to attend and present my accepted poster abstract.

Registration Fees: All member and non-member poster presenters are required to register for the meeting and pay the registration fee in order to present.

I attest that all information submitted is accurate.

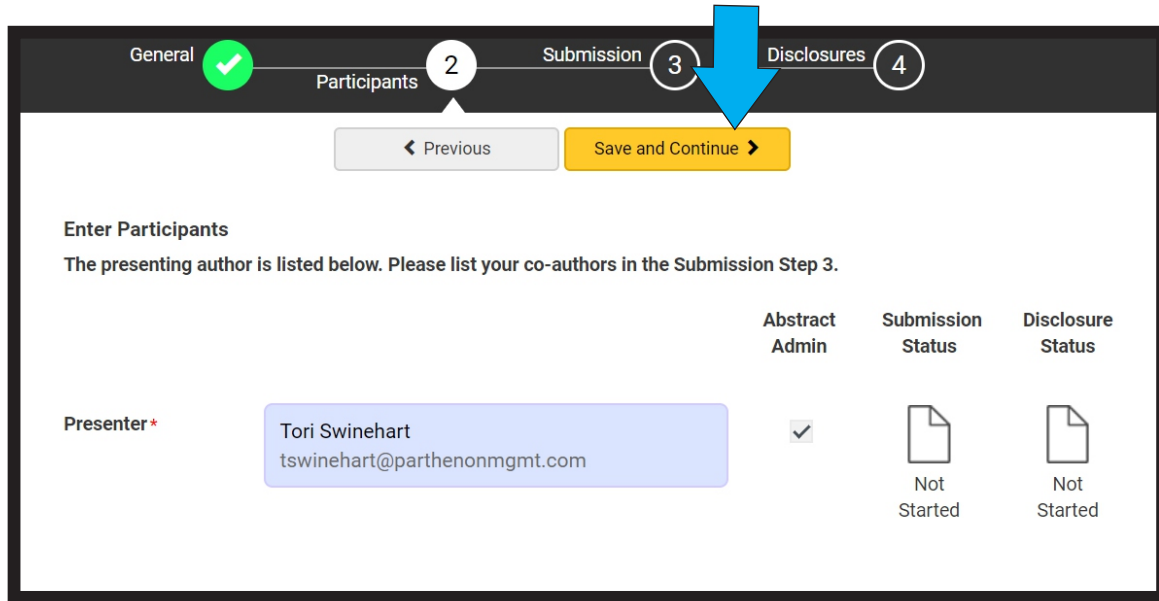
I Agree

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 [category](#) that best describes your submission.

SOBP Annual Meeting 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.”**



The screenshot shows a multi-step process bar at the top: General (1) with a green checkmark, Participants (2) with a white circle, Submission (3) with a white circle and a blue arrow pointing to it, and Disclosures (4) with a white circle. Below the bar are two buttons: 'Previous' and 'Save and Continue'.

Enter Participants
The presenting author is listed below. Please list your co-authors in the Submission Step 3.

		Abstract Admin	Submission Status	Disclosure Status
Presenter *	Tori Swinehart tswinehart@parthenonmgmt.com	☒	 Not Started	 Not Started

SOBP Annual Meeting Submission Site User Guide

Complete the submission information.

Submission Details

1

Sponsor *

Non-Members: Search for the name of the current SOBP member who is sponsoring your abstract.
Members: please search for your own name.
Contact sobp@sobp.org if you need assistance locating a member to sponsor your abstract.

Q

Search for person

2

Presentation Type *

Please select the appropriate presentation type that you want your abstract to be considered for participation.

☐ Poster Only

☐ Poster or Oral

☐ Oral Only

3

Rising Star Showcase *

New in 2019, SOBP will have an oral session that features six oral presentations from early career investigators. Those selected for this session will work with a self-appointed mentor to prepare the presentation and the mentor is encouraged to attend the session. In addition to this session, your poster will be scheduled during one of the three Poster Sessions.

☐ I am an investigator who completed my degree within the past 10 years and I would like to present data from my poster as a speaker in the Rising Star Showcase.

☐ I understand that I will also be expected to present a poster in one of the Poster Sessions.

☐ Yes

☐ No

Instructions for a Properly Formatted Abstract

• All abstracts must be structured using the following sections.

• The maximum word limit is 250 words – word counter in top-right corner.

• Abstracts will be published exactly as entered. Review your abstract and check for typographic and spelling errors, and scientific sense.

• Add all co-authors now - they can't be added at a later date.

• Abstracts should include relevant background, well-described methods, study results including number of presented.

• Abstracts with “results promised at a later date” or “at time of presentation” will be scored low and will impact acceptance of the abstract.

• Do not include references in the abstract.

4

Background: *

Enter a brief statement on the purpose of the study and the current state of research in the field.

5

Methods: *

Enter the study methods, or experimental approach, clearly but briefly defined.

6

Results: *

A summary of the results of the study, including sufficient details, number of subjects, and relevant statistics to support those conclusions.

7

Conclusions: *

A statement concerning the significance of the work and its possible implications for future research.

8

Funding Source *

List any funding sources supporting this research, i.e., R01XXXXX, names of foundations, etc. Or, select Unfunded.

☐ Unfunded

☒ Funding Source:

9

Funding Source: *

List any funding sources supporting this research such as a funding agency or sponsor of this research. i.e., R01; NARSAD; NSF; Other

10

Keywords:

Enter up to 5 keywords

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

Q

Search for keyword

Keywords

11

Enter all co-authors. You may search for any co-authors by using the search box. If you cannot find a co-author in this database, you may type them into the grid below. Please use the arrows to move authorship into the correct order. This is the order that will be printed in our program and abstract books.

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Q

Search for co-author

Order	Presenter	First Name *	Last Name *	Affiliation *
1	☒	John	White	

* You must populate all fields to complete the row.

SOBP Annual Meeting

Submission Site User Guide

Disclosures

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.

SOBP Annual Meeting Submission Site User Guide

Abstract Submission Fee - Non-Members:

If you are not a member or SOBP or your membership dues are not current, you will be required to pay the abstract fee of \$40 USD

General

Participants

Submission

Disclosures

Payment5

73RD ANNUAL MEI

Previous

Save

Submit Abstract and Payment

246 of 250 overall words remaining

PAYMENT: The Society of Biological Psychiatry charges the following fee for each abstract submitted:

Members: Presenting authors who are members of the Society in good standing (membership dues current) effective on or before October 1, 2017 do not need to pay the oral or poster abstract submission fee. If the presenting author has submitted a membership application prior to September 1, 2017 deadline and it has not been approved by the October 1, 2017 effective date, the abstract submission fee will need to be paid.

Non-Members: \$40.00 US Dollars - This \$40 fee applies to a non-member who is the presenting author on an oral or poster abstract. Email sobp@sobp.org

Payment must be submitted with your abstract submission. The Society accepts MasterCard, Visa, and American Express.

Note: Your abstract is not complete until the payment is processed. However, payment alone does not make your abstract complete. All other steps of the abstract submission must be completed as well.

These fees are non-refundable.

Review Order

Submission Type	Amount
Poster / Oral Presentation	40.00 USD
Enter promo code	Apply
Total Amount	40.00 USD

Enter Credit Card Information

Please enter payment information below to complete your order.

Credit Card Number*

Expiration Date*

Street

City

State

Country

United States

Postal Code

Phone

Email

Submission

Categories

Submission and Payment Submitted Successfully!

You have successfully submitted your Poster / Oral Presentation submission and payment. You will soon receive a confirmation e-mail.

Note: You may edit the submission until the submission period closes.

Continue

My Sub

Asdfas

Presentation

delete

SOBP Annual Meeting

Submission Site User Guide

SOBP Submission Categories

Primary Categories

Affective Neuroscience
Animal Models
Cellular and molecular neurobiology
Clinical trials
Cognitive neuroscience
Drug side effects
Epidemiology
Ethics
Genetics: animals
Genetics: humans
Human neurochemistry
Imaging
Mathematical modeling/frameworks

Neuroendocrinology
Neuroimmunology
Non-pharmacological therapies
Novel methodologies/tools
Pharmacology: clinical
Pharmacology: pre-clinical
Physiology: cellular
Physiology: in vivo
RDoC/Alternative frameworks
Sex Differences
Systems Neuroscience
Training

Secondary Categories

Adjustment disorders
Aging
Anxiety disorders
Delirium, dementia, amnesia
Development
Disorders of infancy, childhood or adolescence
Dissociative disorders
Eating disorders
Factitious disorders
Impulse disorders
Mental disorders due to a general medical condition

Mood disorders
Other medical disorders
Other neurological disorders
Other psychiatric disorders in late life
Personality disorders
Schizophrenia/psychotic disorders
Sex-linked and hormonal disorders
Sexual orientation and gender identity
Sleep disorders
Somatoform disorders
Substance-related disorders

A Tertiary Category (text box) is available for further explanation of the submission.