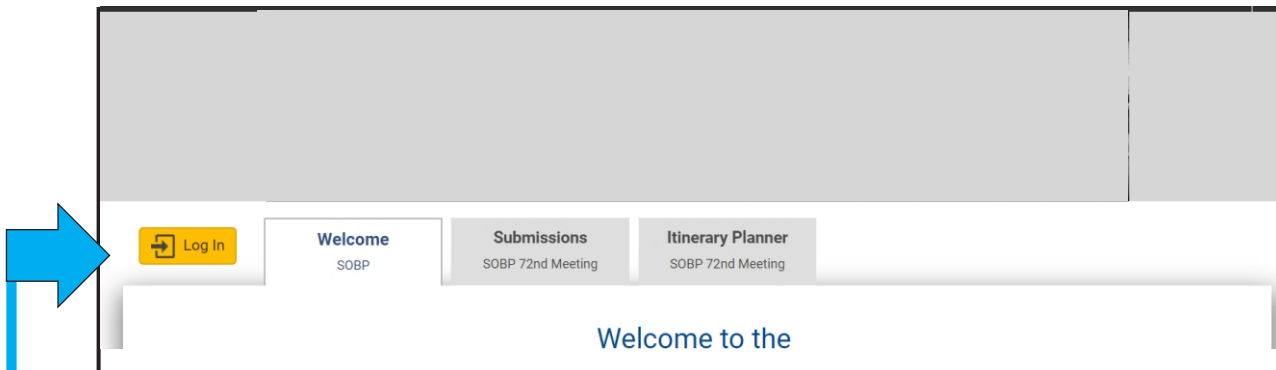


SOBP Annual Meeting Submission Site User Guide

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



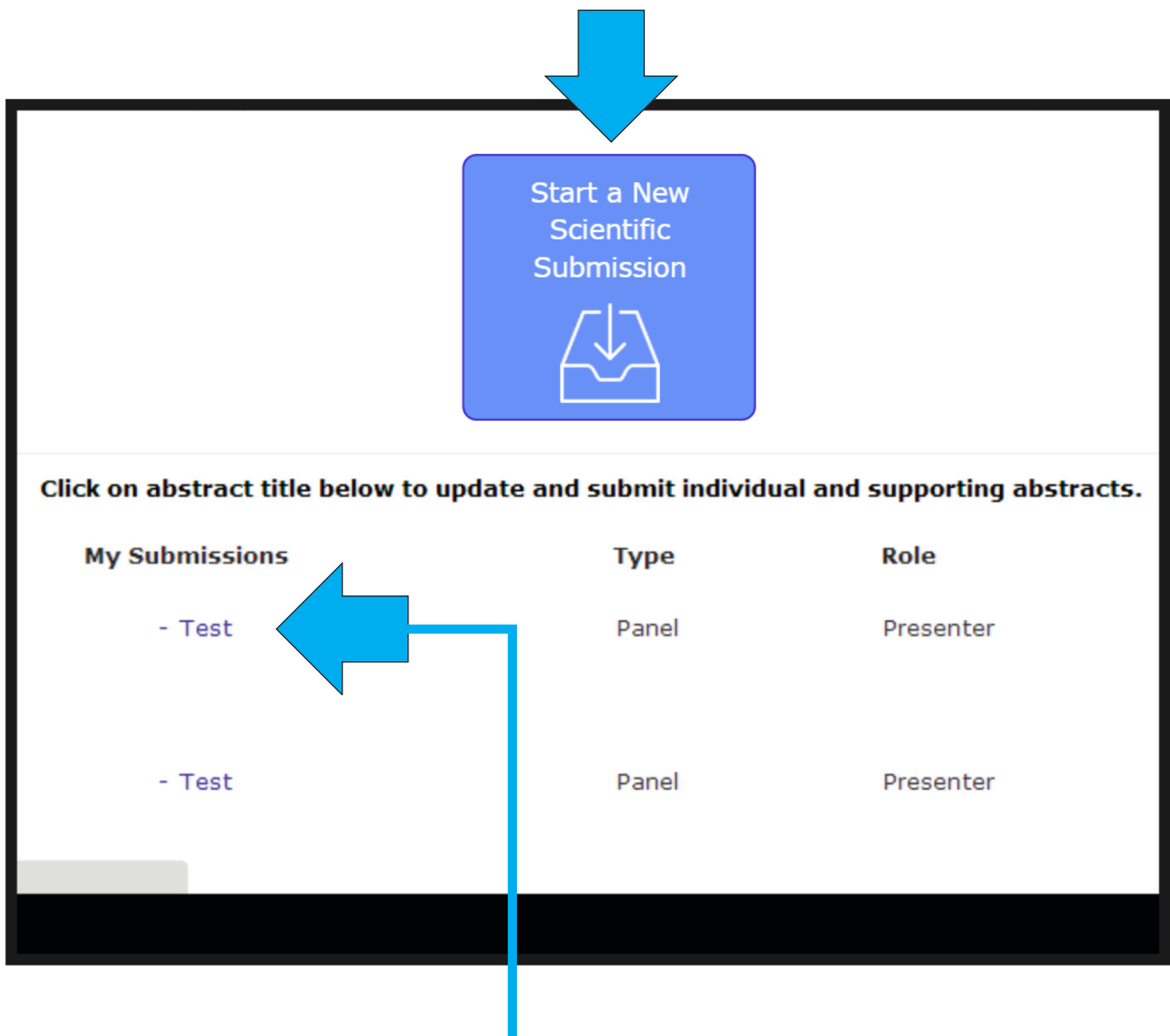
Clicking Log In will open the below pop-up window.

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 separator 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

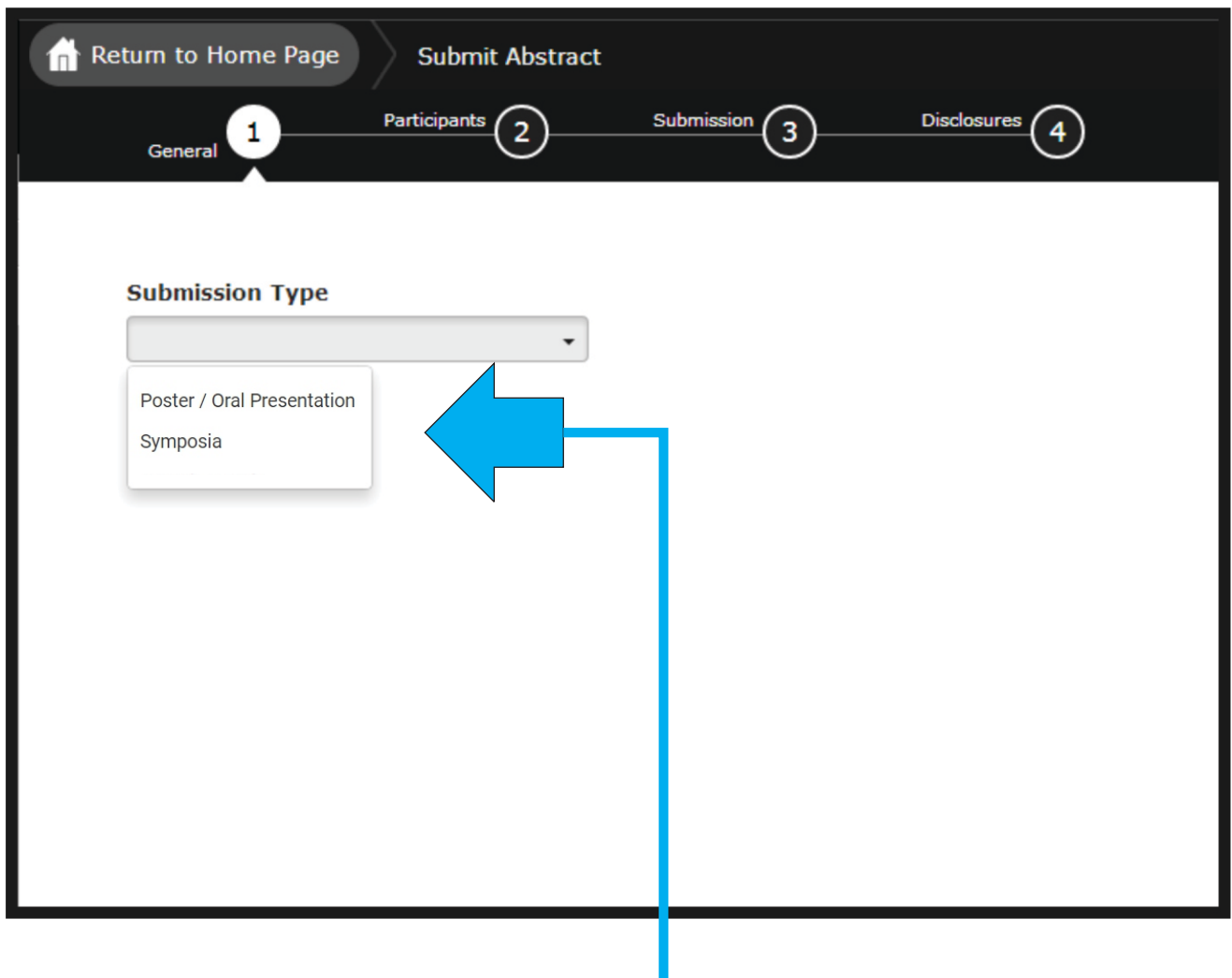
Select Start a New Abstract



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 page 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	<input checked="" type="checkbox"/>	Not Started	Not Started
Co-Chair	<input type="text" value="Laura Hill"/> Laura Bersacola-Hill lbhill@acnp.org participant.	<input type="checkbox"/>	Not Started	Not Started
Participant*	<input type="text"/> Enter e-mail address <input type="text"/> <input type="text"/> Enter first name Enter last name Want to continue searching? Search for participant.	<input type="checkbox"/>	Not Started	Not Started
Participant	<input type="text"/> Search for participant Cannot find the participant? Add a new participant.	<input type="checkbox"/>	Not Started	Not Started
Participant	<input type="text"/>	<input type="checkbox"/>	Not Started	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	<input checked="" type="checkbox"/>	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 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 titled '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	
Participant*	William Carpenter remove	<input type="checkbox"/>		Submitted	
Participant	Judith Ford remove	<input type="checkbox"/>		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
1
Participants **2**
Submission **3**
Disclosures **4**

[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.

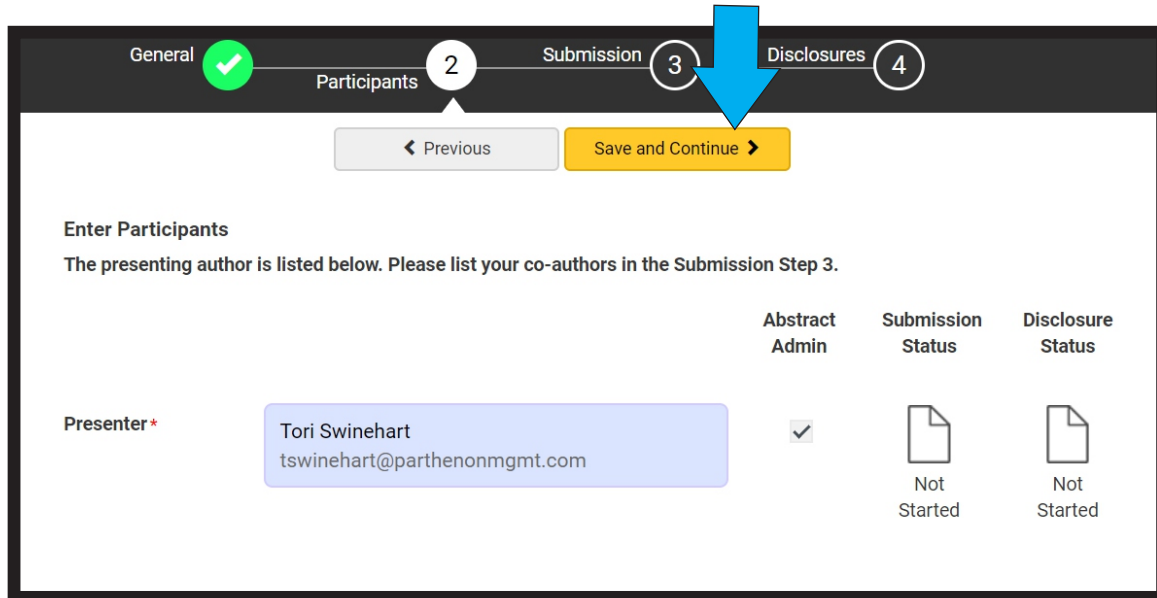
☐ I Agree

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 submission process. The top navigation bar includes four steps: General (marked with a green checkmark), Participants (marked with a '2'), Submission (marked with a '3' and a blue arrow pointing to the 'Save and Continue' button), and Disclosures (marked with a '4'). Below the navigation bar, there are two buttons: 'Previous' and 'Save and Continue'. The main content area is titled 'Enter Participants' and includes the instruction: 'The presenting author is listed below. Please list your co-authors in the Submission Step 3.' Below this, there is a table with three columns: 'Abstract Admin', 'Submission Status', and 'Disclosure Status'. The first row, labeled 'Presenter *', shows 'Tori Swinehart' with the email 'tswinehart@parthenonmgmt.com' in the 'Abstract Admin' column, a checkmark in the 'Submission Status' column, and a document icon with 'Not Started' in the 'Disclosure Status' column.

	Abstract Admin	Submission Status	Disclosure Status
Presenter *	Tori Swinehart tswinehart@parthenonmgmt.com	✓	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	<input checked="" type="checkbox"/>	John	White	

* You must populate all fields to complete the row.

SOBP Annual Meeting

Submission Site User Guide

Disclosures

Disclosures

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- 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

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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

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	<div>Apply</div>
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

CountryUnited 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

SOBP Submission Categories

Primary Categories: Disorder

Addiction
ADHD
Aging
Alzheimer's
Anxiety
Autism
Bipolar Disorder
Borderline Personality Disorder
Dementia/Delirium
Development

Depression
Dissociative Disorders
Eating disorders
OCD
Personality Disorders
PTSD
Psychosis
Sex differences
Sleep
Suicide

Secondary Categories: Research Method

Human
Non-human
Affective neuroscience
Behavior
Cellular/Molecular
Circuits
Cognitive/Behavior Training
Cognitive Neuroscience
Epidemiology
Ethics
Genetics

Imaging: Structural
Imaging: Functional
Imaging: Chemical
Imaging: EEG/MEG
Math modeling
Neuroendocrinology
Neuroimmunology
Neurostimulation
Pharmacology
Physiology
Systems