

# 2017 Annual ASCP Meeting

## Submission Instructions for Poster and Individual Research Reports

**Submission Deadline: Monday, January 30, 2017**

**To submit your proposal, please follow the instructions below:**

- Visit the 2017 Abstract Submission Portal: <https://ascp.societyconference.com>
- If you are a current or previous member of ASCP, your account is stored within our system. You will log in with your email and your password. If you have forgotten your password, please select “Forgot Password”, and it will be sent to you.
- If you are new submitter or your email address is not recognized by the system, please create a new account.
- Character Limits Per Abstract: There is a limit of 3,200 characters, not including spaces for your proposal. Of the total limit, 200 characters are for the title of your proposal. The abstract of your proposal has a limit of 3,000 characters.

### **Steps for Submission:**

1. Once logged into the portal, select the large blue square “Start a New Scientific Submission.”

**Details for Submissions**

The committee welcomes submissions from the U.S. as well as International proposals.

**Panel and Workshop 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 abstract details. Your proposal is NOT complete until all participants have submitted their abstract details.

**Panel and Workshop Participants** - Once your session Chair has created the overall proposal, you will receive a notification email to complete your abstract details. Please do not create an individual submission.


**Poster and Individual Research Report Submitters** - Both of these submissions are created under the same submission type. Once the proposal is created, you will be given the opportunity to choose which type of submission for your abstract.

**New Investigator Award Applicants** - These travel awards are specifically designed for individuals who are new to the field and have not been the Principal Investigator on an R01 grant. The NIA participant will also have the opportunity to present a poster presentation. Your application will be submitted under the "Poster/Individual Research Report" Submission.

**Pharmaceutical Pipeline Submitters** - Your application will be submitted under the "Pharmaceutical Pipeline" submission type. A Pharmaceutical Pipeline report will be a 10 minute presentation and will also have the opportunity to present their research as a poster presentation. A Pharmaceutical Pipeline submission should include those with early clinical data (Phase 1 and 2) on any CNS compound for which Phase 3 data had not been presented. The goal was to generate enthusiasm for the many novel compounds under exploration, most of which have not reached Phase 3. This is not to exclude presentations of clinical data on compounds currently in Phase 3 targeted to truly untested mechanisms since such data would also be of great interest.

If you have any questions concerning your abstract submission, please contact [info@ascpp.org](mailto:info@ascpp.org).

Start a New  
Scientific  
Submission



## Step 1: General - Submission Details

1. Select “Poster/Individual Research Report” type in the drop down menu.

The screenshot shows the 'Submit Poster / Individual Research Report' form. At the top, there is a navigation bar with 'Return to Dashboard' and 'Submit Poster / Individual Research Report'. Below this is a progress indicator with four steps: General (1), Participants (2), Submission (3), and Disclosures (4). The 'General' step is active, indicated by a green checkmark. The form contains the following sections:

- Submission Type:** A dropdown menu with 'Poster / Individual Research Report' selected.
- New Investigator Award (NIA):** A yellow highlighted section with text explaining the program and two radio buttons: 'Yes, include award submission' (selected) and 'No, do not include award submission'.
- 1 Enter Title:** A text input field with a character count of '200 of 200 characters remaining'.
- 2 Select Category:** A dropdown menu.
- 3 Request for Proposals:** A dropdown menu.

2. Select if you would like to submit your poster/individual research report as a New Investigator Award (NIA). These travel awards are specifically designed for individuals who are new to the field and have not been the Principal Investigator on an R01 grant. If yes, please refer to the additional NIA Submission Instructions.
3. Enter your proposal title.
  - a. Your title must be less than 200 characters.
  - b. Do not use all caps. Please use title case.
4. Select your category and request for proposals in the drop down menu provided.
  - a. If your category is not provided, please select “Other”.
5. Once all three tasks are completed, the numbers on the left hand side will turn green. Select the yellow “Add Participants” button at the top to continue.

## Step 2: Enter Participants

1. 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.

The screenshot shows the 'Enter Participants' form. At the top, there is a navigation bar with 'Return to Home Page' and 'Submit Poster/Individual Research Report/New Investigator Award Application'. Below this is a progress indicator with four steps: General (1), Participants (2), Submission (3), and Disclosures (4). The 'Participants' step is active, indicated by a green checkmark. The form contains the following elements:

- Navigation buttons: '< Previous' and 'Save and Continue >'.
- Enter Participants:** A section with a table header: 'Abstract Admin', 'Submission Status', and 'Disclosure Status'.
- Add Participant:** A dropdown menu.
- Presenter (1 remaining):** A text input field.

## Step 3: Submission

1. Choose your submission type. You may choose one or both submission types. If the submission is accepted, you will be notified if you were chosen for either a poster or oral presentation.

### **Submission types:**

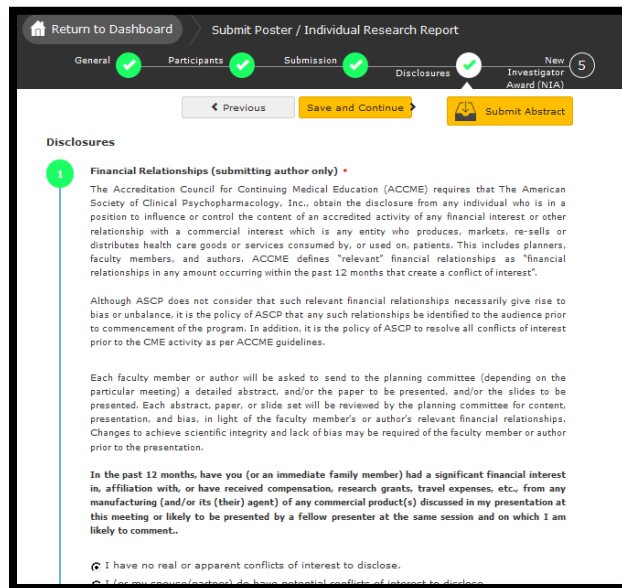
**Poster Presentation** – Poster board presentation in a poster session.

**Individual Research Report** – Selected by the Program Committee, these are 10 minute oral presentation with 5 minutes Q&A from the audience.

2. Request for Proposals: Choose one of the RFP topics if your submission fits into one of the listed categories.
3. Enter abstract, must be less than 3,200 characters (without spaces).
4. List 2 learning objectives.
5. List 2 literature references; please follow the [American Journal of Psychiatry](#) style.
6. Author listing: enter a maximum of 15 authors/co-authors. The presenter must be listed within the author listing. Please search for co-authors using the search field before free-typing the information.
7. Once complete, hit the yellow “Save and Continue” button at the top.

## Step 4: Disclosures

1. Select if you or your spouse has any financial relationships to disclose within the past 12 months.



The screenshot shows a web interface for submitting a poster or research report. At the top, there is a navigation bar with a 'Return to Dashboard' link and the title 'Submit Poster / Individual Research Report'. Below this is a progress indicator with five steps: 'General', 'Participants', 'Submission', 'Disclosures', and 'New Investigator Award (NIA)'. The 'Disclosures' step is currently active and highlighted with a green checkmark. Below the progress bar, there are three buttons: 'Previous', 'Save and Continue', and 'Submit Abstract'. The main content area is titled 'Disclosures' and contains a section for 'Financial Relationships (submitting author only)'. This section includes a detailed paragraph explaining the ACCME requirements for disclosing financial interests, followed by a question asking if the user or their family member has had a significant financial interest in the past 12 months. At the bottom of the form, there is a radio button option: 'I have no real or apparent conflicts of interest to disclose.'

2. Add information about each organization you or your spouse should disclose.
3. Type your full name in the field provided. For example: Oliver W. Smith.
4. Once all tasks are completed on this page, the buttons on the left will turn green, select “Save and Continue” at the top of the screen.

**Final Step:** Select the yellow “Submit Abstract” button at the top.

1. You will receive a notification that the submission was submitted successfully.
2. You will receive an email confirmation of the submission.
3. You will be able to edit the submission until the submission period closes.
4. After the deadline has passed, all submissions will be reviewed by the Program Committee. Notifications will be sent by email after the review period.

### Rules regarding Conflict of Interest

The Accreditation Council for Continuing Medical Education (ACCME) requires that The American Society of Clinical Psychopharmacology, Inc., obtain the disclosure from any individual who is in a position to influence or control the content of an accredited activity of any financial interest or other relationship with a commercial interest which is any entity who produces, markets, re-sells or distributes health care goods or services consumed by, or used on, patients. This includes planners, faculty members, and authors. ACCME defines “relevant” financial relationships as “financial relationships in any amount occurring within the past 12 months that create a conflict of interest”.

Although ASCP does not consider that such relevant financial relationships necessarily give rise to bias or unbalance, it is the policy of ASCP that any such relationships be identified to the audience prior to commencement of the program. In addition, it is the policy of ASCP to resolve all conflicts of interest prior to the CME activity as per ACCME guidelines.

Each faculty member or author will be asked to send to the planning committee (depending on the particular meeting) a detailed abstract, and/or the paper to be presented, and/or the slides to be presented. Each abstract, paper, or slide set will be reviewed by the planning committee for content, presentation, and bias, in light of the faculty member's or author's relevant financial relationships. Changes to achieve scientific integrity and lack of bias may be required of the faculty member or author prior to the presentation.

EACH PLANNER, FACULTY MEMBER, AUTHOR MUST COMPLETE AND RETURN A DISCLOSURE STATEMENT. The form is included electronically in the submission online and also available on the website at: <http://ascpmeeting.org/scientific-program/submit-an-abstract/>.

### **Presentation Guidelines for Poster Sessions**

- Posters must be mounted by 9:00 a.m. on the day of the poster session.
- The **maximum area per poster is 4 feet high by 6 feet wide**.
- A copy of the abstract, typed in large letters, should be posted on the upper left-hand corner under the title. This should be printed separately from your poster on standard paper, available for questions.
- Remember that illustrations and text will be read by interested scientists from distances of about 3 feet or more. Keep them simple and use large font. Charts, drawings, and illustrations should be heavily drawn.
- Do not mount materials on heavy board because it will be difficult to affix the materials to the poster board. **Keep presentation as lightweight as possible**.
- Prepare and bring to the meeting all materials needed for the poster (figures, tables, etc.).
- Disclosures for ALL AUTHORS should be included on the poster.
- **Pushpins or thumbtacks** will be provided to mount the poster.

Please email [info@ascpp.org](mailto:info@ascpp.org) or call 615-649-3085 with any questions.

See you at the ASCP Annual Meeting!