



## 2025 Annual ASCP Meeting

### Submission Instructions for Poster and Individual Research Reports

**Submission Deadline: Wednesday, January 29, 2025**

To submit your proposal, please follow the instructions below:

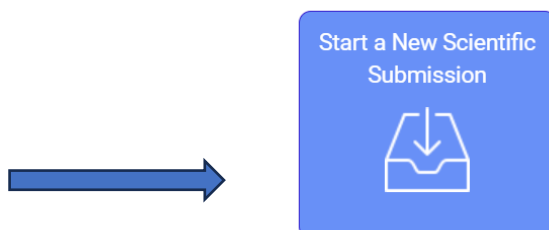
- Visit the 2025 Abstract Submission Portal: <https://ascp.societyconference.com>
- If you are a current or previous member of ASCP, your account is stored within our system. You will log in with your email and your password. If you have forgotten your password, please select "Forgot Password", and it 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.
- **Proposal Limit:** An individual cannot be listed as a presenter on more than 2 submitted proposals (Panels, Workshops, Individual Research Reports, and Pharma Pipeline presentations) per year, and cannot be listed for more than 4 total roles, i.e., chair, co-chair, presenter, or discussant. THIS DOES NOT INCLUDE POSTER PRESENTATIONS. An individual may be a co-author on any number of submitted abstracts.

#### Steps for Submission:

1. Once logged into the portal, select the large blue square "Start a New Scientific 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. **DEADLINE: January 29, 2025**
- **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 or individual research report presentation. Your application will be submitted under the "Poster/Individual Research Report" Submission. **DEADLINE: January 29, 2025**

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



## Step 1: General - Submission Details

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

Return to Dashboard Submit Poster/Individual Research Report

General 1 Participants 2 Submission 3 Disclosures 4

Add Participants >

Submission Type

Poster/Individual Research Report

1 Enter Title \*

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal. (Limit of 200 characters.)

200 of 200 characters remaining

2 Select Category \*

Select a category that is applicable to your abstract submission. If the appropriate category is not available, please choose "Other" and enter category in the text box below.

3 Request for Proposals \*

Choose one of the RFP topics if your submission fits into one of these categories. If your submission does not fit within one of the listed categories, please select "Not Applicable".

2. Enter your proposal title.
  - a. Your title must be less than 200 characters.
  - b. Do not use all caps. Please use title case.
3. Select your category and request for proposals in the drop-down menu provided.
  - a. If your category is not provided, please select “Other”.
4. 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.

Return to Dashboard Submit Poster/Individual Research Report

General 1 Participants 2 Submission 3 Disclosures 4

< Previous Save and Continue >

Enter Participants

The author below must be the presenting author. Co-authors are added in Step 3-Submission.

	Abstract Admin	Submission Status	Disclosure Status
Presenter *	Kara Moeller kmoeller@parthenonmgmt.com	✓	Not Started

## Step 3: Submission

Return to Dashboard Submit Poster/Individual Research Report

General  Participants  Submission **3** Disclosures  4

< Previous Save and Continue > Submit Abstract

**1 Choose Submission Type** •  
Chose one or both of the below submission types.

Poster Presentation  
 Individual Research Report

**2 Abstract** •  
The abstract should provide a general overview of the proposed presentation by providing a concise description of the specific purpose, content, methodology, results, and importance of the proposed talk. Please state specific findings to be presented and the importance of such findings for advancing the field. (Limit of 3200 characters, not including spaces.)

3200 of 3200 characters remaining

**3 Learning Objectives** •  
List TWO learning objectives for your individual abstract.

**4 Literature References** •  
List TWO relevant literature references, please follow the American Journal of Psychiatry style. For more information please visit: [http://ajp.psychiatryonline.org/ajp\\_ifora](http://ajp.psychiatryonline.org/ajp_ifora).

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. Complete the Accreditation Post-Test Question & Answer portion.
7. 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.
8. Once complete, hit the yellow “Save and Continue” button at the top.

## Step 4: Disclosures

1. Please **ONLY** enter any disclosures relevant to this poster for the Presenting Author. Select if you have any financial relationships to disclose within the past 24 months.

Return to Dashboard Submit Pharmaceutical Pipeline

General  Participants  Submission 3 Disclosures 4

< Previous Save Submit Abstract

**Financial Relationships**

**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, owner, 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.

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 Ineligible Company--**

An ineligible company is any entity producing, marketing, selling, re-selling, or distributing healthcare products or services consumed by, or used on, patients. Providers of clinical service directly to patients are not ineligible companies (unless the provider of clinical service is owned, or controlled, by an ineligible company).

2. Add information about each organization you 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 24 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:

<https://ascpp.org/submitanabstract/> .

## **PRESENTATION GUIDELINES FOR POSTER SESSIONS AT THE ASCP ANNUAL MEETING**

Please prepare your poster to communicate the main points of your work to stimulate discussion with your viewers.

- The **maximum area per poster is 4 feet high by 6 feet wide**.
- Push pins will be provided to mount your poster to the poster board.
- 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.
- Poster presentations should be simple and to the point. Use a minimum amount of clear text. Avoid jargon.
- Make sure the poster is easy to read. Use large, BOLD fonts. Text color should highly contrast the background color for legibility for all attendees including those who are colorblind.
  - [Tips & tricks for making a colorblind friendly presentation](#)
  - [Check for a colorblind friendly color palette](#)
  - [Check your color palette to see if it is colorblind friendly](#)
- 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.
- Title and author name(s) must be clearly labeled.
- Please indicate the presenting author in the author block (bold, underline, asterisk, etc.).
- A copy of the submitted abstract printed separately from your poster should be available upon request. Please have the copies available posted on your board.
- Include section headings to direct the reader's attention.
- Catch your reader's attention with accent colors for contrast and to highlight main points.
- Use borders or white space to separate sections and increase legibility.
- Use simple figures (graphs, charts, illustrations, and photographs) to illustrate your point. Make sure to include captions.
- Summarize your results/findings with bullet points.
- Posters are grouped by classification for the convenience of those attending the sessions. Each poster board will be numbered. **Please do not remove the numbers.**
- Disclosures for ALL AUTHORS should be included on the poster.
- ASCP recommends that you add a QR Code to your poster, linking to your contact information. This will allow attendees to contact you for questions or more information, even after the poster session is concluded.

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

See you at the ASCP Annual Meeting!