



## 2021 APSARD Annual Meeting

### Submission Instructions for Symposia

**SUBMISSION DEADLINE: Wednesday, September 9, 2020**

To submit your proposal, visit the 2021 Abstract Submission Portal:

[https://apsard.societyconference.com/?conf\\_id=10017&m=user&h=home](https://apsard.societyconference.com/?conf_id=10017&m=user&h=home)

#### **Steps for Submission:**

1. If you are a current or previous member of APSARD, your account is stored within our system. You will log in with your email and password. If you have forgotten your password, please select 'Forgot Password', and it will be sent to you. If you are a new submitter or your email address is not recognized by the system, please create a new account.

#### **Submission as a Chair:**

2. Once logged into the portal, select the large blue square 'Start a New Scientific Submission'.



3. Select the 'Symposia' submission type in the drop down menu.

4. Overall Submission: Enter your overall title.

- a. The title must not exceed 200 characters.
- b. Do not use all CAPS. Please use title case.

5. Select your primary submission category in the dropdown menu provided. The selections are as follows:

- Basic Science
- Clinical Science
- Integrative Science

6. Select your secondary submission category in the dropdown menu. The selections are as follows:

- Psychopathology and neurobiology
- Therapeutic interventions
- Assessment methods
- Public health and policy
- Etiology and outcomes

7. Enter participants under Step 2: Participants.

- a. The original submitter/chair will add all participants.
- b. Symposia sessions will be provided 90 minutes for 3-4 speakers, including a chair. APSARD will select a moderator per each session. No more than 20 minutes per speaker should be allotted, and sufficient time must be preserved for audience input.
- c. The name of the submitter will show in the Chair Participant field.

**NOTE:** At the bottom, please ensure the check box 'Notify me when each participant completes their submission' is selected. When all participants have completed their submissions, the chair is required to log back in to 'Finalize Submission' prior to the deadline.

Return to Dashboard Submit Symposia

General  Participants  Submission 3 Disclosures

← Previous Save and Continue → Finalize Submission

Participants

		Abstract Admin	Submission Status	Edit Submission	Disclosure Status	Notify Participant
Chair*	Jessica Mathews jmathews@parthenonmgm.com	<input checked="" type="checkbox"/>	In Progress		In Progress	
Speaker	Nathan Blair nblair@parthenongmt.net	<input type="checkbox"/>	Not Started		Not Started	
Speaker	Jessica Mathews jmathews@parthenonmgm.com	<input checked="" type="checkbox"/>	Submitted		Submitted	

Add Participant

Notify me when each participant completes their submission.

d. Select the yellow button 'Save and Continue' to move to the next portion of the submission.

8. The chair/original submitter must enter the overall abstract.

**\* For each presentation (excluding title and authors, 300-500 word limit):**

Hypothesis/Obejective

Methods

Results

Conclusions

9. Each session is required to have at least two (2) learning objectives for accreditation purposes. Provide at least two learning objectives for the overall abstract using action verbs and listing assessable objectives.

a. For example, 'The participant shall be able to analyze the practice implications of...'

Once all tasks are complete, the numbers on the left hand side will turn green.

### **Final Steps**

Once you select the 'Save' button, you will receive a notification that your submission was saved successfully.

1. You will receive an email confirmation when all presenters have completed their tasks.
2. Once all presenters have completed their tasks, please login to review for accuracy and quality of submission, then select the 'Finalize Submission' button.
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.

**Submission as a Participant:**

1. As an individual submitter, you must complete the following information:

- a. Individual Presentation Title
  - i. 100 characters only
- b. Hypothesis/Objective
- c. Methods
- d. Results
- e. Conclusions
- f. Co-authors

2. Search for each co-author first in the search box. If the co-author is already in the system, select their name, If not, enter their First Name, Last Name, and Affiliation directly into the grid.

- i. Enter a maximum of 20 authors/co-authors. The PRESENTING Author must be the submitter.
- ii. If no co-authors, select “Save and Continue” at top of screen.
- iii. Once all of the co-authors are entered, you can use the up and down arrows to change the author order.
- iv. Complete the verification field.

3. Please submit one question about your presentation that will be used in the post-test for self-assessment maintenance of certification (SA MOC) credits in the boxes below. You will be asked to provide (4) multiple choice answers and indicate the correct answer.

4. Acknowledgement of Funding

5. Literature References

- a. List at least ONE relevant literature reference for your presentation and please follow the American Journal of Psychiatry style.

**Disclosures**

*\*Please note that if you have already completed a submission, the disclosure will automatically copy over to your new submission.*

- a. Answer Disclosure Question 2: Select if you or your spouse have had any financial relationships to disclose within the past 12 months.

- i. If responding “No”, please proceed to electronic signature.
  - ii. If responding “Yes”, please complete the applicable fields for you and/or your spouse and then complete the following statements. Once complete, proceed to electronic signature.
- b. Electronically sign by typing your name to certify your disclosure.
- c. Click “Save and Continue”.

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General     Participants     Submission  3    Disclosures



APSARD  
ADHD in the  
Era of COVID:  
Maintaining Focus  
2021 VIRTUAL  
CONFERENCE  
JANUARY 19-17, 2021

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496 of 500 overall words remaining

**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, 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.