

APSARD

The American Professional Society
of ADHD and Related Disorders



2024 APSARD Annual Meeting

Submission Instructions for Posters

SUBMISSION DEADLINE: Friday, September 29, 2023

To submit your proposal, visit the 2023 Abstract Submission Portal: <https://apsard.societyconference.com/>

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



3. Select the appropriate poster submission type in the drop down menu.

The screenshot shows a dark header bar with two buttons: 'Return to Dashboard' (with a house icon) and 'Submit Abstract' (with a right arrow icon). Below the header, the main content area is white. It features a section titled 'Submission Type' with a dropdown menu. The dropdown is open, showing three options: 'Poster- Industry', 'Poster- Practitioner', and 'Poster- Student/Trainee'.

4. Enter your title of your abstract submission.
 - a. Your title must be less than 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

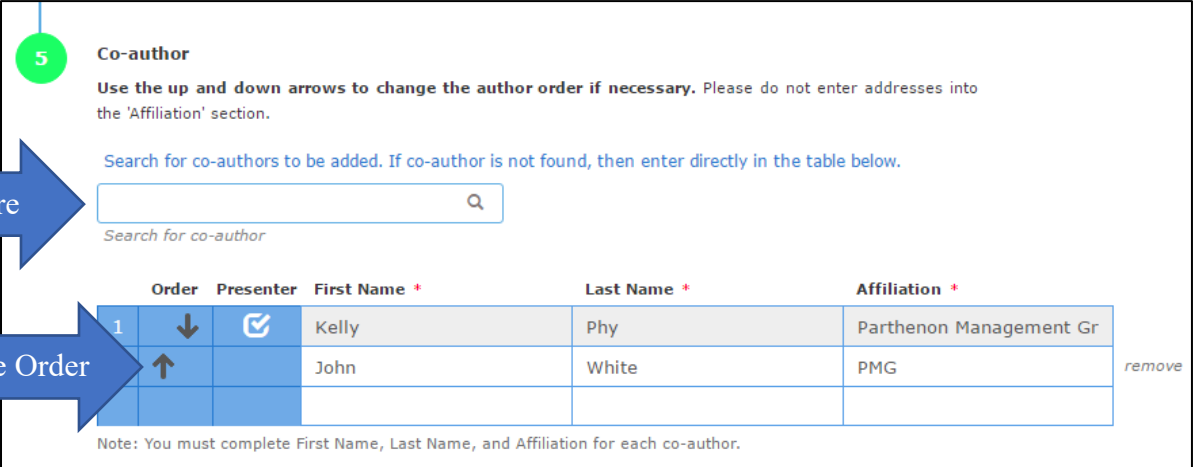
7. Once title and categories are entered, select the yellow button on the top, “Save and Continue” to move to step 2, ‘Participants’

8. Participants

- a. The poster presenter will default to the account that is logged-in. The submitter is required to be the presenter for this meeting.
- b. Select the yellow “Save and Continue” button at the top of the screen.

9. Submission Details

- a. Please complete the fields for the submission. Please use title case, not all CAPS.
 - i. Hypothesis/Objective
 - ii. Methods
 - iii. Results
 - iv. Conclusions
 - v. Co-authors
- b. 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.
- c. Once all co-authors are entered, select the yellow button at the top, “Save and Continue”.



5 Co-author

Use the up and down arrows to change the author order if necessary. Please do not enter addresses into the 'Affiliation' section.

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	↓	☑	Kelly	Phy	Parthenon Management Gr	
	↑	☑	John	White	PMG	remove

Note: You must complete First Name, Last Name, and Affiliation for each co-author.

10. 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 you disclosure.
- c. Click “Save and Continue”.

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.

11. Payment

- a. Review the submission order and enter in your credit card details.

There is a fee of \$15 USD for a Student/Trainee to submit a poster abstract. Type is subject to verification.

Submission Type	Amount
Poster- Student/Trainee	15.00 USD
Enter promo code	Apply
Total Amount	15.00 USD

12. Select the yellow button, “Submit Abstract and Payment”.

- a. All tasks at the top will have green checks to note they have been completed. You will be given an error and the task will show in red if it has not been completed.
- b. Once successfully submitted, you will receive a confirmation by email.

- c. After the deadline has passed, all submissions will be reviewed by the Program Committee.

Embargo Policy: Press releases and sessions are embargoed until the meeting date and time of the presentation. APSARD strictly enforces its embargo policy, which prohibits the publication of research ahead of the embargo date and time. Proper sourcing of research partners and attribution to APSARD and the APSARD Annual Meeting are required. Press Releases or summaries of content from the meeting must be approved by the presenting author before release.