



# APOS

american psychosocial oncology society

## APOS Annual Conference Submission Guide

Table of Contents - F.A.Q.

Please click any option below.

I am unfamiliar with the entire process.

I am creating a new Symposia submission.

I am creating a new Poster / Podium submission.

I am completing or editing an existing submission.

I need to complete my disclosure.

I need to check the status of my submission.

# APOS Annual Conference Submission Guide

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

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

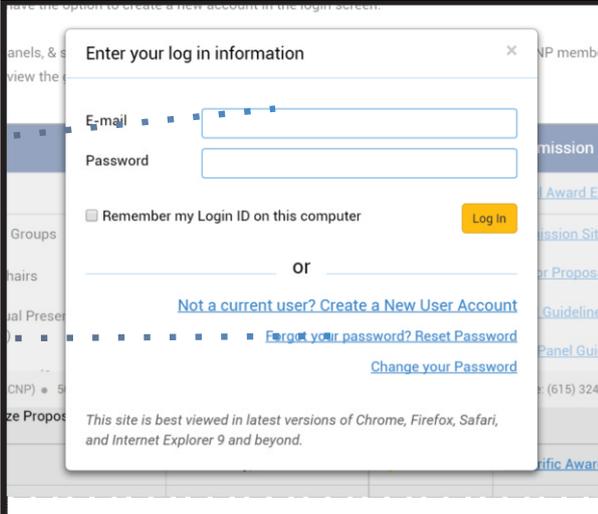
1



The screenshot shows the top navigation bar with 'Log In' highlighted in yellow. Below the navigation bar, the page reads 'Welcome to the 15th Annual APOS Conference'. A red banner states: 'Attention Distress Screening Program Applicants! You must log-in by clicking the yellow log-in button above to access the application. If you do not currently have an APOS account, please create an account to access the application. You are not required to be an APOS Member to apply.' The main content area includes the conference theme: 'Emerging Models of Collaborative Cancer Care: Advancing Psychosocial Science and Practice in Oncology' and a list of 'CONFERENCE OBJECTIVES'.

Please type your name and password to proceed. If you have forgotten your login information click 'Forgot Password.'

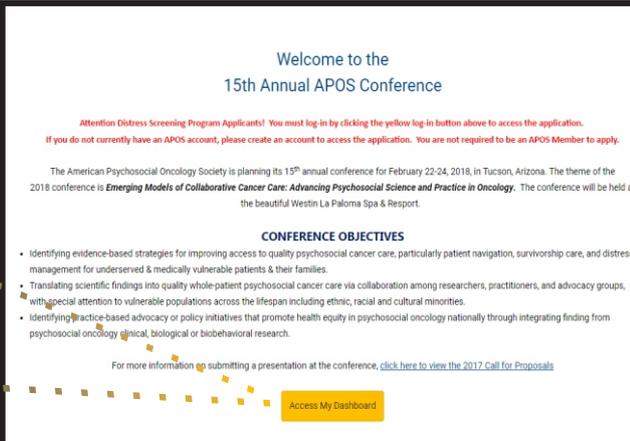
2



The screenshot shows a 'Log In' pop-up window with fields for 'E-mail' and 'Password'. There is a 'Remember my Login ID on this computer' checkbox and a yellow 'Log In' button. Below the fields, there are links for 'Not a current user? Create a New User Account', 'Forgot your password? Reset Password', and 'Change your Password'. A footer note says: 'This site is best viewed in latest versions of Chrome, Firefox, Safari, and Internet Explorer 9 and beyond.'

After logging in, a new "Access my Dashboard" button will appear, click this button to proceed.

3

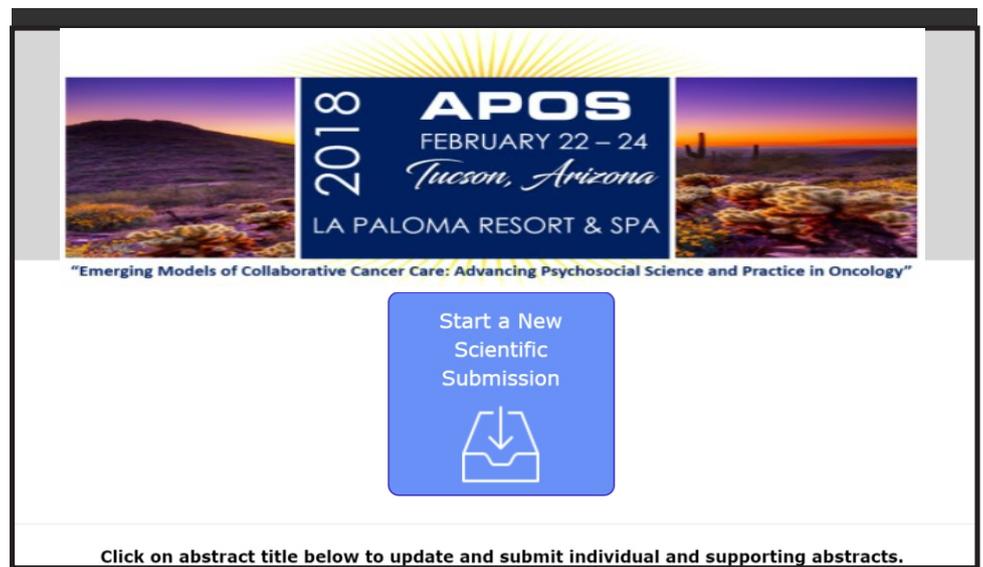


The screenshot shows the same website home page as in step 1, but with a yellow 'Access My Dashboard' button highlighted at the bottom right. The rest of the page content, including the navigation bar and conference information, is identical to the previous screenshot.

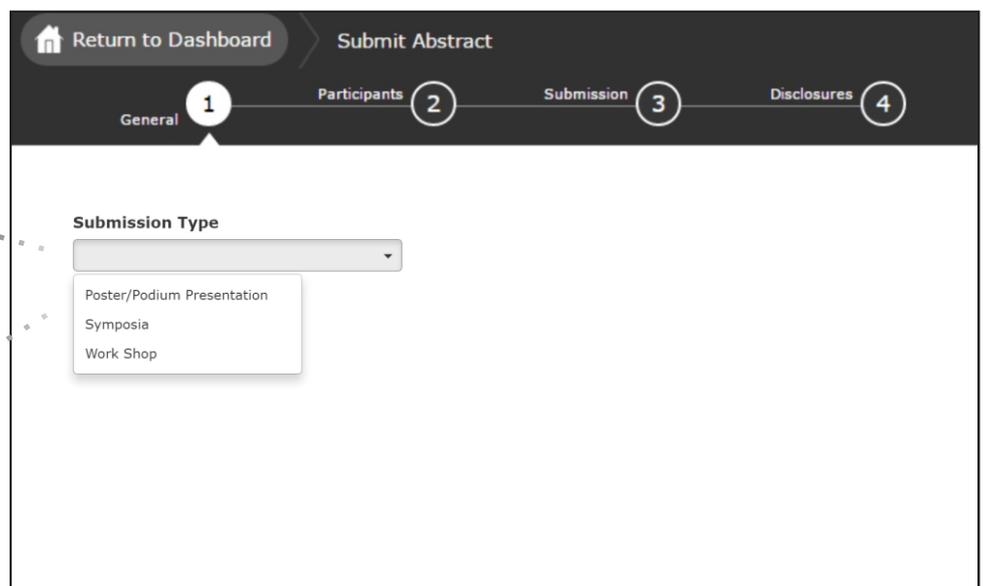
# APOS Annual Conference Submission Guide

## Creating a new submission

1 This is your **dashboard**. From here you can access existing submissions, create new submissions, and apply for awards.



2 Use the dropdown to select your submission type.



3 Which type of submission are you creating?

Poster / Podium Presentation

Symposia

# APOS Annual Conference Submission Guide

## Creating a Poster / Podium Submission

Enter your title, and identify your abstract. The full list of these options is available below.

Once entered the title will automatically change to title case. You can ignore the auto title case change by editing the title a second time.

2 **Abstract Identification \***  
Please identify your abstract as clinical, program, or research.

Clinical  
Program  
Research

Return to Dashboard Submit Poster

General 1 Submission 2 Disclosures 3

Save and Continue >

Submission Type  
Poster

1 **Enter Title \***  
Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

2 **Abstract Identification \***  
Please identify your abstract as clinical, program, or research.

# APOS Annual Conference Submission Guide

## Creating a Poster / Podium Presentation

The screenshot shows a web interface for submitting a poster or oral presentation. At the top, there is a navigation bar with a 'Return to Dashboard' button and the title 'Submit Poster / Oral Presentation'. Below this is a progress indicator with four steps: 'General' (marked with a green checkmark), 'Participants' (marked with a '2' in a circle), 'Submission' (marked with a '3' in a circle), and 'Disclosures' (marked with a '4' in a circle). Below the progress bar are two buttons: 'Previous' and 'Save and Continue'. The main content area is titled 'Enter Participants' and contains a table with the following data:

		Abstract Admin	Submission Status	Disclosure Status
Poster Presenter*	john white jwhite@parthenonmanagementgroup.com	<input checked="" type="checkbox"/>	 Not Started	 Not Started

As Posters and Podium Presentations only have one presenting author, please click 'Save and Continue' to proceed.

# APOS Annual Conference Submission Guide

## Creating a Poster / Podium Presentation

The number of roles an individual may have in symposia sessions and/or oral presentations will be limited to two (2), the two roles include being a presenter, chair, co-chair or discussant. Furthermore, speaking roles are limited to a maximum of two per speaker.

As you correctly respond to each question you will the numbers change to a green fill. *If the numbers are red, you need to complete the question.*

When all questions are completed please click 'Save and Continue'.

For help with co-authors, click here.

For help with keywords, click here.

[Return to Dashboard](#) Submit Poster/Podium Presentation

General  Submission **2** Disclosures **3**

[← Previous](#) [Save and Continue >](#) [Submit Abstract](#) 1333 of 1333 overall

### Submission Details

- Poster or Podium Presentation Preference \***

Would you like to submit this for review as a poster, podium presentation, or both?

Poster  
 Podium Presentation  
 Both
- Please list all co-authors for this poster submission by searching for their name in the search bar and clicking the name when found. Co-author disclosures are not required.**

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"/>	John	White	a

\* You must populate all fields to complete the row.
- Background/Purpose \***

Clearly state the purpose of the abstract, describing the focus and significance to the field of psychosocial oncology.
- Methods \***

For basic & applied research abstracts, describe the study's design, participants, setting, data collection, and analytic approach. For meta-analysis & systematic review research abstracts, identify the databases searched, criteria for selection and inclusion of studies in the analysis, and methods for assessing risk of bias. For clinical case study abstracts, include the referral problem, assessment data and diagnosis, case conceptualization and treatment plan, and details of the course of treatment including specific interventions and mechanisms of change. For clinical program/policy abstracts, review the current policy/program, stating the necessity for change.
- Results \***

For research (basic & applied, meta-analysis & systematic review) abstracts, present your results in a logical sequence. For clinical case study abstracts, summarize changes and note the clinical significance of the outcomes. For clinical program/policy abstracts, discuss alternatives, comparing and contrasting alternative options.
- Conclusions and Implications \***

Emphasize new and important aspects of the research study, case study or program/policy and conclusions that are drawn from them. Describe how findings are relevant to the science of psychosocial oncology and need for future research or to clinical practice.
- Acknowledgement of Funding \***
- Learning Objective \***

Provide at least one learning objective for your abstract, using action verbs and listing assessable objectives. For example, "The participant shall be able to analyze the practice implications of..." instead of, "The participant shall be able to understand the practice implications of..."
- Please select at least 3 keywords that best describe your abstract. If you do not find relevant keywords, please type them into the box below. \***

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

# APOS Annual Conference Submission Guide

## Creating a Symposia Submission

Enter your title, and identify your abstract. The full list of these options is available below.

Once entered the title will automatically change to title case. You can ignore the auto title case change by editing the title a second time.

2 **Abstract Identification \***  
Please identify your abstract as clinical, program, or research.

- Clinical
- Program
- Research

Return to Dashboard Submit Poster

General 1 Submission 2 Disclosures 3

Save and Continue >

**Submission Type**

Poster

1 **Enter Title \***  
Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

2 **Abstract Identification \***  
Please identify your abstract as clinical, program, or research.

# APOS Annual Conference Submission Guide

## Creating a Symposia Submission

Return to Dashboard Submit Symposia

General  Participants **2** Submission **3** Disclosures **4**

< Previous Save Participants

### Enter Participants

		Abstract Admin	Submission Status	Disclosure Status
Chair*	John White jwhite@parthenonmanagementgroup.com	<input checked="" type="checkbox"/>	Not Started	Not Started
Presenter*	Sarah Timm, B.A. stimm@schizophreniaresearchsociety.org	<input type="checkbox"/>	Not Started	Not Started
Presenter*	Sarah Timm stimm@parthenonmgmt.com	<input type="checkbox"/>	Not Started	Not Started
Presenter*	Michelle Tidwell mtidwell@parthenonmgmt.com	<input type="checkbox"/>	Not Started	Not Started
Presenter*	Elizabeth L. Wasternack ewasternack@parthenonmanagementgroup.com	<input type="checkbox"/>	Not Started	Not Started
Discussant*	<input type="text" value="mccr"/> <ul style="list-style-type: none"> <li>Heather McCroskey hmccroskey1313@gmail.com</li> <li>Heather McCroskey hmccroskey@parthenonmgmt.com</li> <li>Heather McCroskey</li> </ul>	<input type="checkbox"/>		Not Started

- Enter your participants by searching for them in the system first. If you cannot find them you can add them manually by clicking 'Add a new participant.'
- If you would like to change a participant you can click remove from this screen. This option will be available until submissions close.

- Please note the text and icon to the right of each participant. As chair, you can view the status of each presentation and disclosure by clicking these icons.



- Once all presentations are 'Submitted' you will come back here as chair and 'Finalize' the overall submission.

# APOS Annual Conference Submission Guide

## Creating a Symposia - Overall Submission

For an example of a symposia description click anywhere in this box.

Please note: You will be unable to click 'Finalize Submission' until ALL participants have completed their presentations.

When all questions are completed please click 'Save and Continue'.

The screenshot displays the 'Submit Symposia' interface. At the top, there is a navigation bar with a 'Return to Dashboard' link and the title 'Submit Symposia'. Below this, a progress indicator shows four steps: 'General' (completed with a green checkmark), 'Participants' (completed with a green checkmark), 'Submission' (current step, indicated by a circled '3'), and 'Disclosures' (indicated by a circled '4').

Below the progress bar, there are three buttons: '< Previous' (disabled), 'Save and Continue >' (active, highlighted in yellow), and 'Finalize Submission' (disabled, with a lock icon). To the right of the 'Finalize Submission' button, it says '1333 of 1333 overall characters remaining'.

The main content area is titled 'Submission Details' and contains the following text: 'The symposium chair/convenor must submit symposium title, overall symposia description, and each presenter's contact information using the online submission system. Click here to view an example of an overall symposia description. The system will contact the proposed speakers to submit individual abstracts online, linking the speaker abstracts to the symposium title. For more information, see the instruction sheet. Symposium abstracts will be reviewed as a group and will be accepted or rejected as a group. If your symposia is not accepted you may resubmit your abstract as a poster or podium presentation. The symposium chair is responsible for communicating conference information to individual speakers. It is preferred that symposium speakers do not represent the same institution. Symposium abstracts that address the conference theme and objectives will be preferred.'

Below this text, there is a section titled '1 Overall Symposia description \*' with a red asterisk. Underneath this title is a blue link: 'Click here to view an example of an overall symposia description.' Below the link is a large, empty rectangular text input box.

# APOS Annual Conference Submission Guide

## Completing the Disclosure

The disclosure must be completed by all participants. You can access the disclosure by progressing through the submission naturally or by clicking 'Disclosures' at the top.

As you correctly respond to each question you will the numbers change to a green fill. *If the numbers are red, you need to complete the question.*

When all questions are completed please click 'Save' or click 'Submit Abstract' to complete your submission.

3

### Disclosure \*

The Accreditation Council for Continuing Medical Education (ACCME) requires that The American Psychosocial Oncology Society 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 APOS does not consider that such relevant financial relationships necessarily give rise to bias or unbalance, it is the policy of APOS that any such relationships be identified to the audience prior to commencement of the program. In addition, it is the policy of APOS 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.

**In the past 12 months, have you (or an immediate family member) had a significant financial interest in, affiliation with, or have received compensation, research grants, travel expenses, etc., from any manufacturing (and/or its (their) agent) of any commercial product(s) discussed in my presentation at this meeting or likely to be presented by a fellow presenter at the same session and on which I am likely to comment..**

- I have no real or apparent conflicts of interest to disclose.
- I (or my spouse/partner) do have potential conflicts of interest to disclose.

4

### Financial Relationships Details

Add information about each company that you or your spouse have a financial relationship with and need to disclose for purposes of this presentation. Please use the following format: Company Name, Type of Financial Relationship, and if the Individuals Involved are "Self" or "Spouse" (**example: Lilly, Advisory Board, Self**).

Company Name	Type of Financial Disclosure	"Self" or "Spouse"

\* You must populate all fields to complete the row.

5

### Signature \*

By typing your FULL name in the field below, you certify that all required information has been disclosed and is correct.

# APOS Annual Conference Submission Guide

## Creating a Symposia - Individual Submission

As you correctly respond to each question the numbers will change to a green fill. *If the numbers are red, you need to complete the question.*

When all questions are completed please click 'Save and Continue'.

For help with keywords, click here.

General  Participants  Submission **3** Disclosures

[← Previous](#) [Save and Continue >](#) [Submit Abstract](#)

### Submission Details

The symposium chair/convenor must submit symposium title, overall symposia description, and each presenter's contact information using the online submission system. Click here to view an example of an overall symposia description. The system will contact the proposed speakers to submit individual abstracts online, linking the speaker abstracts to the symposium title. For more information, see the instruction sheet. Symposium abstracts will be reviewed as a group and will be accepted or rejected as a group. If your symposia is not accepted you may resubmit your abstract as a poster or podium presentation. The symposium chair is responsible for communicating conference information to individual speakers. It is preferred that symposium speakers do not represent the same institution. Symposium abstracts that address the conference theme and objectives will be preferred.

- 1 Enter Individual Talk Title \***

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.
- 2 Background/Purpose \***

Clearly state the purpose of the abstract, describing the focus and significance to the field of psychosocial oncology.
- 3 Methods \***

For [basic & applied research abstracts](#), describe the study's design, participants, setting, data collection, and analytic approach. For [meta-analysis & systematic review research abstracts](#), identify the databases searched, criteria for selection and inclusion of studies in the analysis, and methods for assessing risk of bias. For [clinical case study abstracts](#), include the referral problem, assessment data and diagnosis, case conceptualization and treatment plan, and details of the course of treatment including specific interventions and mechanisms of change. For [clinical program/policy abstracts](#), review the current policy/program, stating the necessity for change.
- 4 Results \***

For [research \(basic & applied, meta-analysis & systematic review\)](#) abstracts, present your results in a logical sequence. For [clinical case study abstracts](#), summarize changes and note the clinical significance of the outcomes. For [clinical program/policy abstracts](#), discuss alternatives, comparing and contrasting alternative options.
- 5 Conclusions and Implications \***

Emphasize new and important aspects of the research study, case study or program/policy and conclusions that are drawn from them. Describe how findings are relevant to the science of psychosocial oncology and need for future research or to clinical practice.
- 6 Acknowledgement of Funding \***
- 7 Learning Objective \***

Provide at least one learning objective for your abstract, using action verbs and listing assessable objectives. For example, "The participant shall be able to analyze the practice implications of..." instead of, "The participant shall be able to understand the practice implications of..."
- 8 Please select at least 3 keywords that best describe your abstract. If you do not find relevant keywords, please type them into the box below. \***

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

# APOS Annual Conference Submission Guide

## Editing an existing submission

Click the title that corresponds to the submission role and type. For example, to access the Symposia Chair role, click the title of the submission next to the 'Chair' role.

Start a New Scientific  
Submission



Click on abstract title below to update and submit individual and supporting abstracts.

Status      My Submissions      Type      Role

Status	My Submissions	Type	Role
 Not Started	<a href="#">Test Poster</a>	Poster / Oral Presentation	Poster Presenter <a href="#">delete</a>
 In Progress	<a href="#">Symposia Test</a>	Symposia	Chair <a href="#">delete</a>

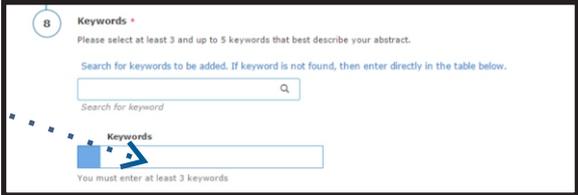
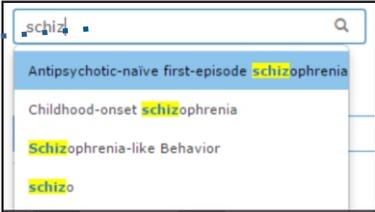
# APOS Annual Conference Submission Guide

## Keyword / Co-author help

### Keywords

Please type your keywords in the search box and press enter or click the box to add that keyword.

If you cannot find the keyword in the search box, simply type below to add the keyword.



### Co-author

Please search for your co-author in the search box and press enter or click the box to add that co-author.

If you cannot find the co-author in the search box, simply type complete the entry in the grid below.



To reorder your co-authors click the arrow to the left of their name, this will move the author up and down the list.

Order	Presenter	First Name *	Last Name *	Affiliation *	
1	↓	john	white	Parthenon Management Gr	
2	↑↓	Michelle	Tidwell	Parthenon Management Gr	remove
3	↑	Sarah	Timm	Parthenon Management Gr	remove

Order	Presenter	First Name *	Last Name *	Affiliation *	
1	↓	john	white	Parthenon Management Gr	
2	↑↓	Sarah	Timm	Parthenon Management Gr	remove
3	↑	Michelle	Tidwell	Parthenon Management Gr	remove

# APOS Annual Conference Submission Guide

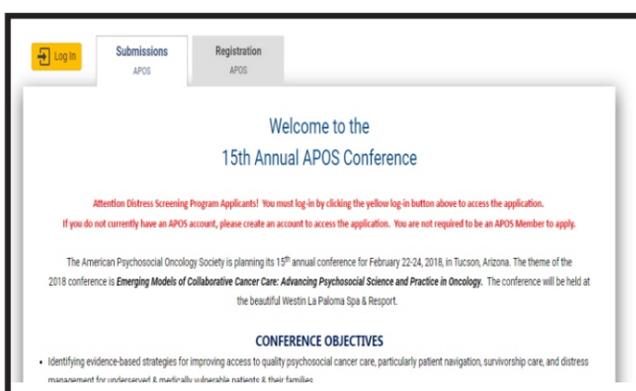
Completing only a disclosure

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

1

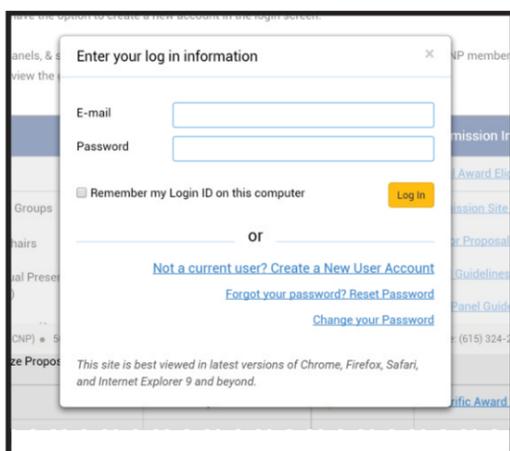
Clicking 'Log In' will open the below pop-up window

2



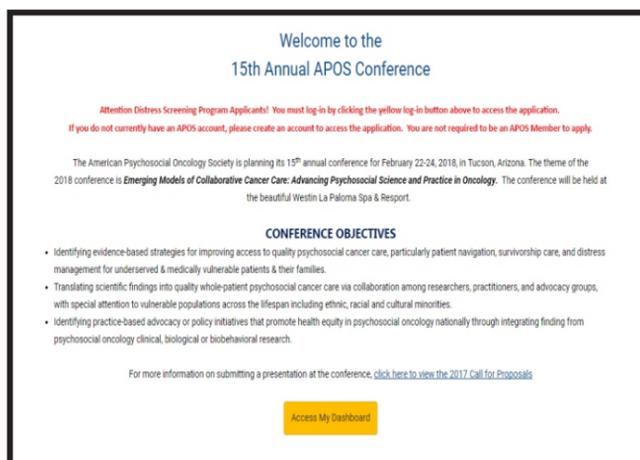
Please type your name and password to proceed. If you have forgotten your login information click 'Forgot Password.'

3



After logging in, a new button will appear, click this button to proceed.

4



Click the title of the submission. Your role may say 'Discussant', 'Co-chair' etc.

5



Complete the disclosure by answering all the questions and hitting 'Submit Abstract'

6

As you correctly respond to each question you will the numbers change to a green fill. If the numbers are red, you need to complete the question.

When all questions are completed please click 'Save' or click 'Submit Abstract' to complete your submission.

**3 Disclosure \***

The Accreditation Council for Continuing Medical Education (ACCME) requires that The American Psychosocial Oncology Society 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".

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**In the past 12 months, have you (or an immediate family member) had a significant financial interest in, affiliation with, or have received compensation, research grants, travel expenses, etc., from any manufacturing (and/or its (their) agent) of any commercial product(s) discussed in my presentation at this meeting or likely to be presented by a fellow presenter at the same session and on which I am likely to comment..**

I have no real or apparent conflicts of interest to disclose.

I (or my spouse/partner) do have potential conflicts of interest to disclose.

**4 Financial Relationships Details**

Add information about each company that you or your spouse have a financial relationship with and need to disclose for purposes of this presentation. Please use the following format: Company Name, Type of Financial Relationship, and if the Individuals Involved are "Self" or "Spouse" (example: Lilly, Advisory Board, Self).

Company Name	Type of Financial Disclosure	"Self" or "Spouse"
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* You must populate all fields to complete the row.

**5 Signature \***

By typing your FULL name in the field below, you certify that all required information has been disclosed and is correct.