



PSI Annual Conference Submission Guide

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Creating a New Submission

[Click here to login to the Submission Dashboard](#)

Clicking '**Existing User? Log In**' will open the below pop-up window

ACTIONS

NEW USER? CREATE AN ACCOUNT

EXISTING USER? LOG IN

Enter your log in information

User ID / E-mail

kmoeller@parthenonmgmt.com

Password

☐ Remember my Login ID on this computer

Log In

or

[Not a current user? Create a New User Account](#)

[Forgot your password? Reset Password](#)

[Change your Password](#)

This site is best viewed in latest versions of Chrome, Firefox, Safari and Microsoft Edge.

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

After logging in, select "**Start a New Submission**", or scroll down and select the "**Submissions**" card to access the submission dashboard.

ACTIONS

UPDATE PROFILE

START A NEW SUBMISSION

SUBMISSIONS

Submissions

Review the Call for Submissions, then select **"Access the Submission Dashboard"**

Access Submissions Dashboard

Call for Annual Meeting Submissions

When the submission dashboard opens, select **"Start a New Submission"**

Start a New Submission



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

Use the dropdown to select your submission type: **Breakout Session or Poster**

Please select your Submission Type below.

- Breakout Sessions can be panel sessions, workshops, didactic presentations, or seminars. These sessions may have one speaker or multiple speakers.
- Poster Sessions submissions are open to any individual work project that will be presented during a poster session at the conference.

Levels of Submissions:

Beginning level courses may provide an introduction to a content area and may include information about a particular condition, treatment method, or issue. Learning objectives involve learning and comprehending content.

Intermediate level courses provide information that builds on knowledge practitioners with some experience already have. These courses focus on skill-building or adding knowledge, possibly following a brief overview of basic information. Learning objectives involve using information in concrete situations and understanding the underlying structure of the material.

Advanced level courses provide content for participants who have been working in the content area and have a clear understanding of the issues. These courses cover and address the complexities involved in the work. Learning objectives involve synthesizing material to create new patterns or structures or evaluating material for a specific purpose.

The Selection Committee might recommend that some proposals be submitted in poster format, or be combined with other selected presenters.

Submission Type

Breakout Session
Poster

Creating a Breakout Session Submission

Enter your title and select your abstract category. The full list of the options are 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.

Submission Type

Breakout Session

1

Enter Title *

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

2

Select Category *

Select a category that is applicable to your abstract submission. If the appropriate category is not available, please enter category below. These categories will help the committee categorize you into one of the five tracks for the conference.

Fathers, Families, & Partners

Perinatal Psychiatry

Peer Support & Advocacy

Integrated Care and Systems

Psychotherapy

In Step 2, You have the option to be a Single Presenter or present in a Panel format. If a panel, you can add your participants here.

Note: Single presenters must add a moderator for their breakout session.

Return to Dashboard Submit Breakout Session

General ☒ Participants ☒ Submission 3 Disclosures 4

Previous Save and Continue Submit Abstract

Participants

	Abstract Admin	Submission Status	Disclosure Status
Chair *	Kara Moeller kmoeller@parthenonmgmt.com remove	Not Started	Not Started

Add Participant

- Moderator (1 remaining)
- Speaker (11 remaining)

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

[Return to Dashboard](#) Breakout Session Submission (SUBMITTED)

General  Participants  Submission **3** Disclosures 

[< Previous](#) [Save and Continue >](#)

All entries are plain text only.

1 **Presentation Description ***

Please provide a brief description of the presentation content. This description will be in the program book of the conference (Limit 30 words).

test

59 of 60 words remaining

When all questions are completed, click **'Save and Continue'**.

2 **Presentation Format ***

Please list your preferred presentation format:

- ☒ Single Presenter
- ☐ Panel

3 **Presentation Length ***

Please select the duration of your presentation, this will be a guiding point for the planning committee and does not guarantee you will be in your requested slot. Please note, the Planning Committee has the right to combine liked sessions to maximize the educational benefits for the conference. If your session is selected to be combined, you will be emailed by the PSI Executive Office.

- ☐ 60 Minutes
- ☒ 90 Minutes
- ☐ 3 Hour Seminar (3 hour seminar must be advanced level)

4 **Read the summary below and select what best describes your session. ***

Beginning Level: Courses may provide an introduction to a content area and may include information about a particular condition, treatment method, or issue. Learning objectives involve learning and comprehending

Creating a Poster Submission

Enter your title and select your abstract category.

As Posters only have one presenting author, please click **'Save and Continue'** to proceed. You will add your co-authors on Step 2: Submission

Submission Type

Poster

1

Enter Title *

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

2

Select Category *

Select a category that is applicable to your abstract submission. If the appropriate category is not available, please enter category below.

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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	☒	Kara	Moeller	Parthenon Management Group

* You must populate all fields to complete the row.

Kara Moeller¹

¹Parthenon Management Group

As you correctly respond to each question you will see the numbers change to a green fill.

If the numbers are red, you need to complete the question.

Editing an Existing Submission

Click the title that corresponds to the submission role and type.
Once you click into the title, you can edit until the submission period closes.

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

Status	My Submissions	Type	Role	
 Not Started	Test	Poster	Poster Presenter	delete
 In Progress	Test	Breakout Session	Speaker	delete

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.

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).

Examples of such organizations include:

- Advertising, marketing, or communication firms whose clients are ineligible companies
- Bio-medical startups that have begun a governmental regulatory approval process
- Compounding pharmacies that manufacture proprietary compounds
- Device manufacturers or distributors
- Diagnostic labs that sell proprietary products
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products
- Pharmaceutical companies or distributors
- Pharmacy benefit managers
- Reagent manufacturers or sellers

1

Disclosure *

After having read the above definitions, in the **past 24 months**, have you had a financial relationship with any commercial interest?

- ☒ Yes, I do have financial relationship(s) to disclose.
- ☐ No, I have nothing to disclose.

2

Financial Relationships Details *

Please enter the name of the commercial interest (entity) and the nature of the relationship(s).

Please list the name of the entity in the 'Commercial Interest' column. Examples of relationships include: Advisory Board, Board Member, Consultant, Employee, Honoraria, Owner, Patent, Royalties, Stock/Equity.

Commercial Interest	Type of Financial Interest *
	(blank) * You must populate all fields to complete this entry. (blank) Advisory Board Member Board Member Consultant Contracted Research Employee Founder Grant Honoraria Other Financial or Material Support Owner

3

Statement 1 *

I will not accept payments or reimbursement for re-selling, or distributing health care goods, or for planning and delivery of this CME activity, or I will immediately notify PSI.

- ☒ I Agree.

entity producing, marketing, (patients) for my role in the interest in this regard, I will

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Statement 2 *

Continuing medical education consists of the knowledge, skills, and professional services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public. If I am a presenter, my presentation will meet these standards, and if I'm a planner, I will not approve any content that does not meet these standards. If I am a session chair and/or an abstract discussant, any contribution I make to the discussion, will meet these standards.

- ☒ I Agree.

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

All speakers must have completed their submission before the primary presenter can submit.