SOBP Annual Meeting Submission Site User Guide

Visit http://sobp.societyconference.com

Clicking Log In will open the below pop-up window.
Select Start a New Abstract

These are your current submissions. You can access the submission by clicking the title. If you were added to a presentation by someone else, that submission would appear here.
Select the submission type.

For Poster Instructions please click here. For Poster Guidelines click here.

For Symposia Instructions please click here. For Symposia Guidelines click here.
After entering the title, the system will autocorrect to title case. This is for Abstract and Program book purposes. Please review the title after correction.

Select the **category** that best describes your submission.
Add Participants to the submission.

Symposia are formal 2-hour sessions and will include 1 chair and 4 presenters. A co-chair is optional.

An individual cannot participate in more than 2 accepted sessions regardless of the role in the session.

Search for a user by typing a full name or email. Please thoroughly search for a participant in the system before creating an account.

These icons can be used to check the status of your participants. You can also click the mail icon to send an individual email.
Complete the overall submission information.

**Submission Details**

1. **Symposium Synopsis** *
   Provide a clear, succinct synopsis of your proposed symposium (250 words or less). Describe the subject, highlighting the questions, scientific issues, innovations, and research to be addressed. DO NOT reference individual speakers in the synopsis.

2. **Attestation and Affirmation** *
   - I have participated sufficiently in the work to take public responsibility for all or part of the content, AND have made substantive intellectual contributions to the submitted work in the form of conception and design, and/or acquisition of data, and/or analysis of data.
   - Previous Presentations: The data in this submission may have been or may be presented elsewhere in abstract form, but it has not been published as an article on or before November 1, 2017.
   - Third Party or Agency Submissions: This submission has not been made by an agency or third party. Any submissions by an agency or unrelated third party will not be considered.
   - Scheduling: If accepted, I understand that this submission may be scheduled for presentation on any day of the conference (Thursday, May 10 - Saturday, May 12, 2018).
   - Registration: All member and non-member oral or poster presenters are required to register for the meeting in order to present.
   - I attest that all information submitted is accurate.
   - I Agree

**Next, select “Save and Continue” to move to your disclosure**

Note: you will not be able to finalize your submission until all participants have submitted their abstracts & disclosures.
As a presenter, please complete the following fields.

1. Submission Details:
   - Title: The title must be brief and clearly indicate the nature of the abstract.

2. Abstract:
   - Your abstract will be submitted as text. Please keep it short and concise.

3. Background:
   - A brief statement on the purpose of the study and the current state of research in the field.

4. Methods:
   - The study methods, or experimental approach, clearly and briefly defined.

5. Results:
   - A summary of the results of the study, including sufficient details, number of subjects, and relevant statistics to support those conclusions.

6. Conclusion:
   - A statement concerning the significance of the work and its possible implications for future research.

7. Funding Sources:
   - List any funding sources supporting this research (e.g., RO1XXXXX, names of foundations, etc.) or select "Self-funded".
     - Self-funded
     - Funding Source

8. Funding Source:
   - List any funding sources supporting this research such as a funding agency or sponsor of this research (e.g., RO1; NIAAA R01 [Other]).

9. Keywords:
   - Enter up to 10 keywords.

10. SOBP Data Limit Policy:
    - NO abstracts should exceed 300 words in total.
    - NO abstracts should exceed 200 characters in total.
    - No more than 2 authors should be listed per abstract.
    - No listing of a previous SOBP submission.

11. Reference:
    - A list of references will be submitted as text. Please keep it short and concise.

12. Attention and Affirmation:
    - I have participated sufficiently in the work to take public responsibility for all or part of the content, and I understand the substance of the work and the results of the work.
    - I agree to the terms of the SOBP Submission Agreement.

As a presenter, please complete the following fields.
Disclosures

Financial Relationships (submitting author only)

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.

Definition of Commercial Interest...

A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are not commercial interests – unless the provider of clinical service is owned, or controlled, by a commercial interest. The following are not commercial interests:

- 501-C Non-profit organizations that do not advocate for commercial interests
- Government organizations
- Non-health care related companies
- Liability insurance providers
- Health insurance providers
- Group medical practices
- For-profit hospitals
- For-profit rehabilitation centers
- For-profit nursing homes
- Blood banks
- Diagnostic laboratories

After having read the definitions above, in the past 12 months, have you or your spouse/partner had a financial relationship with any commercial interest?

1. Disclosure •

After having read the definitions above, in the past 12 months, have you or your spouse/partner had a financial relationship with any commercial interest?

- Yes, I (or my spouse/partner) do have commercial interest to disclose.
- No, I have nothing to disclose.

2. Signature •

Please type your full name verifying the above information is true and accurate.
Finalizing your submission.

When all presenters have completed their respective tasks the finalize Submission button will change to yellow. Click this to submit your proposal for review.
After entering the title, the system will autocorrect to title case. This is for Abstract and Program book purposes. Please review the title after correction.

Select the category that best describes your submission.
Participants: The person submitting the abstract is the Poster Presenter. Co-authors are added on Step 3 - Submission. Select “Save and Continue.”
Submit abstract information.

**Submission Details**

1. **Sponsor**
   - Non-standard: Search for two or more of the current SOBP members who are sponsoring your abstract.
   - Standard: Please search for the SOBP member.

2. **Primary Investigator**
   - Please enter the name of the person who will attend and present your abstract.

3. **Presenting Investigator**
   - Please enter the name of the person who will present your abstract.

4. **Type of Presentation**
   - Free Paper: The best example for basic science research.
   - Poster: The best example for clinical or human research.

5. **Session Title**
   - Please enter the title of the session.

6. **Instructions for a Properly Formatted Abstract**
   - All abstracts must be submitted using the following sections:
     - **Background**: A brief statement of the purpose and the current state of research in the field.
     - **Methods**: The study methods, or experimental approach, clearly and concisely defined.
     - **Results**: A summary of the results of the study, including sufficient details, number of subjects, and relevant statistics to support those conclusions.
     - **Conclusions**: A statement concerning the significance of the work and its possible implications for future research.

7. **Funding Source**
   - List any funding sources supporting this research, i.e., RO1 XXXXXX, names of foundations, etc. (or select "Unfunded" if no funding.

8. **Keywords**
   - Give up to 6 keywords.

9. **Contact**
   - Enter all co-authors. You may search for co-authors by entering the first name. If you cannot find a co-author in this database, you may type them into the field below. Please use the form to enter additional information into the correct section. This is the order in which to be printed in our program and abstract book.
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- No, I have nothing to disclose.

Signature *

Please type your full name verifying the above information is true and accurate.
Abstract Submission Fee - Non-Members:

If you are not a member or SOBP or your membership dues are not current, you will be required to pay the abstract fee of $40 USD.
SOBP Submission Categories

**Primary Categories: Disorder**
- Addiction
- ADHD
- Aging
- Alzheimer’s
- Anxiety
- Autism
- Bipolar Disorder
- Borderline Personality Disorder
- Dementia/Delirium
- Development
- Depression
- Dissociative Disorders
- Eating disorders
- OCD
- Personality Disorders
- PTSD
- Psychosis
- Sex differences
- Sleep
- Suicide

**Secondary Categories: Research Method**
- Human
- Non-human
- Affective neuroscience
- Behavior
- Cellular/Molecular
- Circuits
- Cognitive/Behavior Training
- Cognitive Neuroscience
- Epidemiology
- Ethics
- Genetics
- Imaging: Structural
- Imaging: Functional
- Imaging: Chemical
- Imaging: EEG/MEG
- Math modeling
- Neuroendocrinology
- Neuroimmunology
- Neurostimulation
- Pharmacology
- Physiology
- Systems