2025 SOBP ANNUAL MEETING
Artificial Intelligence and Mental Health:
A new landscape for research and practice

April 24 – 26, 2025 | Sheraton Toronto, Toronto, Canada

SOBP.ORG

Symposium Proposal Criteria and Guidelines

[Click here](#) for the submission site

Important Dates
September 20, 2024, 5:00 PM Central – Deadline for Chair to begin a symposium proposal in the online submission system.
     Note: To begin your submission, enter a title and participants and click Save and Continue.
September 26, 2024, 5:00 PM Central – Deadline for speakers in a symposium to submit their individual speaker abstracts
September 27, 2024, 5:00 PM Central – Deadline for Chair to submit and finalize the entire session for review by the Program Committee. **Final Deadline**.

Diversity in Participants

Symposium participants should encompass scientists and clinicians with diverse gender identity, ethnoracial background and career stage. Inclusion of individuals from under-represented groups and of individuals who are at the early stages of their careers is encouraged.

Diversity in Scientific Topics

The SOBP strongly advocates for diversity in the scientific topics of symposia and seeks proposals that address crucial yet understudied factors in psychiatric neuroscience, such as sex- and gender-based analyses, vulnerabilities, and treatment gaps for marginalized populations.

Symposium Description

- A symposium is a formal 2-hour session with a focus on a specific scientific or clinically relevant topic.
- Each symposium is to have 1 chair, an optional co-chair, and 4 speakers whose presentations reflect distinct aspects of the topic.
- Each speaker is limited to 25 minutes total in time; 20 minutes for presentation and 5 minutes for interactive discussion and Q&A with the audience.
- Symposia will be scheduled by the Program Committee on any day of the meeting to provide balance of themes throughout the meeting.
- Chairs must inform all invited speakers of this scheduling prior to submitting a symposium proposal.
- Symposium speakers should be from various institutions to provide the benefit of cross-institutional collaboration.

Speaker Presentation Limits

- For symposium only, a speaker may participate in no more than two sessions regardless of their role in the session.
- Example: A speaker may be a chair and also a speaker in a session and that would count as one session.
- If a speaker is on more than two accepted symposia for presentation, SOBP will notify the Chairs of each session to determine a resolution.
- There are no speaker limits for oral or poster presentations.

Symposium Financial Support – **Note: The following guidelines became effective starting with the 2016 meeting.**

- $1500 is provided to the Chair of each Symposium to allocate among eligible non-members in their session to help offset some of their travel expenses, in addition to waived registration, in the form of reimbursement after the meeting based on receipts submitted.

- **Non-members speaking in a symposium may only receive funding to offset their travel expenses and waived registration for a total of two (2) meetings effective beginning with the 2016 annual meeting. They do not need to be consecutive meetings.**
- **Non-member speakers who have received funding for a total of 2 meetings since 2016 are not eligible.**
- **Non-members may receive funding from only one session per meeting.**
- Non-members who have participated in more than two meetings may still be invited to speak in a symposium but will not be eligible for funding or waived registration.
- Members of the Society speaking in a symposium are not eligible for financial support and are responsible for their own travel expenses. Members in a symposium will receive a discount to reduce their registration fee from $495 to $250 when they register. The Society is very grateful to its members for their active participation and support of the meeting content.
- After symposia proposals have been accepted, the Society will contact the chairs of accepted sessions that have overlapping speakers to assist with allocation of travel funds.
- Chairs of <u>accepted</u> symposia will receive an email from SOBP requesting the amount of funding to distribute to the eligible non-members in the session. SOBP will then communicate this information along with registration instructions to all of your speakers on or before registration opens.
- As Chair, you are responsible for communicating this policy to any speakers you invite.
- If you or your speakers are unsure about member status or eligibility for financial support, contact sobp@sobp.org to verify past participation.

Criteria for Acceptance:

1. Symposia must be of the highest quality with the scientific presentations addressing a uniform theme or issue.
2. Presenters should emphasize new data, concepts or methods, and theoretical advances.
3. Abstracts must contain data and analysis to support the stated purpose. Abstracts stating "data will be provided at a later date" or "will discuss at meeting" will impact the overall scores for the symposium causing possible rejection.
4. Appropriate statistical methods must be used.
5. The Program Committee will evaluate the proposal, and in cases where the scientific importance is equal, proposals that address Diversity in Participants and Diversity in Scientific Content criteria will be rated higher.
6. In addition to these considerations, factors considered in the acceptance of symposia are the balance of topics throughout the program for the annual meeting and interest to a wide audience.

Reasons Why a Symposium May Not be Accepted:

1. The Symposium is not sufficiently cohesive.
2. The Symposium is not sufficiently innovative.
3. The Symposium does not include sufficient novel/new data.
4. The theme of the Symposium is over-represented in current submissions for this year.
5. Similar Symposia have been presented in recent SOBP meetings.
6. The individual presenter abstract is not informative enough.
7. There is insufficient data and/or statistical analyses.
8. The Symposium composition does not address Diversity in Participants and/or Scientific Content.

Chair Instructions to Enter a Symposium Proposal

Step 1 - Symposium Chair begins a symposium proposal - Deadline September 20, 2024, 5:00 PM Central Time

- Log in to the submission site and create a new symposium
    - Enter a proposal describing the symposium. <u>This step must be completed no later than 5:00 pm Central Time on September 20, 2024.</u>
    - Chairs are encouraged to submit the overall proposal prior to September 20th to allow more time for individual participants to complete their portion of the proposal. Waiting until September 20th gives individual participants less than 7 days to complete their portion of the proposal submission.
    - Other than word limit, there is no prescribed format for the overall proposal. It should include a concise description of the purpose, content, and importance of the proposed session.
    - The overall symposium proposals are not published. They are used only for evaluation by the Program Committee.
- Obtain a commitment from all individuals to participate if the proposal is accepted.
- Enter the names and email address for each of the four presenters (and optionally a Co-Chair) in the symposium.
    - The Chair and Co-Chair may also serve as presenters, but the total presenters must not exceed four.

- o **<u>Ensure that the email address is current</u>** as this will be used for all communications throughout the planning of the program.
- After the speakers have been entered and the proposal saved, each speaker will receive an email instructing them to submit their individual abstract (contact information, structured abstract, talk title, author information, disclosure information, etc.)
- Co-chairs will receive an email to submit their disclosure information.

Step 2 – Presenters and/or Co-Chairs submit abstract/disclosure - Deadline September 26, 2024, 5:00 PM Central Time

- Each presenter and/or Co-Chair will receive a separate email with instructions on submitting their abstract and/or disclosure information.
- If the presenter is invited to participate in multiple sessions, they will receive a unique email and link for each role and all roles must be completed.
- All presenters must enter their individual abstract (or disclosure information for Co-Chair) within the session by 5:00 PM Central Time on September 26, 2024.
- Deadlines will not be extended, and we will not be able to accommodate late submissions.
- Incomplete individual abstracts as of this deadline will prevent the entire proposal from being forwarded to the Program Committee for review**.**

Step 3 – Chair Monitors Status and Finalizes Submission – Deadline September 27, 5:00 PM Central Time

- The Chair should log back into the submission site to monitor the progress of each speaker's abstract submission.
- Each presenter will need to submit their abstract no later than September 27, 2024, 5:00 PM Central Time.
- The Chair should review all the abstracts for content and support of the session and to prevent an entire session from being rejected due to an incomplete abstract within the session.
- The submission site will allow the Chair to monitor the progress and review/edit their presenter's abstract submissions. Log in to your account, go to the Dashboard, and click on the title of your submission.
- The Chair should "finalize and submit" the entire session once all speakers have submitted their abstracts no later than September 27, 2024, 5:00 PM Central Time.
- A symposium that does not meet these deadlines will not be forwarded to the Scientific Program Committee for review.

<u>Symposium Submission Site</u>

- [Click here](#) to begin your symposium proposal submission, or to enter an abstract.