**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

## Oral & Poster Criteria and Guidelines

**Click here** for the submission site

**DEADLINE**
November 22, 2024, 5:00 PM Central

**Oral Session Description**
- An oral session is a formal 2-hour session with a focus on a specific scientific or clinically relevant topic in psychiatry.
- Each session will be short (5-15 minutes) oral presentations with slides.
- Oral sessions will be held each day of the meeting.
- We encourage you to submit recent work from your laboratory or collaborative group for consideration for an oral presentation.

**Poster Session Description**
- A poster session showcases your research and allows viewers to study your information and discuss it with you one-on-one.
- A poster session will be held each day of the meeting in the evening.
- Poster presenters are expected to mount their poster before the start of the poster session on their assigned board on their assigned presentation day and remove their poster at the end of the session. Posters not removed at the end of the session will be discarded.
- Successful poster presentations rely heavily on graphical presentation of key findings and large font sizes so that they can be read from a distance. Less content and greater readability is often preferable. Having handouts available of the poster's contents is encouraged. Handouts may be used to convey details not addressed in the poster.
- We encourage you to submit recent work from your laboratory or collaborative group for consideration as a poster presentation.

**Guidelines for Submission and Presentation**
- All non-members who wish to submit an abstract must indicate the name of the Society member who is sponsoring the author's abstract. The sponsor does not need to be involved in your research or a co-author on your abstract. Email sobp@sobp.org if you need assistance locating a member.
- Presenting authors who are members of the Society in good standing (membership dues current) effective on or before October 1, 2024 do not need to pay the oral or poster abstract submission fee. If the presenting author has submitted a membership application prior to September 1, 2024 deadline and it has not been approved by the October 1, 2024 effective date, the abstract submission fee will need to be paid.
- Abstracts must be 250 words or less and use a structured format which includes sections for Background, Methods, Results, Conclusions.
- Abstracts should include relevant background, well-described methods, study results including number of subjects and relevant statistics, and a clear statement about the novel, unpublished findings that will be presented.

- Abstracts that do not include data or indicate results will be provided later will not be accepted.  If you are waiting on data and results, consider submitting a Late-Breaking Poster abstract in February.
- Each abstract shall have one presenting author who must be present during the entire oral or poster session to discuss the work with the attendees. The presenting author must also be the submitter for the proposal.
- Co-authors must be entered at the time of submission.  They cannot be added after the abstract is submitted.
- You must enter complete disclosure information with your submission.
- If accepted, abstracts will be reproduced for the meeting exactly as entered. Please check that the first and last names of authors are not transposed, and middle initials are correct, affiliation information is accurate and reads correctly. Review your abstract and check for typographical and spelling errors, and scientific sense.
- After acceptance, changes in presenting author are not allowed except with express permission of the Program Committee Chair (Email sobp@sobp.org).
- Your name, address, e-mail, telephone, and fax information are used for various communications throughout the meeting planning process. Please check that the information that you enter is accurate, thus ensuring that our communications will reach you in a timely manner.
- All transactions of the Annual Meeting, excluding Late Breaking Abstracts, will be published in a supplement to the Society's journal, *Biological Psychiatry*.

## Criteria for Acceptance
Factors considered for presentations include quality and topics that are of interest to a wide audience.  Multiple submissions are allowed; however, presenters and collaborative groups should combine multiple submissions when possible. Multiple submissions that pertain to highly related aspects of the same study are discouraged and may lead to rejection.

## Registration Policy
- Your acceptance to present your abstract obligates you to register for the SOBP meeting and present your abstract in the assigned oral or poster session.
- If accepted, all oral or poster session presenters, including members and non-members of the Society, must register and pay the registration fee for the meeting.
- If the presenting author cannot attend, presentation by a co-author or colleague familiar with the research is requested.  Notify sobp@sobp.org with the name of the new presenter.  If no one can present, e-mail sobp@sobp.org before February 1, to withdraw your abstract from the program

# Things to remember when submitting your abstract
1. Use title case.
2. Do not abbreviate.
3. Enter first and last name, department, institution, and city/state or country for each author.  Do not include degrees or a suffix in the last name field.
4. Review author block to ensure all names and affiliations are correct.
5. Use consistent styling to avoid multiple references for the same department and institution.  For example, Clinical Brain Disorders Branch, National Institute of Mental Health will appear as a separate reference if entered as Clinical Brain Disorders Branch, NIMH.
6. Abstracts should include relevant background, well-described methods, study results including number of subjects and relevant statistics, and a clear conclusion about the novel, unpublished findings that will be presented.
7. Abstracts with "results" promised at a later date or at time of presentation will be scored low and will impact acceptance of the abstract.
8. Do not include references, tables, or charts in the abstract.