2022 ISBD VIRTUAL ANNUAL CONFERENCE
The ISBD Experience
Conference Course Submission Guidelines

DEADLINE for proposals from Chairs: January 13, 2022*
DEADLINE for individual Presenter Abstracts: January 20, 2022*
DEADLINE for Chairs to review and finalize session: January 24, 2022*
*All deadlines occur at 5:00 PM Central

Equity Statement: In keeping with the continuing commitment of the ISBD to seek excellence through inclusion the involvement of women, early career professionals, and participants from diverse geographic regions will be given consideration when reviewing the suitability of proposals for the program. However, please note, the primary factor considered in the scientific review process is the *quality of the submitted proposal.*

Important: Read before planning your symposia for the 2022 ISBD Experience

The ISBD Experience is a totally new concept that is based on our insights from the two very successful virtual conferences that we have hosted in 2020 and 2021. Accordingly, it has been designed to challenge conventional notions of what is possible in a virtual meeting. The main objective in designing the exciting and forward-looking format of the *ISBD Experience* is to ensure greater engagement with fresh content and lively discussion and debate throughout.

To ensure good attendance and a broad audience for each component of the program, the ISBD will limit the number of concurrent symposia to a maximum at any time of *two*. Presentations should comprise new material, which has not been presented previously. The nature of these presentations should include thoughtful discourse that grapples with difficult questions and seeks to include multiple perspectives whenever possible. Submissions should highlight how the discussion time will be used to *maximize interaction and exchanges between speakers and with the audience* to further the learning objectives.

General Requirements for all Submissions

- It is the responsibility of the Chair to keep to the schedule approved by the Program Committee.
- Presentations are solely education based. The use of any advertising, trade names, or product-group message association is prohibited; this rule will be strictly enforced.
- All presenters' and co-authors' disclosures must appear on the first slide of the presentation. Slides will be reviewed in the speaker ready room to ensure compliance.
- Once a session is accepted, speaker changes are NOT allowed unless approved by one of the Program Committee Chairs.
- Speakers are limited to no more than two (2) speaking roles in the Conference (Keynote Lecture & Symposia).
- Commercial logos (e.g., Company) are not permitted to appear on meeting materials, including presentation slides and conflict of interests should be clearly declared at the outset.

- Speakers and Chairs who have their session accepted will be eligible for a <u>reduced registration fee</u>. Please note that a Chair can also take part as a speaker.

Conference Courses

Conference Courses provide the opportunity for more intensive interactive learning opportunities and will be live events. Conference Courses for the 2022 ISBD Experience should address clinically relevant topics on the diagnosis and treatment of bipolar (spectrum) disorders, with a strong reference to new knowledge and expertise based on recent advances in research.

Course participants will be mainly clinicians with various degrees of clinical experience.

- Conference Courses will last 1.5 hours (90 minutes) each, including presentations that incorporate or alternate with interactive elements, and should include a Chair and up to 3 presenters.
- Conference Courses must include interaction with the virtual audience (e.g., Q&A, polling, clinical case discussion, breakout room discussion/activities, etc.). Education in a clinical context should be prioritized.
- A maximum of 3 speakers, including the Chair, will be eligible for a reduced registration fee; a Chair may double as a speaker.
- We encourage speakers to consider designing your session with state-of-the-art teaching strategies, such as pre- and post- course quizzes, clinical scenarios and vignettes.
- If your course is selected, we will reach out to you to get a detailed timetable as well as requirements for interactive portions of your course.

<u>Submission Details:</u>
- The Chair will submit a brief course description and outline the means by which interaction will be used to ensure audience engagement.
- All participants will be required to provide a financial disclosure.