



2025 ISBD ANNUAL MEETING

Interactive Workshop Submission Guidelines

DEADLINE: January 16, 2025*

**All deadlines occur at 5:00 PM Central*

Overall Proposal by Chairs Submitted due January 8, 2025

Abstracts from Individual Participants due January 15, 2025

Chairs Review & Finalize Proposed Sessions due: January 16, 2025

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

General Requirements for all Submissions

- The purpose of the conference is to **promote education free from product promotion**, thus use of any advertising, trade names, or product-group message association is prohibited; this rule will be strictly enforced.
- To promote the opportunity for many participants to be involved in the conference, speakers are limited to no more than two (2) speaking roles in the Conference (Keynote Lecture, Symposia and Workshops).
- Speakers who have their session accepted will be eligible for a reduced registration fee. Regrettably, no financial assistance can be provided for travel or other expenses. Please note that a chair can also double as a speaker.
- Once a session is accepted, speaker changes are NOT allowed unless approved by the Program Committee Chair.
- It is the responsibility of the chair/moderator to keep the schedule approved by the Program Committee.
- 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.
- Commercial logos (e.g., Company) are not permitted to appear on meeting materials, including presentation slides.

Interactive Workshops

Interactive Workshops provide the opportunity for more intensive interactive learning opportunities.

To encourage learner participation and interactivity, there will be a limited number of participants per course on a first come, first served basis.

- Interactive Workshops will run during the meeting for a 2-hour session. These workshops will have limited participation to ensure a smaller, more interactive audience.
- A maximum of 3 speakers, including the chair/moderator, 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 a flipped classroom model*, pre- and post- course quizzes, clinical scenarios, and vignettes.
- If your workshop is selected, we will reach out to you to get a detailed timetable as well as requirements for interactive portions of your course.
- Workshops in a language other than English may be submitted for a bilingual audience. Please note there is no translation service available.

* For examples of the flipped classroom model, please visit

<https://www.youtube.com/watch?v=O8ILpqP7Hr8>

Submission Details:

- The Chair will submit a brief course description and outline the means by which interaction will be used to ensure audience engagement.
- The Chair will provide all workshop participants and their affiliations on the submission form.
- All participants will be required to provide a financial disclosure.