

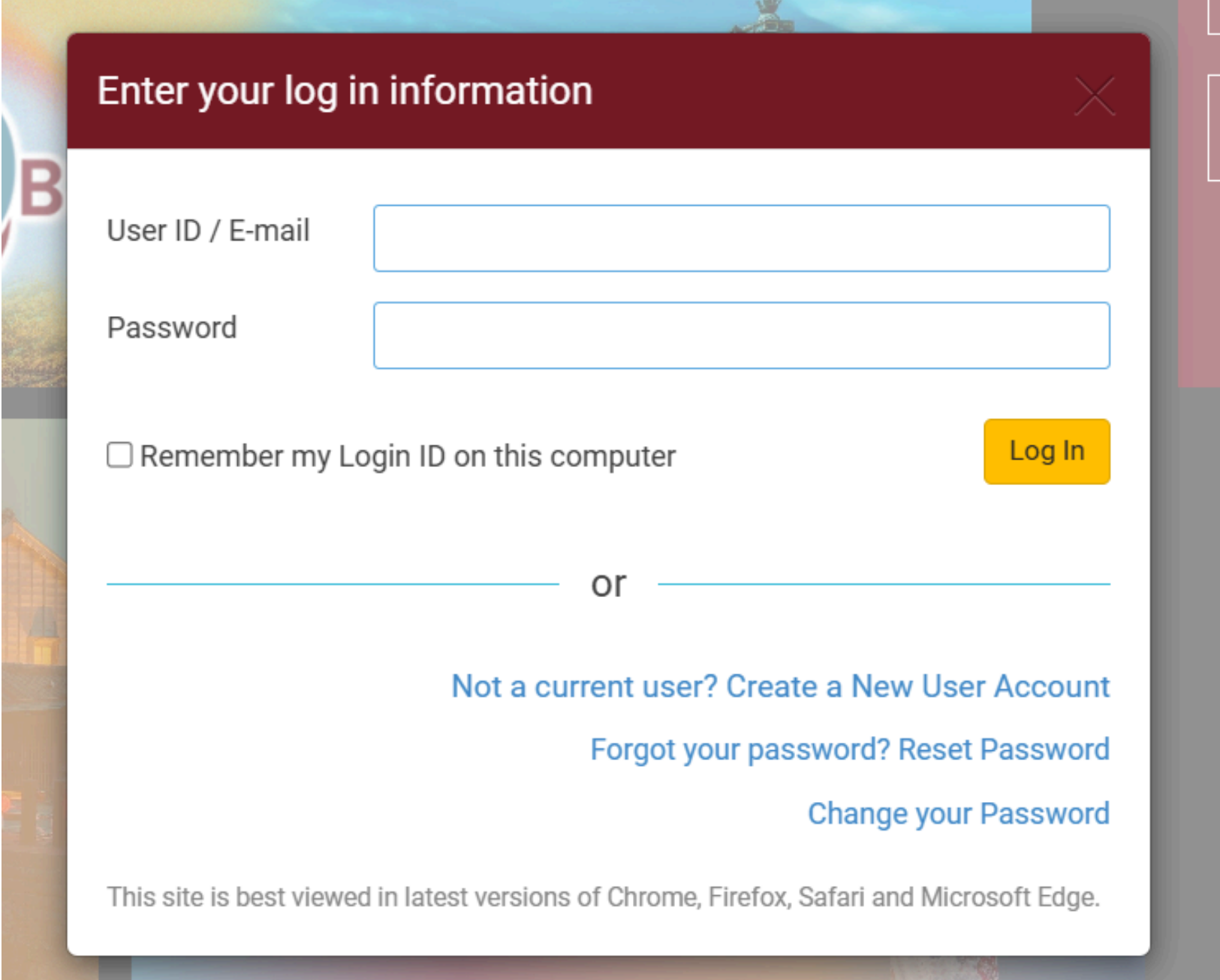
SUBMISSION SITE USER GUIDE

Visit <https://isbd.societyconference.com>

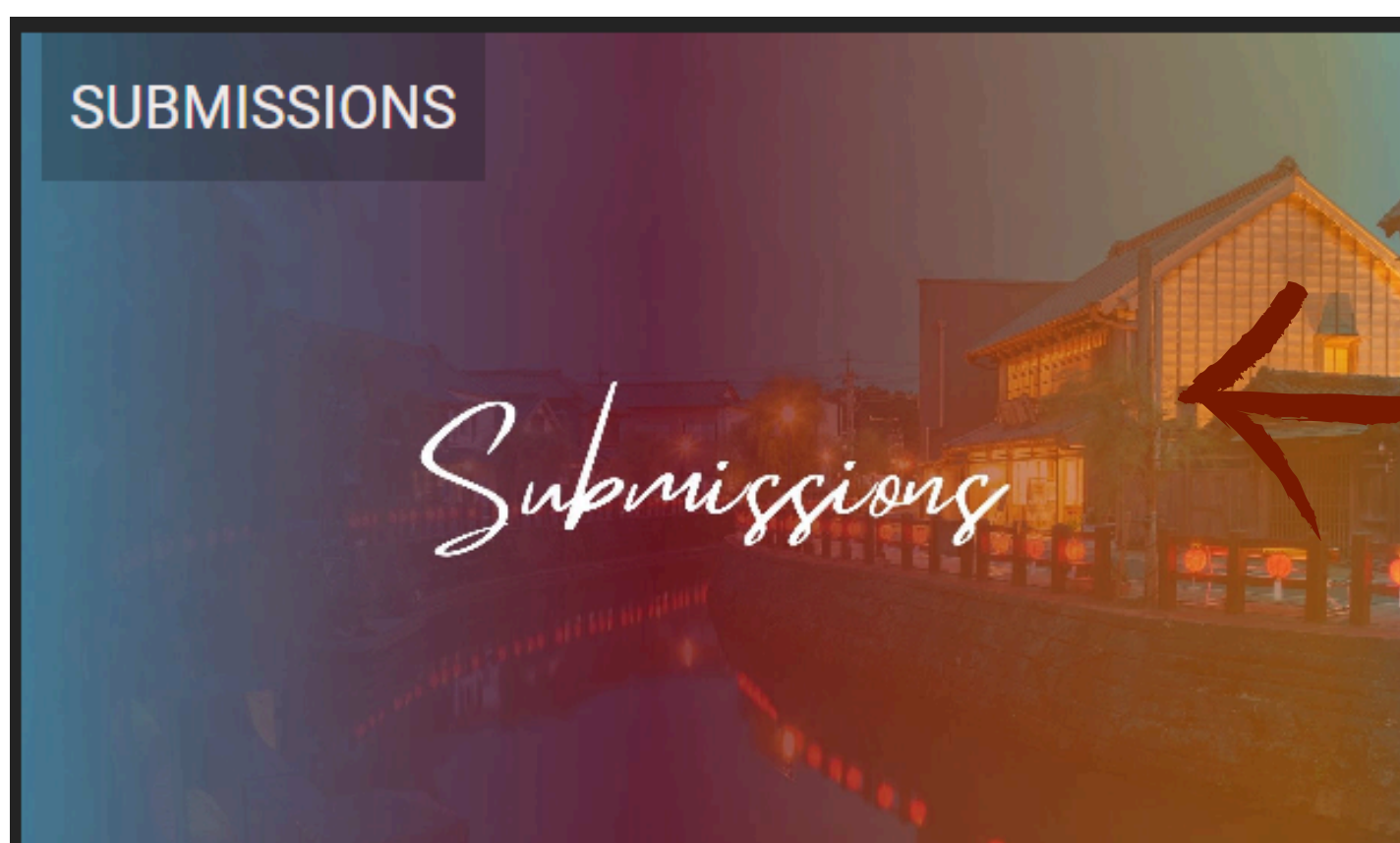
Log In

*If you are already an ISBD Member, log in using the email associated with your membership.

If you do not know your password, please click “Forgot your Password? Reset Password” and a new password will be emailed.



The screenshot shows a login modal window with a dark red header containing the title "Enter your log in information" and a close button. Below the header, there are two input fields: "User ID / E-mail" and "Password". Under the "User ID / E-mail" field, there is a checkbox labeled "Remember my Login ID on this computer". To the right of the input fields is a yellow "Log In" button. Below the input fields, there is a horizontal line with the word "or" in the center. Underneath this line, there are three links: "Not a current user? Create a New User Account", "Forgot your password? Reset Password", and "Change your Password". At the bottom of the modal, there is a small text line: "This site is best viewed in latest versions of Chrome, Firefox, Safari and Microsoft Edge."



**Click on the
“Submissions” card.
You will then be
prompted to login.**

Click on the “Access Submissions Dashboard”

Access Submissions Dashboard

SUBMISSION SITE USER GUIDE



CALL FOR PROPOSALS

email ISBD@parthenonmgmt.com with any questions

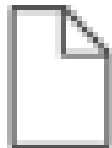
Submission Type	Deadline*	Guidelines
Symposia Session & Experts by Experience Symposia * Overall Proposal by Chairs Submitted due January 8, 2025 * Abstracts from Individual Participants due January 15, 2025 * Session Chair Reviews & Finalizes Proposed Sessions due: January 16, 2025	Deadline January 16, 2025	Guidelines
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New & Trending Oral/Poster Abstracts <i>Notifications will be sent by the end of April</i>	Deadline March 3, 2025	Guidelines

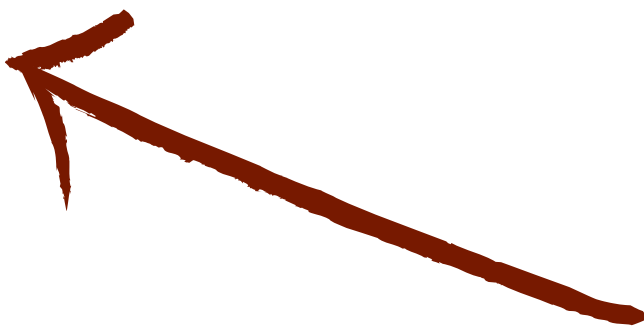
**All deadlines occur at 5:00 p.m. central.*

To start a new session scroll down and Select “Start a New Scientific Submission”



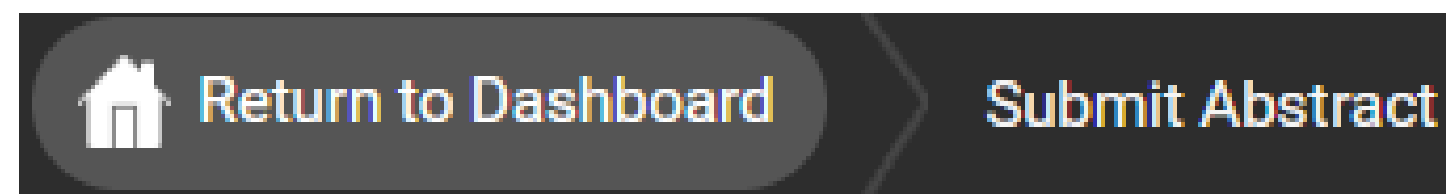
Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role
 Not Started	Test	Workshop	Participant



If you scroll to the bottom of the page you can find your current submissions. You can access the submission by clicking the title. If you were added as a presenter by someone else, that submission would also appear here.

SUBMISSION SITE USER GUIDE



**You will first
select your
submission type.**



Submission Type

A screenshot of a web form. It features a 'Submission Type' label above a dropdown menu. The dropdown menu is open, showing three options: 'Poster/Oral Presentation', 'Symposia', and 'Workshop'. The first option is highlighted.

**Jump down to the submission type you
are submitting**

- **SYMPOSIUM GUIDE**

- **CHAIR**
- **PRESENTER**

- **WORKSHOP GUIDE**

- **CHAIR**
- **PARTICIPANT**

- **POSTER/ORAL PRESENTATION GUIDE**

SYMPOSIUM - CHAIR

Return to Dashboard

Submit Symposia

General

1

Participants

2

Submission

3

Disclosures

4

Add Participants

Submission Type

Symposia

Poster/Oral Presentation

Symposia

Workshop

Symposia Submission Guidelines before submitting.

theme of the 27th Annual ISBD Conference 2025, we would like to highlight that, in addition to our focus on bipolar disorder, we are also accepting proposals broadly, including major depressive disorder and other disorders that commonly co-occur with bipolar disorder.

frequency of the submitted proposal will be the primary factor considered in the scientific review process; however, inclusion of women, early career professionals, those with lived experience of bipolar disorder, and participants from diverse geographic regions will be taken into consideration when reviewing the suitability of proposals for the program. This reflects the continuing commitment of the ISBD to seek excellence through inclusion.

Please note that if you are submitting an ExE Symposium, you will indicate this on page 3.

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 submission topic and category that best describes your submission.

Once completed, you will move on to “Add Participants”. This should autofill your name as the chair, you should then to continue to add the 3 presenters for the symposium.

This will send an email to the participants to fill out their required fields.

You can also check their status on this page. You cannot fully submit the session proposal until each participant has complete their portion.

General

2

Submission

3

Disclosures

4

Previous

Save and Continue

Participants

A Symposium is a formal 1-hour and 30 minute session and includes three (3) speakers and 1 chair/moderator who can also double as a speaker. Each Symposium should be structured to incorporate audience member discussion, i.e., introduction 3 minutes, three presentations of 20 minutes for Q&A. At the end of the session there should be 5 minutes for concluding remarks from the Chair. Additional time has been allotted to accommodate an individual cannot be listed as a speaker on more than 2 accepted proposals (Keynote Lecture, Symposium, and Workshops). If a speaker will need to find a suitable replacement which can be approved by the program chairs.

	Abstract Admin	Submission Status	Disclosure Status
Chair	Christine Farwell cfarwell@parthenonmgmt.com remove	☒	☐
Presenter	Search for participant Cannot find the participant? Add a new participant.	☐	☐
Presenter	Search for participant Cannot find the participant? Add a new participant.	☐	☐
Presenter	Search for participant Cannot find the participant? Add a new participant.	☐	☐

SYMPOSIUM - CHAIR

Return to Dashboard

Submit Poster

General

Participants

Submission

Disclosures

Previous

Save and Continue

Continue on by clicking "Save and Continue"

Participants

Please complete the submission details for the overall submission.

Return to Dashboard

Submit Symposia

General

Participants

Submission

Disclosures

Previous

Save and Continue

Finalize Submission

Symposia will be exactly 1 and 30 minutes hour in length, additional time has been allotted to accommodate English to Japanese translations. Each Symposium should be structured to incorporate audience member discussion, i.e., introduction 3 minutes, three presentations of 20 minutes with 5-minutes for Q&A. At the end of the session there should be 5 minutes for concluding remarks from the Chair.

1

Overall Abstract Details *

There is a maximum word limit of 250 words.

250 of 250 words remaining

2

Experts by Experience *

An "Experts by Experience" (ExE) submission must have been coproduced alongside individuals with lived experience, care partners, and/or advocacy groups.

Coproduction goes beyond inclusion of a lived experience speaker in a proposal and involves:

- Working with persons with lived experience (PWLE) of bipolar disorder from the outset.
- Having a mutual discussion and understanding of the priorities of those with lived experience when developing the presentation.
- Having a PWLE be an equal partner in the development of the symposia themes and content.

Is your symposium an ExE submission?

- Yes

No

3

Based on the description of coproduction above, briefly describe how this presentation was coproduced with PWLE? *

4

In what way will this presentation benefit PWLE, according to PWLE? *

If you are submitting an ExE Symposium you will indicate that on question 2.

You will have two additional questions to answer. These questions will not appear if you are not submitting a regular symposium.

SYMPOSIUM - CHAIR

Please complete the submission details for the overall submission.

5

Novelty/Unique Data *

What is new or novel about your study/research/project? For example, do you have unpublished data or findings that are on the cusp of being published?

6

Significance *

What is the clinical/research significance of your work? In other words, what are the key/important take home messages? Specifically, what are the implications for clinical practice – real world applications? Or what does your work mean for future research – does it advance understanding, if so, how?

7

Presentation Slide Permissions *

If accepted, does ISBD have permission to share your presentation slides post-conference with ISBD Members on the 'Members Only' section of the website?

- ☐ Yes
☐ No

8

Years in the Field *

How many years have you been in the field?

- ☒ 0 - 4 Years
☐ 5 - 8 Years
☐ 9 - 12 Years
☐ 13+ Years

9

Primary Area of Focus: *

- ☒ Clinical
☐ Academic/Research
☐ Clinical/Research
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☐ Other

10

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Is your proposal presenting data from a collaboration between multiple ISBD Chapters, an ISBD Task Force, or a collaboration of work from Early Mid-Career Committee (EMCC) Members?

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11

Video Permission *

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2. You agree to release and discharge ISBD, its employees, agents, licensees, successors and assigns from any and all claims, demands or causes of action that you may now have or may hereafter have for libel, defamation, invasion of privacy or right of publicity, infringement of copyright or violation of any other right arising out of or relating to any utilization of the Granted Rights or based upon any failure or omission to make use thereof.

Nature of your participation in the 2025 ISBD Annual Conference: CHAIR

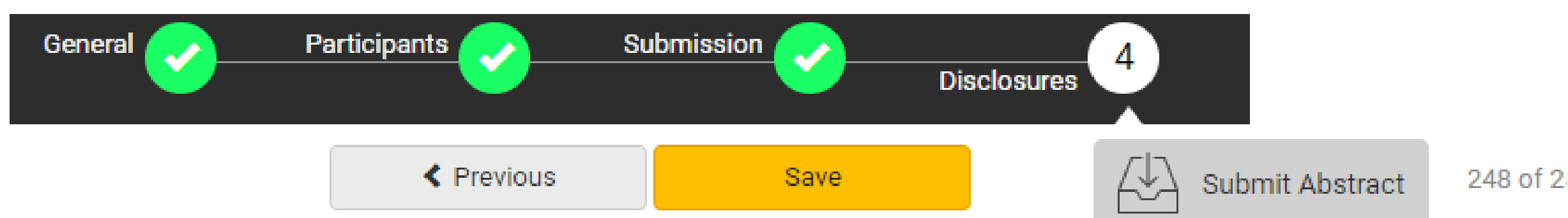
- ☐ I have read and agree to the above terms and conditions and agree to record my presentation.

12

Signature *

SYMPOSIUM - CHAIR

Final step on page 4 is complete your financial disclosure.



Financial Relationships

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, owner, 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. 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.

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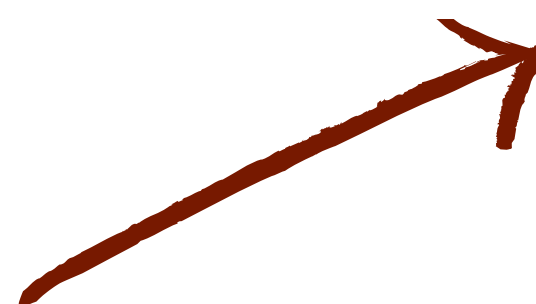
The following are not ineligible company:

- 501-C Non-profit organizations that do not advocate for ineligible companies
- Government organizations
- Non-health care related companies
- Liability insurance providers
- Health insurance providers

This process takes time to complete and they will be required to upload their CV.

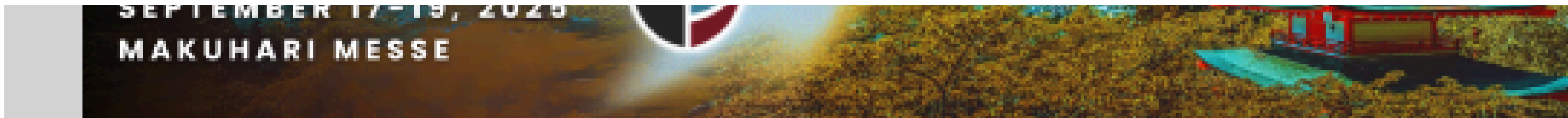


When all presenters have completed their respective tasks the "Submit Abstract" button will change to gold. Click "Submit Abstract" to submit your proposal.



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New & Trending Oral/Poster Abstracts <i>Notifications will be sent by the end of April</i>	Deadline March 3, 2025	Guidelines

**All deadlines occur at 5:00 p.m. central.*



Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role
 Not Started	Test	Workshop	Participant

Scroll down to the bottom of the page to find your submissions. If you were added as a presenter, that submission would also appear here. You can edit the submission by clicking on the title.

SYMPOSIUM - PRESENTER

After clicking on the title, it will bring you to the form to complete your submission information and then Financial Disclosure. Please fill out the following information on page 3.

General

Participants

Submission

Disclosures

Previous

Save and Continue

Submit Abstract

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1

Enter Title *

The title must be brief and indicate clearly the nature of the proposal. Abbreviations must not be used in the title. Please use title case when entering your title; that is, capitalize only the first letter of the first word of the title, the first word after a colon, and any proper nouns or abbreviations. The total length of the title should be no more than 25 words.

25 of 25 words remaining

2

Individual Abstract: *

Please provide your abstract. There is a maximum word limit of 250 words. No figures, tables or references are to be included in the abstract.

250 of 250 words remaining

3

Keywords *

Please select at least 3 and up to 5 keywords that best describe your abstract.

Search for keywords to be added. If keyword is not found, then enter directly in the table below.

Search for keyword

Keywords

You must enter at least 3 keywords

4

Co-Authors

List your co-authors for this presentation (limit of 15).

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

Order	Presenter	First Name *	Last Name *	Affiliation *
1	☒	Christine	Claffey	

* You must populate all fields to complete the row.

Christine Claffey¹

1

5

Presentation Slides *

If accepted, does ISBD have permission to share your presentation slides post-conference with ISBD Members on the 'Members Only' section of the website?

☐ Yes

☐ No

6

Years in the Field *

How many years have you been in the field?

☐ 0 - 4 Years

☐ 5 - 8 Years

☐ 9 - 12 Years

☐ 13+ Years

7

Primary Area of Focus: *

☐ Clinical

☐ Academic/Research

☐ Clinical/Research

☐ Administration

☐ Other

8

Video Permission *

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2. You agree to release and discharge ISBD, its employees, agents, licensees, successors and assigns from any and all claims, demands or causes of action that you may now have or may hereafter have for libel, defamation, invasion of privacy or right of publicity, infringement of copyright or violation of any other right arising out of or relating to any utilization of the Granted Rights or based upon any failure or omission to make use thereof.

Nature of your participation in the 2025 ISBD Annual Conference: PRESENTER

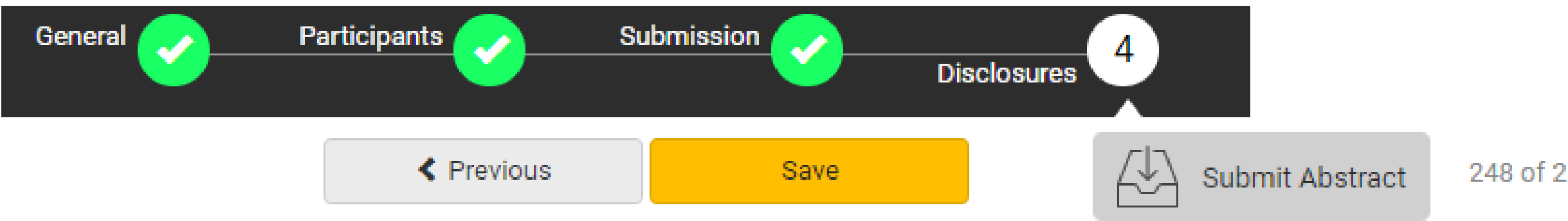
☐ I have read and agree to the above terms and conditions and agree to record my presentation.

9

Signature *

SYMPOSIUM - PRESENTER

Final step on page 4 is complete your financial disclosure.



Financial Relationships

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Definition of Ineligible Company...

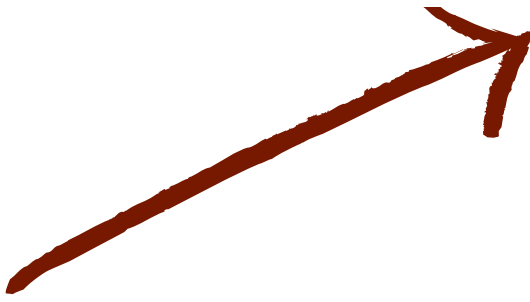
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- 501-C Non-profit organizations that do not advocate for ineligible companies
- Government organizations
- Non-health care related companies
- Liability insurance providers
- Health insurance providers

This process takes time to complete and they will be required to upload their CV.



When all fields have been completed the "Submit Abstract" button will change to gold. Click "Submit Abstract" to submit your proposal.



WORKSHOP - CHAIR

General

1

Participants

2

Submission

3

Disclosures

4

Add Participants >

Submission Type

Workshop

Please be sure to read the [Interactive Workshop Submission Guidelines](#) before submitting.

1

Enter Title *

Course Title: The title must be brief and clearly indicate the nature of the proposal. Abbreviations must not be used in the title. Please use title case when entering your title; that is, capitalize only the first letter of the first word of the title, the first word after a colon, and any proper nouns or abbreviations. The total length of the title should be no more than 25 words.

25 of 25 words remaining

2

Select Topic *

Select a Topic that is applicable to your abstract submission. If the appropriate Topic is not available, please select "Other" and enter category below.

3

Category Selection *

Select the overall category in which your submission best fits.

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 submission topic and category that best describes your submission.

Return to Dashboard

Submit Workshop

General

1

Participants

2

Submission

3

Disclosures

4

< Previous

Save and Continue >

Participants

	Abstract Admin	Submission Status	Disclosure Status
Chair *			
Christine Farwell cfarwell@parthenonmgmt.com	☒	Not Started	Not Started
Participant			
 Search for participant	☐	Not Started	Not Started
Cannot find the participant? Add a new participant.			

Add Participant

Co-Chair (1 remaining)

Moderator (1 remaining)

Participant (2 remaining)

☒ Notify me when each participant completes their submission.

Once completed, you will move on to "Add Participants". This should autofill your name as the chair, you should then to continue to add any additional presenters by click "Add Participant". This will send an email to the participants to fill out their required fields. You can also check their status on this page. You cannot fully submit the session proposal until each participant has complete their portion.

WORKSHOP - CHAIR

[Return to Dashboard](#)

Submit Poster

General

Participants

Submission

Disclosures

[Previous](#)

[Save and Continue](#)

Participants

Continue on by clicking "Save and Continue"

Please complete the submission details for the overall submission.

[Return to Dashboard](#)

Submit Workshop

General

Participants

Submission

Disclosures

[Previous](#)

[Save and Continue](#)

[Submit Abstract](#)

1

Course Description *

Text will be posted on the conference website and should provide adequate detail for attendees to determine if they would like to participate. Please note these courses are designed for maximum audience engagement. As such, you may wish to include details on presentation format (e.g., clinical cases), audience level, and any other pertinent information. Limit 250 words.

250 of 250 words remaining

2

Keywords *

Please select at least 3 and up to 5 keywords that best describe your abstract.

[Search for keywords to be added. If keyword is not found, then enter directly in the table below.](#)

Search for keyword

Keywords

You must enter at least 3 keywords

3

Audience Engagement *

Who are your target audience? Clinicians, researchers, consumers, careers? How do you intend to ensure you engage the audience and make your presentation interactive?

WORKSHOP - CHAIR

4

Presentation Slides *

If accepted, does ISBD have permission to share your presentation slides post-conference to ISBD members and meeting attendees?

- ☒ Yes
☐ No

5

Years in the Field *

How many years have you been in the field?

- ☒ 0 - 4 Years
☐ 5 - 8 Years
☐ 9 - 12 Years
☐ 13+ Years

6

Primary Area of Focus: *

- ☐ Clinical
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☐ Other

7

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Is your proposal presenting data from a collaboration between multiple ISBD Chapters, an ISBD Task Force, or a collaboration of work from Early Mid-Career Committee (EMCC) Members?

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☐ No

8

Please explain the collaboration *

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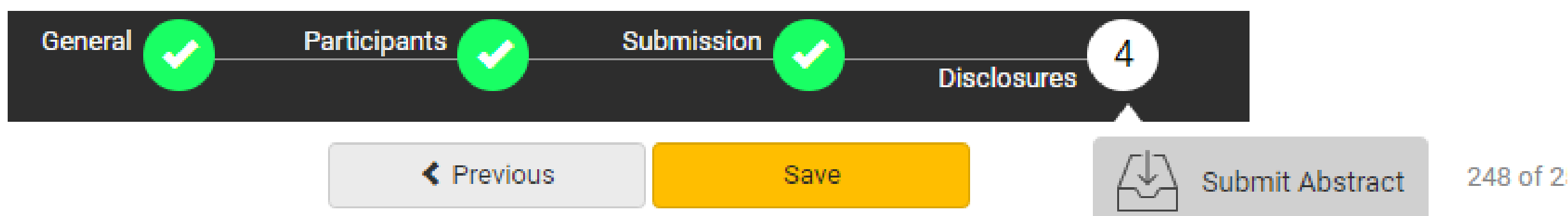
10

Signature *

Please complete the submission details for the overall submission.

WORKSHOP - CHAIR

Final step on page 4 is complete your financial disclosure.



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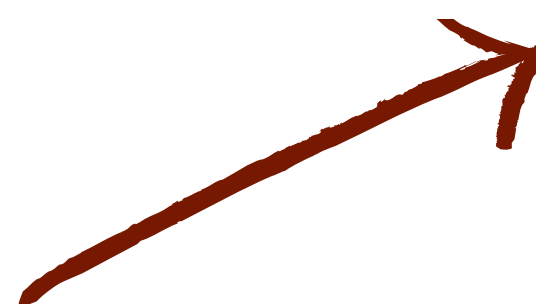
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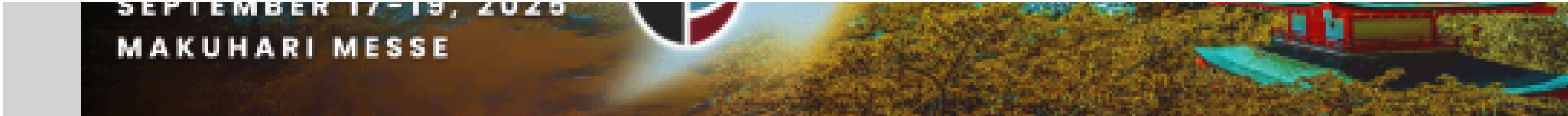


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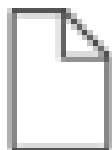
email ISBD@parthenonmgmt.com with any questions

Submission Type	Deadline*	Guidelines
Symposia Session & Experts by Experience Symposia * Overall Proposal by Chairs Submitted due January 8, 2025 * Abstracts from Individual Participants due January 15, 2025 * Session Chair Reviews & Finalizes Proposed Sessions due: January 16, 2025	Deadline January 16, 2025	Guidelines
Interactive Workshop * Overall Proposal by Chairs Submitted due January 8, 2025 * Abstracts from Individual Participants due January 15, 2025 * Session Chair Reviews & Finalizes Proposed Sessions due: January 16, 2025	Deadline January 16, 2025	Guidelines
New & Trending Oral/Poster Abstracts <i>Notifications will be sent by the end of April</i>	Deadline March 3, 2025	Guidelines

**All deadlines occur at 5:00 p.m. central.*



Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role
 Not Started	Test	Workshop	Participant

Scroll down to the bottom of the page to find your submissions. If you were added as a participant, that submission would also appear here. You can edit the submission by clicking on the title.

WORKSHOP - PARTICIPANT

After clicking on the title, it will bring you to the form to complete your submission information and then Financial Disclosure. Please fill out the following information on page 3.

General

Participants

Submission

Disclosures

Previous

Save and Continue

Submit Abstract

1

Enter Title *

Course Title: Re-enter the course title if you are not presenting a separate presentation.

25 of 25 words remaining

2

Years in the Field *

How many years have you been in the field?

☐ 0 - 4 Years

☐ 5 - 8 Years

☐ 9 - 12 Years

☐ 13+ Years

3

Primary Area of Focus: *

☐ Clinical

☐ Academic/Research

☐ Clinical/Research

☐ Administration

☐ Other

4

Video Permission *

The purpose of this form is simply to give ISBD permission to record your video presentation for the conference.

The International Society for Bipolar Disorders ("ISBD") may make a video recording of your presentation during the 2025 ISBD Annual Conference. In consideration of the decision by the ISBD to include the video recording of your presentation during the 2025 ISBD Annual Conference in its historical archives, and to make copies of that video recording available for educational purposes only (including posting on the ISBD website for ISBD Members only), the sufficiency and receipt of such consideration are hereby acknowledged, you agree as follows:

1. You grant to ISBD the right to use and portray your name, likeness, voice, personality, personal identification, presentation and participation in the 2025 ISBD Annual Conference. (All rights are hereinafter referred to as the "Granted Rights.") You agree that the Granted Rights may be used for educational purposes in any manner and by any means, with modifications as ISBD its successors and assigns, determine in its sole discretion. You acknowledge that you are to receive no payment with respect to any matter referred to herein. Any or all of the Granted Rights shall be freely assignable by ISBD.

2. You agree to release and discharge ISBD, its employees, agents, licensees, successors and assigns from any and all claims, demands or causes of action that you may now have or may hereafter have for libel, defamation, invasion of privacy or right of publicity, infringement of copyright or violation of any other right arising out of or relating to any utilization of the Granted Rights or based upon any failure or omission to make use thereof.

Nature of your participation in the 2025 ISBD Annual Conference: PRESENTER

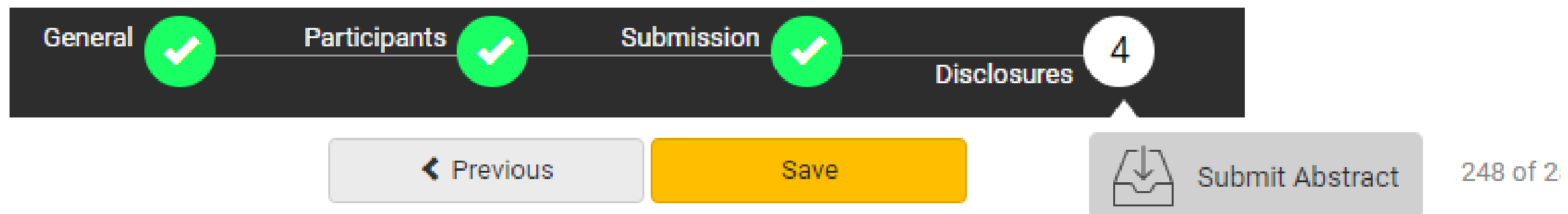
☐ I have read and agree to the above terms and conditions and agree to record my presentation.

5

Signature *

WORKSHOP - PARTICIPANT

Final step on page 4 is complete your financial disclosure.



Financial Relationships

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, owner, 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. 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.

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Definition of Ineligible Company...

An *ineligible company* is any entity producing, marketing, selling, re-selling, or distributing healthcare products or services consumed by, or used on, patients. Providers of clinical service directly to patients are not ineligible companies (unless the provider of clinical service is owned, or controlled, by an ineligible company).

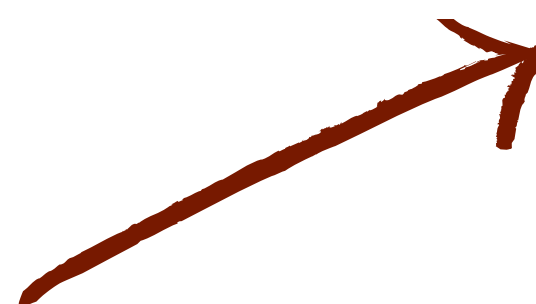
The following are not ineligible company:

- 501-C Non-profit organizations that do not advocate for ineligible companies
- Government organizations
- Non-health care related companies
- Liability insurance providers
- Health insurance providers

This process takes time to complete and they will be required to upload their CV.



When all fields have been completed the "Submit Abstract" button will change to gold. Click "Submit Abstract" to submit your proposal.



POSTER/ORAL PRESENTER

[Return to Dashboard](#)

Submit Poster/Oral Presentation

General

Participants

Submission

Disclosures

Save and Continue >

Submission Type

Poster/Oral Presentation

Poster/Oral Submission

Abstracts should only be submitted under the account and email address of the person that will be presenting the poster/oral. If you are not the intended presenter, please log out and have the presenter submit the abstract in their account. A Poster or Oral presentation is a single-presenter presentation type. The submitter will be listed as the presenter. You will have the opportunity to list co-authors to give credit for their work, however, co-authors are not presenters.

Please refer to the [Poster/Oral Guidelines](#) for additional information.

Poster presenters, once accepted, will be highly encouraged to submit a voice-over presentation along with a digital file of their poster for the ePoster gallery for attendees to access outside of the poster session hours.

1

Enter Title *

The title must be brief and clearly indicate the nature of the proposal. Please use title case when entering your title; that is, capitalize only the first letter of the first word of the title, the first word after a colon, and any proper nouns or abbreviations. The total length of the title should be no more than 25 words.

Title

Apply 'Title Case' Formatting

24 of 25 words remaining

2

Topic *

Select a topic that is applicable to your abstract submission. If the appropriate topic is not available, please select "Other" and enter category below.

Assessment

3

Category Selection *

Select the overall Category in which your submission best fits.

Application Research and/or Clinical Practices

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 submission topic and category that best describes your submission.

[Return to Dashboard](#)

Submit Poster/Oral Presentation

General

Participants

Submission

Disclosures

< Previous

Save and Continue >

Participants

Note: The name listed below must be the presenter of the poster. Co-authors will be added during the next section.

	Abstract Admin	Submission Status	Disclosure Status
Presenter *	Christine Farwell cfarwell@parthenonmgmt.com remove	☒	Not Started Not Started

Once completed, you will move on to "Add Participants". This should autofill your name as the submitter, you would be the lone presenter. If someone else is presenting the submission, they should be the one to submit the abstract.

[Return to Dashboard](#)

Submit Poster

General

Participants

Submission

Disclosures

< Previous

Save and Continue >

Continue on by clicking "Save and Continue"

Participants

POSTER/ORAL PRESENTER

Please complete the submission details for the overall submission.

Review your text for special characters to ensure they have copied over correctly.

1

Presentation Type *

Please select your presentation preference. The Program Committee will make the final decision regarding the accepted format.

☐ Poster Only

☐ Poster or Oral

☐ Oral Only

Abstract:

There is a maximum word limit of 250 words. No figures, tables or references are to be included in the abstract.

2

Introduction: *

3

Method: *

4

Results: *

5

Conclusion: *

6

Co-Authors

List your co-authors for this presentation (limit of 15). This co-author listing is to give credit to those that contributed to your work and abstract. Please note that only one presenter is allowed per presentation and that co-authors are not eligible to co-present during the meeting due to accreditation standards.

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Q

Search for co-author

Order	Presenter	First Name *	Last Name *	Affiliation *
1		Christine	Farwell	Parthenon Management Group

* You must populate all fields to complete the row.

Christine Farwell¹

¹Parthenon Management Group

7

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~

8

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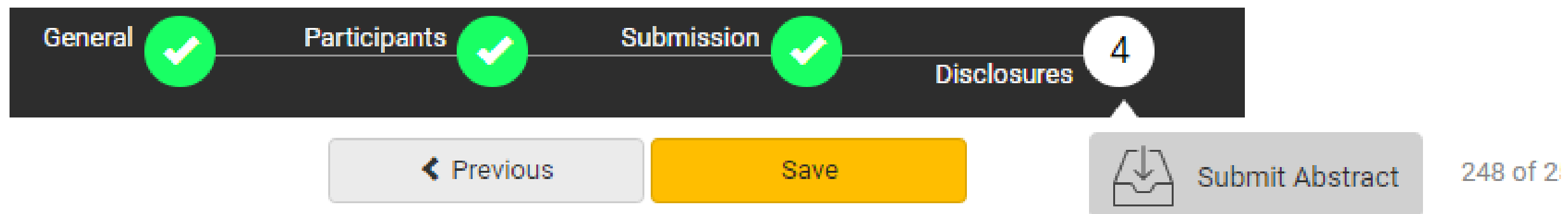
☐ Other

9

Signature *

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