



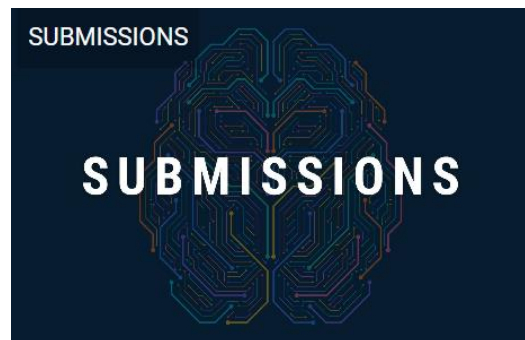
TIPS Annual Meeting Submission Instructions

Start by visiting <http://tips.societyconference.com>

1. Under ACTIONS click 'EXISTING USER? LOG IN' or 'NEW USER? CREATE AN ACCOUNT'



2. Once logged in, the Submissions Card will appear (pictured to the right). Click into Submissions and then click the 'Access Submissions Dashboard'.

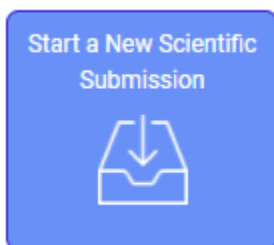
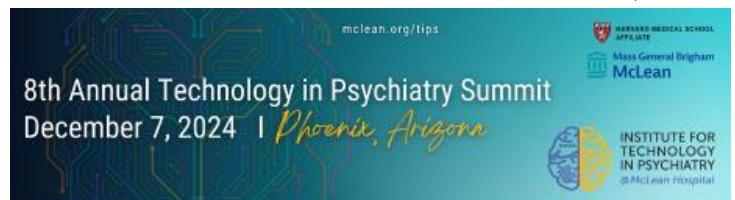


Access Submissions Dashboard



3. This is your Dashboard.

From here you can access exiting submissions or create new ones. Find the 'Start New Scientific Submission' button to begin your submission.



Submission Type

4. Use the dropdown to select your submission type

5. After you select your 'Submission Type' it will take you to Step 1, and the following page will appear.

General **1** Participants **2** Submission **3**

Add Participants >

Submission Type

Symposia

1 Enter Title *

The title must be brief and clearly indicate the nature of the proposal.

2 Select Category *

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

3 Secondary Category *

Select a secondary category that is most applicable to your proposed session.

6. At the bottom of the page on Step One you will see a set of questions. As Chairperson, you will enter the Submission Title, Category, and Secondary Category.

Please note: Once the title is entered, the title will automatically change to title case. You can ignore the auto title case by editing the title a second time.

Once complete, press 'Add Participants' to continue to Step 2.

Submission Type

Symposia

1 Enter Title *

The title must be brief and clearly indicate the nature of the proposal.

2 Select Category *

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

3 Secondary Category *

Select a secondary category that is most applicable to your proposed session.

- Affective computing
- App-delivered psychological treatments
- Augmented reality
- Combined sensing systems
- Cultural competency in digital agents

Participants

- A symposium should last 1.5 hours, and include 3-5 speakers and at least 1 moderator
- The symposium chair may be either a speaker or moderator

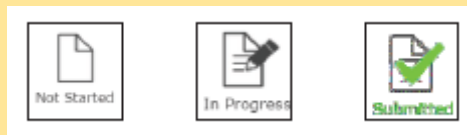
		Abstract Admin	Submission Status	Sub
Chair*	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> Christine Farwell cfarwell@parthenonmgmt.com </div> <input type="button" value="remove"/>	<input checked="" type="checkbox"/>		Not Started
Presenter*	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> Mookie Betts mookie@email.com </div> <input type="button" value="remove"/>	<input type="checkbox"/>		Not Started
Presenter*	<input type="text"/> <input type="button" value="Search"/> <p><i>Search for participant</i></p> <p>Cannot find the participant? Add a new participant.</p>	<input type="checkbox"/>		In Progress
Presenter*	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> Mac Jones macjones@email.com </div> <input type="button" value="remove"/>	<input type="checkbox"/>		Not Started
Discussant*	<input type="text"/> <input type="button" value="Search"/> <p><i>Search for participant</i></p> <p>Cannot find the participant? Add a new participant.</p>	<input type="checkbox"/>		

7. Enter your participants by searching for them in the system first. If you cannot find them, you can add them manually by clicking 'Add a new participant'.

If you would like to change a participant, you can click remove from this screen. This option will be available until submissions close.

You can also 'Edit Submission' for each presenter, if you need to add a bio or profile pictures on behalf of each presenter.

Please note the text and icon to the right of each participant. As Chairperson, you can view the status of each presentation and disclosure by clicking these icons.



Once all presentations are 'Submitted' you will be notified to come back here as Chairperson and 'Finalize' the overall submission.

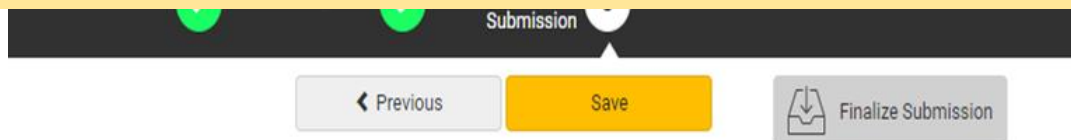
Creating Overall Submission - Chairperson

In Step 3, as Chairperson you will enter a Symposium Synopsis for the entire presentation. Followed by your consent and release forms.

Complete the remaining questions as instructed. When all questions are completed, please click 'Save'.

Participants will then be asked to go in and submit their individual abstract and consent forms.

Please note: You will not be able to finalize the entirety of the submission until ALL participants complete their individual abstracts and consent forms.



1

Symposium Synopsis *

Please provide an overview of the symposium topics to be addressed by the speakers.

2

Presenter Release and Consent *

All presenters, speakers, panelists and other participants at TIPS meetings must agree to the terms and conditions in this Presenter Release and Consent form. Please note that if your presentation was prepared, or you are appearing as a speaker, panelist or discussant, within the scope of your employment as an employee of an organization other than Partners Healthcare, we may also request written consent of your employer at a later time. As the presenter, you retain intellectual property as noted in the Underlying Ideas section. I propose to participate as a speaker/panelist/discussant in a session(s) to be presented at a TIPS meeting. If my submission is accepted, and in consideration for ITP allowing me to participate in this session, I hereby agree as follows:

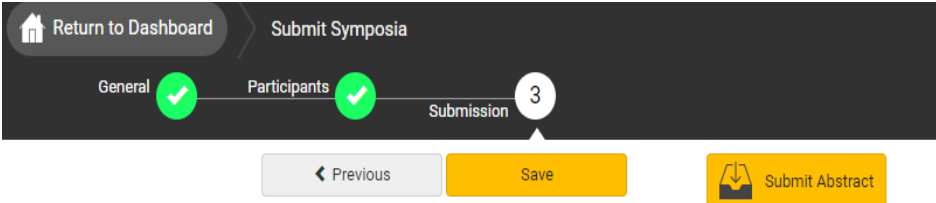
Grant of Rights. If selected, I hereby grant McLean Hospital permission to use and publish my name, credentials, affiliations and abstracts relating to my presentation(s) in connection with McLean Hospital educational activities or derivative products. This permission is for worldwide, royalty-free use in print and electronic media.

Underlying Ideas. I understand, and McLean Hospital acknowledges, that I retain my rights to the original ideas, data and analyses reflected in my presentation and that I may freely discuss and develop them in other contexts. I agree that if I later use or present similar or related materials, including excerpts from the

Creating Individual Submission - Participants

As a participant, you will be asked to provide your individual abstract, and provide consent of release of rights.

Once complete, click 'Save' and then 'Submit Abstract'



The navigation bar is dark grey with a home icon and 'Return to Dashboard' on the left. In the center, it says 'Submit Symposia'. Below this, a progress indicator shows three steps: 'General' with a green checkmark, 'Participants' with a green checkmark, and 'Submission' with a white circle containing the number '3'. Below the progress indicator are three buttons: a grey 'Previous' button with a left arrow, a yellow 'Save' button, and a yellow 'Submit Abstract' button with a document icon and a right arrow.

1 Enter Title *

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

2 Individual Abstract:

3 Presenter Release and Consent *

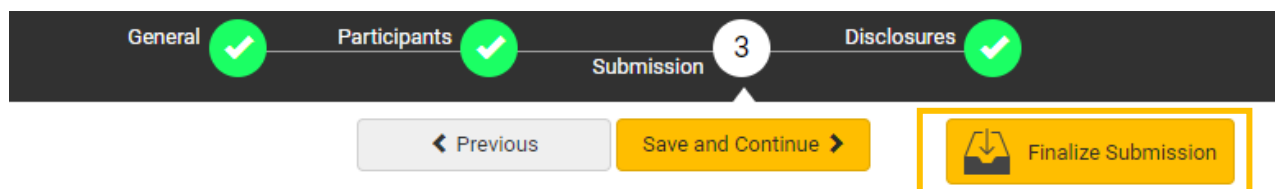
All presenters, speakers, panelists and other participants at TIPS meetings must agree to the terms and conditions in this Presenter Release and Consent form. Please note that if your presentation was prepared, or you are appearing as a speaker, panelist or discussant, within the scope of your employment as an employee of an organization other than Partners Healthcare, we may also request written consent of your employer at a later time. As the presenter, you retain intellectual property as noted in the Underlying Ideas section. I propose to participate as a speaker/panelist/discussant in a session(s) to be presented at a TIPS meeting. If my submission is accepted, and in consideration for ITP allowing me to participate in this session, I hereby agree as follows:

Grant of Rights. If selected, I hereby grant McLean Hospital permission to use and publish my name, credentials, affiliations and abstracts relating to my presentation(s) in connection with McLean Hospital educational activities or derivative products. This permission is for worldwide, royalty-free use in print and electronic media.

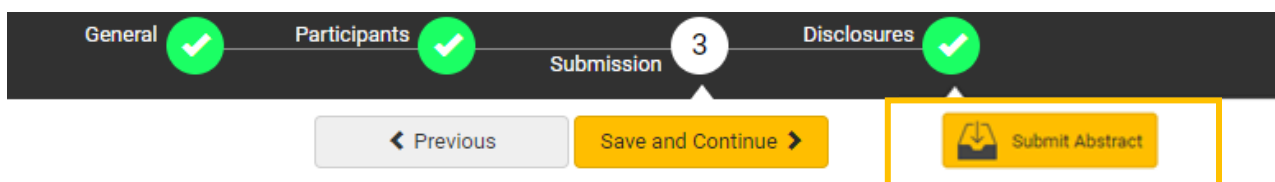
Underlying Ideas. I understand, and McLean Hospital acknowledges, that I retain my rights to the original ideas, data and analyses reflected in my presentation and that I may freely discuss and develop them in other contexts. I agree that if I later use or present similar or related materials, including excerpts from the presentation itself, I will not in any way designate them as, or indicate that they are or were, endorsed.

Completing Submission

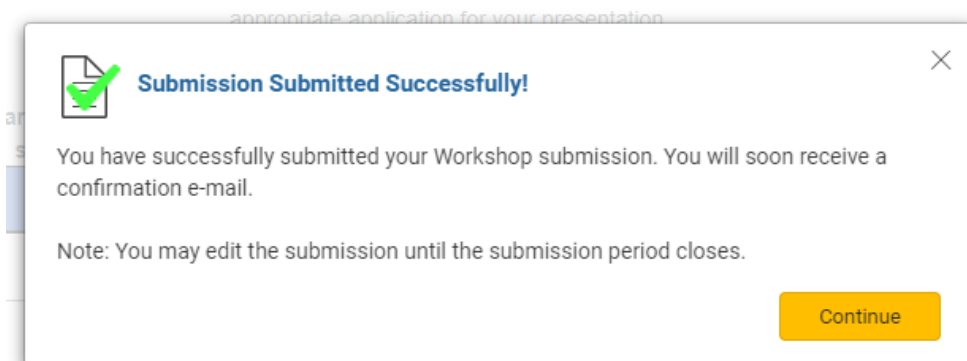
As Chairperson, when there are multiple participants, you will be unable to submit/finalize the submission until all participants completed their individual tasks (This includes if you are also listed as a presenter, you will need to submit your items as presenter as well). Once all participants have completed their tasks, you will receive an email letting you know, and you will need to go back in submit the entire panel by clicking Finalize Submission. Please note: if the 'Finalize Submission" button is not yellow, not all presenters have submitted their tasks yet.



If you are the only participant for your submission, or a presenter only, you should see the "Submit Abstract" in yellow at the top of the page once you complete your disclosure. You will click that button to submit.



Once your submission is complete, you will receive the following message, followed by an email.



Editing an Existing Submission




Log back into your profile and go to your dashboard (as indicated on page one). At the bottom of your dashboard is where you will find all the submissions that you are connected to. The titles of the submissions are listed under 'My Submissions'.

As a presenter, you can click into the title of the submission that you need to submit your individual information and disclosures.

As a Chairperson, you can click back in by clicking the title of the submission where your role is listed as 'Chairperson' to edit the overall submission, check progress of the presenters, and to submit your abstract.



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

Status	My Submissions	Type	Role	
 Not Started	Nicole's Test	Symposia	Presenter	
 Not Started	Test	Symposia	Presenter	
 Not Started	Test	Symposia	Chair	delete