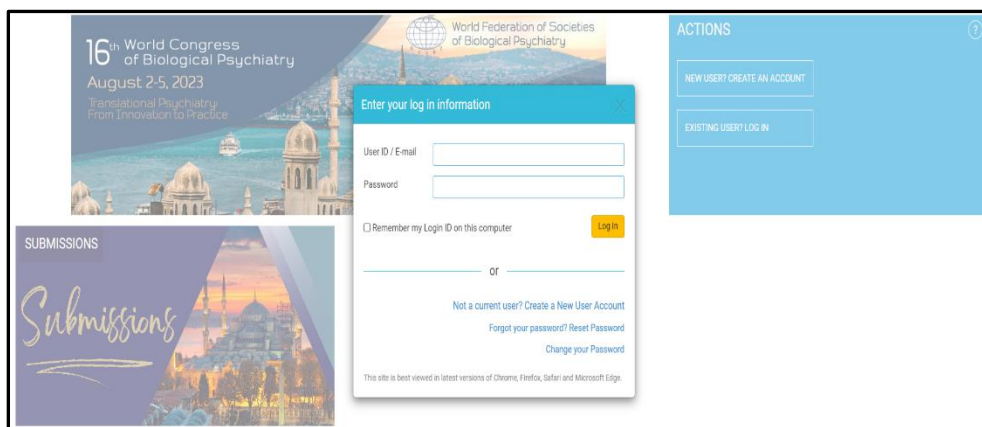
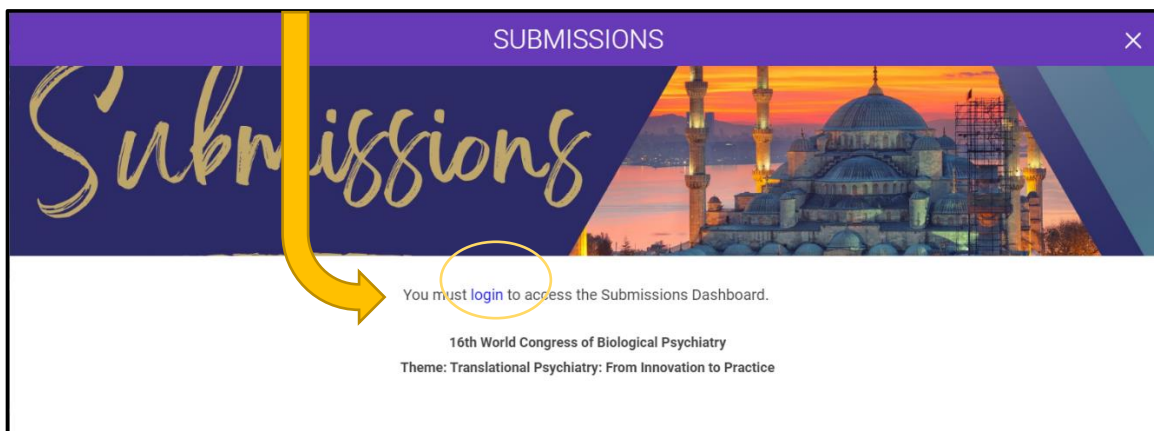


WFSBP World Congress Submission Site User Guide

Visit: <https://wfsbp.societyconference.com/conf/>



Click on the “Submissions” card and then clicking “login” will open the below pop-up window.



Create a user profile

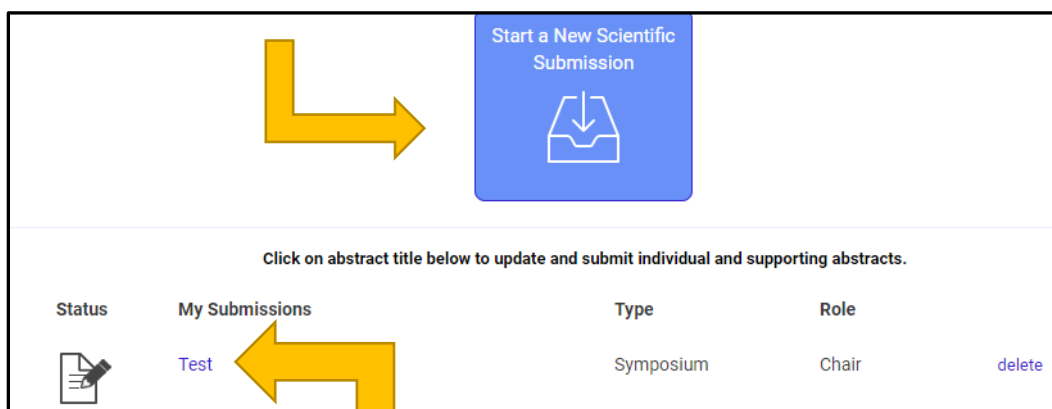
1. Click on “New User? Create an Account” in the Actions menu.
2. Fill in the required fields to create your profile.

IMPORTANT: If you have an WFSBP account, use the same email address for your profile on this site. This will link your member status to the conference portal so you can access members-only content.

WFSBP World Congress Submission Site User Guide

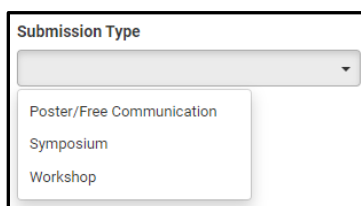
Select “Access Submissions Dashboard”

For Submission Guidelines [click here.](#)



These are your current submissions. You can access the submission by clicking the title. If you were added to a presentation by someone else, that submission would appear here.

After selecting “Start a New Scientific Submission”, select the Submission Type.



WFSBP World Congress Submission Site User Guide

Chair Instructions (Symposia, Workshops, Poster/Free Communication)

After entering the title, the system will autocorrect to title case. Please review the title after correction.

Submission Type
Workshop

1 Enter Title *

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

2 Select Topic *

Select a topic that is applicable to your abstract submission. While we understand there may be more than one topic covered, please select the topic that is most applicable. If the appropriate disorder/topic is not available, please select "Other" below.

Select the topic that best describes your submission.

Topics:

Anxiety Disorders: Basic / Clinical	Neuroimaging: Genetic, Functional, Structural2
Biomarkers including omics and digital markers	Obsessive-Compulsive Disorders: Basic / Clinical
Bipolar Disorders: Basic / Clinical	Pharmacogenetics
Chronobiology and Psychiatry	Precision Psychiatry
Clinical Trials and Biostatistics / Methodology	Psychedelics
Cognitive Neuroscience	Psychoneuroimmunology
Depression: Basic / Clinical	Psychopathology
Digital Technologies	Psychopharmacology
Drug Discovery	SARS-CoV-2
Early Intervention/Prevention Strategies	Schizophrenia and Other Psychosis: Basic / Clinical
Eating Disorders: Basic / Clinical	Sleep Related Disorders
Genetics	Stem Cells and Organoids
Lifestyle Psychiatry	Stimulation Methods (e.g., ECT, TMS, VNS, DBS)
Machine Learning and Artificial Intelligence	Stress: Basic / Clinical
Mentorship/Early Mid-Career Development	Substance Use Related and Addictive Disorders
Miscellaneous	Suicide: Basic / Clinical
Molecular Neurobiology	Trauma and Stress Related Disorders
Neurocognitive Disorders	Violence: Basic / Clinical
Neurodevelopmental Disorders	Virtual Care

WFSBP World Congress Submission Site User Guide

Add Participants

General Participants Submission **3** Disclosures

[Previous](#) [Save Participants](#) [Finalize Submission](#)

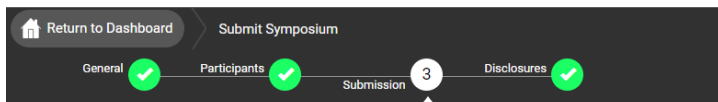
		Abstract Admin	Submission Status	Edit Submission	Disclosure Status	Notify Participant
Chair *	<div>Erin Olinger eolinger@parthenonmgmt.com</div> remove	<input checked="" type="checkbox"/>	 In Progress		 In Progress	
Co-chair	<div>Lindsay Gregory lgregory@parthenonmgmt.com</div> remove	<input type="checkbox"/>			 Not Started	
Presenter *	<input type="text"/> <small>Search for participant</small> <small>Cannot find the participant? Add a new participant.</small>	<input type="checkbox"/>	 In Progress		 Not Started	
Presenter *	<div>Erin Olinger eolinger@parthenonmgmt.com</div> remove	<input checked="" type="checkbox"/>	 Submitted		 Submitted	
	<input type="text"/> <small>Enter first name</small>	<input type="checkbox"/>	 In Progress		 Not Started	
	<input type="text"/> <small>Enter last name</small>					
	<input type="text"/> <small>Enter e-mail address</small> <small>Want to continue searching? Search for participant.</small>					
Presenter	<div>garylschechter+gsfnmtest2@gmail.com</div> <div>Gary Schechter gary.schechter+gsfnmtest2@gmail.com</div> remove <small>participant.</small>	<input type="checkbox"/>	 Not Started		 Not Started	

☒ Notify me when each participant completes their submission.

Search for a user by typing a full name or email or click "Add a new participant" if the participant is not found.

These icons can be used to check the status of your participants. You can also click the mail icon to send an individual email.

WFSBP World Congress Submission Site User Guide



1 Symposium Synopsis *

Provide a clear, succinct synopsis of your proposed symposium (250 words or less). Describe the subject, highlighting the questions, scientific issues, innovations, and research to be addressed. DO NOT reference individual speakers in the synopsis.

250 of 250 words remaining

2 In-Person Presenter Attestation *

All scientific presenters should be in-person for the World Congress. If accepted, I attest that I will attend and present in-person at the 2023 WFSBP World Congress in Istanbul, Turkey.

☒ I Agree.

Next, select “Save and Continue” to move to your **disclosure**

Save and Continue >

Note: you will not be able to **finalize your submission** until all participants have submitted their abstracts & disclosures

Complete the form related to the overall session including the overall abstract and In-Person Presenter Attestation.

Final Steps: Once you select the “Save” button, you will receive a notification that your submission was saved successfully.

1. You will receive an email confirmation when all presenters have completed their tasks.
2. Once all presenters have completed their tasks, please log in to review for accuracy and quality of submission, then select the “**Finalize Submission**” button.
3. You will be able to edit the submission until the submission period closes.
4. After the deadline has passed, all submissions will be reviewed by the Scientific Program Committee. Notifications will be sent by email after the review period.

Presenter Instructions

Go to your “Submissions Dashboard” and scroll down to the bottom of the page. Click on the title of the Submission to submit your individual abstract and disclosures.

The 16th World Congress of Biological Psychiatry will be held August 2-5, 2023 in Istanbul, Turkey

*PLEASE SCROLL TO THE BOTTOM TO BEGIN YOUR SUBMISSION, BY CLICKING ON THE BLUE BOX LABELED “Start Scientific Submission”.

Submission Type	Deadline	Status	Submission Instructions
Symposium	February 9, 2023	Closed	Submission Guidelines
Workshop	February 9, 2023	Closed	Submission Guidelines
Poster/Free Communication	February 9, 2023	Closed	Submission Guidelines
Young Investigator Award	February 9, 2023	Closed	
WFSBP Award Submissions	February 9, 2023	Closed	

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	Symposium	Presenter

As a presenter, please complete the following fields. and click "Submit Abstract" when your abstract and **disclosures** have been entered.

WFSBP World Congress Submission Site User Guide

Chair: Finalizing your submission

Return to Dashboard Submit Symposia

General ☒ Participants ☒ Submission ☒ Disclosures ☒

Previous Save and Continue Finalize Submission

		Abstract Admin	Submission Status	Edit Submission	Disclosure Status	Notify Participant
Chair *	Christine Farwell cfarwell@parthenonmgmt.com remove	<input checked="" type="checkbox"/>	 In Progress		 In Progress	
Presenter *	Tori Swinehart tswinehart@parthenonmgmt.com remove ↓	<input type="checkbox"/>	 Submitted		 Submitted	
Presenter *	Megan Pich mpich@parthenonmgmt.com remove ↑↓	<input type="checkbox"/>	 Submitted		 Submitted	
Presenter *	Payton McClintock pmcclintock@parthenonmgmt.com remove ↑↓	<input type="checkbox"/>	 Submitted		 Submitted	
Presenter *	Christine Farwell cfarwell@parthenonmgmt.com remove ↑	<input checked="" type="checkbox"/>	 Submitted		 Submitted	

Add Participant

When all presenters have completed their respective tasks the finalized submission button will change to yellow. Click this to submit your proposal for review.

WFSBP World Congress Submission Site User Guide

Poster Instructions

After entering the title, the system will autocorrect to title case. Please review the title after correction.

Return to Dashboard Submit Poster/Free Communication

General 1 Participants 2 Submission 3 Disclosures 4

Add Participants >

Submission Type
Poster/Free Communication

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

2 Select Topic *
Select a topic that is applicable to your abstract submission. While we understand there may be more than one topic covered, please select the topic that is most applicable. If the appropriate disorder/topic is not available, please select "Other" below.

Select the [Topic](#) that best describes your submission.

Participants: The person submitting the abstract is the Poster Presenter.

Co-authors are added on Step 3 - Submission.

Select "Save and Continue."

Return to Dashboard Submit Poster/Free Communication

General 1 Participants 2 Submission 3 Disclosures 4

< Previous Save and Continue >

Participants

The presenting author is listed below. The person presenting must enter the abstract under their personal account. Please list your co-authors in the Submission Step 3.

	Abstract Admin	Submission Status	Disclosure Status
Presenter *	Erin Olinger eolinger@parthenonmgmt.com remove	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WFSBP World Congress Submission Site User Guide

STEP 3: Poster Submission

Return to Dashboard

Submit Poster/Free Communication

General

Participants

Submission

Disclosures

Previous

Save and Continue

Submit Abstract

1

Presentation Preference

Please select the appropriate presentation type that you want your abstract to be considered for participation.

Poster Only

Poster or Free Communication

Free Communication Only

2

Objective

3

Methods

4

Results

5

Conclusion

6

Co-Author

Enter all co-authors. You may search for any co-authors by using the search box. If you cannot find a co-author in this database, you may type them into the grid below. Please use the arrows to move authorship into the correct order.

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		Erin	Olinger	

WFSBP World Congress Submission Site User Guide

Disclosures

Return to Dashboard Submit Poster/Free Communication

General ☒ Participants ☒ Submission ☒ Disclosures ☒

Previous Save Submit Abstract

Note: You have full disclosures on file. These disclosures have been copied below. Any updates will be reflected in your other submissions.

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.

Definition of Ineligible Company -

An ineligible company is any entity producing, marketing, re-selling, or distributing health care goods 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.

Examples of such organizations include:

- Advertising, marketing, or communication firms whose clients are ineligible companies
- Bio-medical startups that have begun a governmental regulatory approval process
- Compounding pharmacies that manufacture proprietary compounds
- Device manufacturers or distributors
- Diagnostic labs that sell proprietary products
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products
- Pharmaceutical companies or distributors
- Pharmacy benefit managers
- Reagent manufacturers or sellers

The following are not ineligible companies:

- 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
- Group medical practices
- For-profit hospitals
- For-profit rehabilitation centers
- For-profit nursing homes
- Blood banks
- Diagnostic laboratories

1

Disclosure -

"In relation to the content of this activity

After having read the above definitions, in the past 24 months, have you, had a financial relationship with any ineligible company?

- ☒ Yes - I do have a financial relationship to disclose.
- ☐ No, I have nothing to disclose.

2

Financial Relationships Details -

Please enter the name of the ineligible company (entity) and the nature of the relationship(s).

Please list the name of the entity in the 'Ineligible Company' column. Examples of relationships include: Advisory Board Member, Board Member, Consultant, Contracted Research, Employee, Founder Grant, Honoraria, Owner, Patent, Royalties, Speakers Bureau, Stock/Equity (Publicly Traded or Privately Held Company), Other Financial or Material Support.

Ineligible Company -	Type of Financial Interest -
<input type="text"/>	(blank)

* You must populate all fields to complete the row.

3

Statement 1 -

I will not accept payments or reimbursements from an ineligible company (any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients) for my role in the planning and delivery of this CME activity. If I am approached by an ineligible company in this regard, I will immediately notify WFSBP.

- ☒ I Agree.

4

Statement 2 -

Continuing medical education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public. If I am a presenter, my presentation will meet these standards, and if I'm a planner, I will not approve any content that does not meet these standards. If I am a session chair and/or an abstract discussant, any contribution I make to the discussion, will meet these standards.

- ☒ I Agree.

5

Statement 3 -

Presentations that promote recommendations, treatment, or manners of practicing medicine that are not within the definition of CME or known to have risks or dangers that outweigh the benefits or known to be ineffective in the treatment of patients, are prohibited. Presentations devoted to advocacy of unscientific modalities of diagnosis or therapy are prohibited. If I am a presenter, my presentation will meet these

**All presenters and chairs
MUST complete the following
fields to submit their
disclosure. Please note that
each presenter will need to
login and complete this step.**

**After all steps are complete
click "Submit Abstract".**