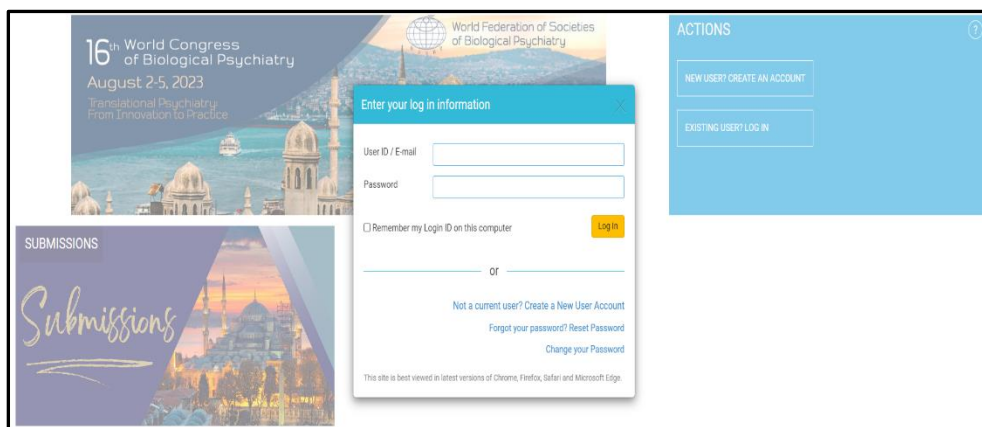
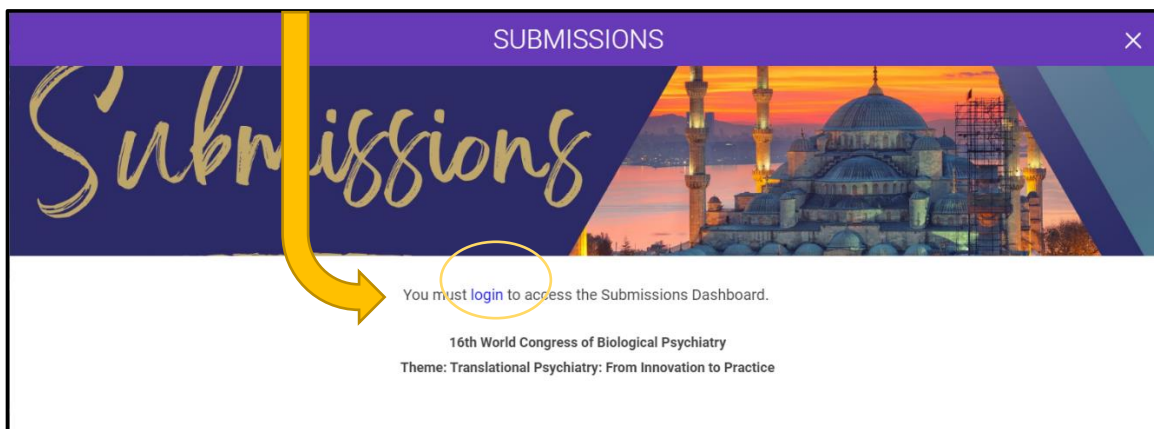


# WFSBP World Congress Submission Site User Guide

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

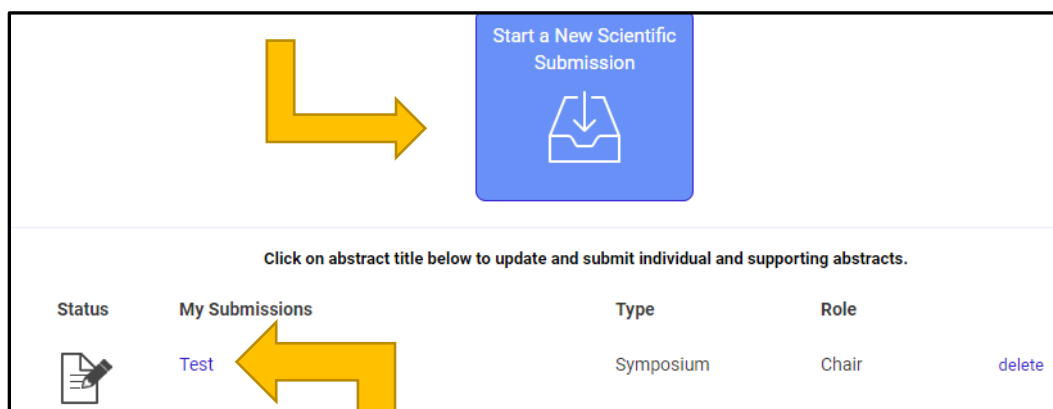
1. Click on “New User? Create an Account” in the Actions menu.
2. Fill in the required fields to create your profile.

**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.

The screenshot shows a dropdown menu titled "Submission Type". The menu is open, displaying three options: "Poster/Free Communication", "Symposium", and "Workshop".

# 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
- Biomarkers including omics and digital markers
- Bipolar Disorders: Basic / Clinical
- Chronobiology and Psychiatry
- Clinical Trials and Biostatistics / Methodology
- Cognitive Neuroscience
- Depression: Basic / Clinical
- Digital Technologies
- Drug Discovery
- Early Intervention/Prevention Strategies
- Eating Disorders: Basic / Clinical
- Genetics
- Lifestyle Psychiatry
- Machine Learning and Artificial Intelligence
- Mentorship/Early Mid-Career Development
- Miscellaneous
- Molecular Neurobiology
- Neurocognitive Disorders
- Neurodevelopmental Disorders
- Neuroimaging: Genetic, Functional, Structural2
- Obsessive-Compulsive Disorders: Basic / Clinical
- Pharmacogenetics
- Precision Psychiatry
- Psychedelics
- Psychoneuroimmunology
- Psychopathology
- Psychopharmacology
- SARS-CoV-2
- Schizophrenia and Other Psychosis: Basic / Clinical
- Sleep Related Disorders
- Stem Cells and Organoids
- Stimulation Methods (e.g., ECT, TMS, VNS, DBS)
- Stress: Basic / Clinical
- Substance Use Related and Addictive Disorders
- Suicide: Basic / Clinical
- Trauma and Stress Related Disorders
- Violence: Basic / Clinical
- 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 <a href="#">remove</a></div>	<input checked="" type="checkbox"/>	 In Progress		 In Progress	
Co-chair	<div>Lindsay Gregory lgregory@parthenonmgmt.com <a href="#">remove</a></div>	<input type="checkbox"/>			 Not Started	
Presenter*	<input type="text"/> <small>Search for participant</small> <small>Cannot find the participant? <a href="#">Add a new participant.</a></small>	<input type="checkbox"/>	 In Progress		 Not Started	
Presenter*	<div>Erin Olinger eolinger@parthenonmgmt.com <a href="#">remove</a></div>	<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? <a href="#">Search for participant.</a></small>					
Presenter	<div><input type="text" value="garyschechter+gsfnmtest2@gmail.com"/> <div><span>Gary Schechter</span> <a href="#">remove</a> gary.schechter+gsfnmtest2@gmail.com <a href="#">Add participant.</a></div></div>	<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

Return to Dashboard Submit Symposium

General  Participants  Submission **3** Disclosures

← Previous Save and Continue > Finalize Submission

**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.

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.

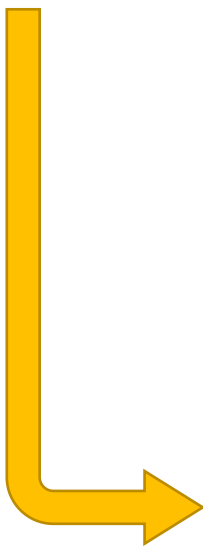
**Next, select “Save and Continue” to move to your disclosure**

Save and Continue >

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

## 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	<a href="#">Submission Guidelines</a>
Workshop	February 9, 2023	Closed	<a href="#">Submission Guidelines</a>
Poster/Free Communication	February 9, 2023	Closed	<a href="#">Submission Guidelines</a>
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	<a href="#">Test</a>	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

The screenshot shows the 'Submit Symposia' page with a progress bar at the top indicating that 'General', 'Participants', 'Submission', and 'Disclosures' are all completed. The 'Finalize Submission' button is highlighted in yellow. Below the navigation bar is a table with columns for 'Abstract Admin', 'Submission Status', 'Edit Submission', 'Disclosure Status', and 'Notify Participant'. The table lists participants: Christine Farwell (Chair), and four Presenters (Tori Swinehart, Megan Pich, Payton McClintock, and Christine Farwell). The 'Notify Participant' column contains yellow arrows pointing left, indicating that this step is pending for all participants.

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

**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"/>

Not Started Not Started

# WFSBP World Congress Submission Site User Guide

## STEP 3: Poster Submission

[Return to Dashboard](#) **Submit Poster/Free Communication**

General  Participants  Submission **3** 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	<input checked="" type="checkbox"/>	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

- #### 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.
- #### 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.
- #### 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.
- #### 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.
- #### 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".**