



 ACLP

Consultation-Liaison Psychiatry 2025

NOVEMBER 19-22 • SAN ANTONIO, TEXAS

SUBMISSION SITE USER GUIDE

<http://aclp.societyconference.com/v2>

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SUBMISSION SITE USER GUIDE

CREATE YOUR USER PROFILE

<http://aclp.societyconference.com/v2>

Select "New User? Create An Account"

ACTIONS

NEW USER? CREATE AN ACCOUNT

EXISTING USER? LOG IN

Complete the form. Items marked with a * are required.

Create a User Account

Cancel Save User Account Look Up Login ID

Login Details

E-mail Address*
This will be your Login ID

Password*
Password must be at least 6 characters long

Confirm Password*

Primary Details

Prefix

First Name*

Preferred Name

Middle Name

Last Name*

Suffix

Pronoun

Credentials*

Gender*

Ethnicity / Race*
Select the ethnicity / race with which you most closely identify.

Date of Birth*
Enter date of birth in mm/dd/yyyy format.

NO IMAGE AVAILABLE

Upload Profile Picture

Professional Title*

Office/Practice/Company*

Other Affiliation

Biography

Contact Information

Enter required 'Work' information. Note: You may also maintain additional address and contact information in the 'Home' and 'Other' tabs.

Work Home Other

Country*

Street 1*

Street 2

Phone No.*
Please include area code

Mobile No.
Please include area code

Cancel

Save User Account

When all details have been entered, select "Save User Account"

SUBMISSION SITE USER GUIDE

LOGGING IN

<http://aclp.societyconference.com/v2>

ACTIONS

NEW USER? CREATE AN ACCOUNT

EXISTING USER? LOG IN

Once you have created your profile, select "Existing User? Log In"

Enter your log in information

User ID / E-mail

Password

Remember my Login ID on this computer

Log In

or

[Not a current user? Create a New User Account](#)

[Forgot your password? Reset Password](#)

[Change your Password](#)

This site is best viewed in latest versions of Chrome, Firefox, Safari and Microsoft Edge.

To reset your password, select "forgot Password? Reset Password", then complete the requested details.

Reset Password



Enter the e-mail address associated with your user account. If password reset e-mail is not received within a few minutes, then please check spam/junk folders.

E-mail address *

[Return to Login](#)

[Reset Password](#)

ACTIONS

UPDATE PROFILE

START A NEW SUBMISSION

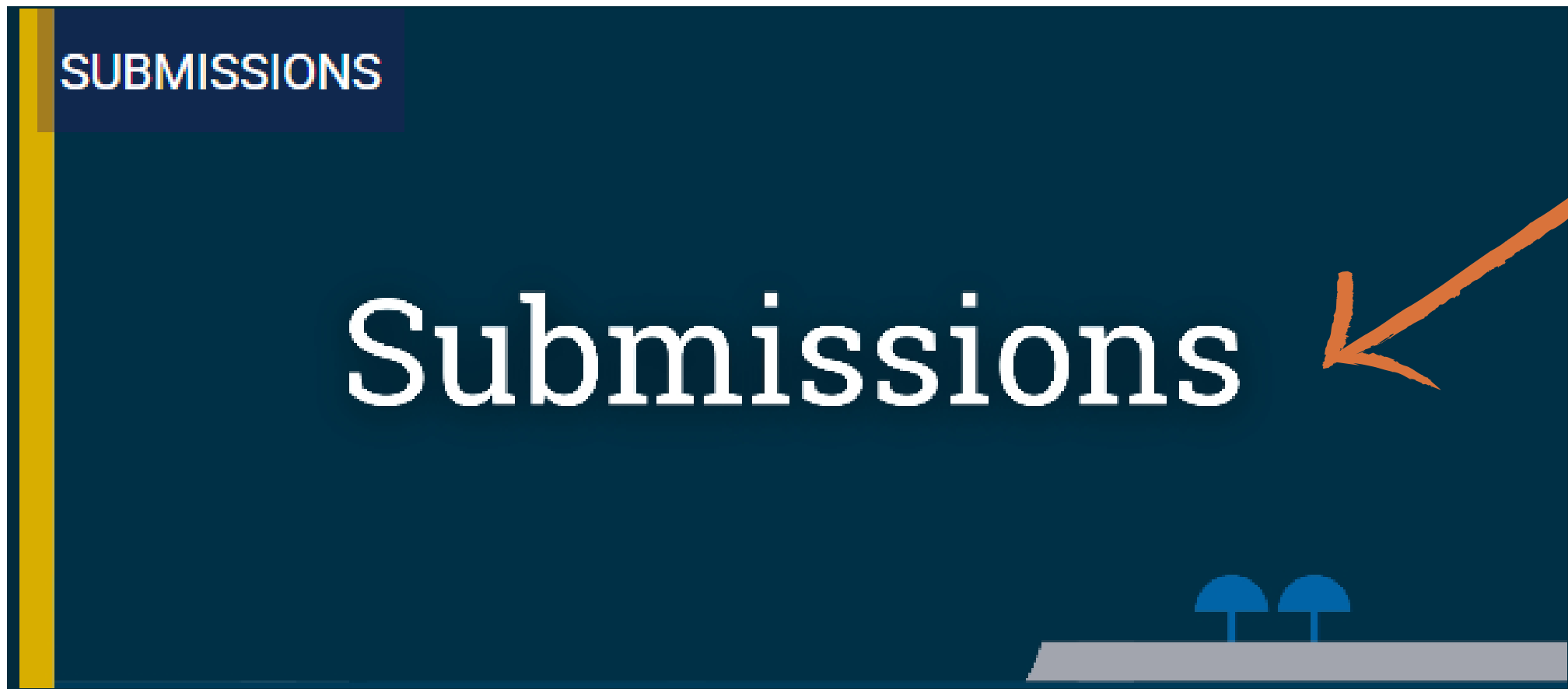
GO TO MY SUBMISSION DASHBOARD

SUBMISSION SITE USER GUIDE

ACCESSING SUBMISSIONS PORTAL

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

Once you are logged in
click on the
"Submissions" card.



Here you can find all the information on abstract submissions for the Annual Scientific Meeting including guidelines and expectations.

To Submit Your Abstract Click on "Access Submissions Dashboard"

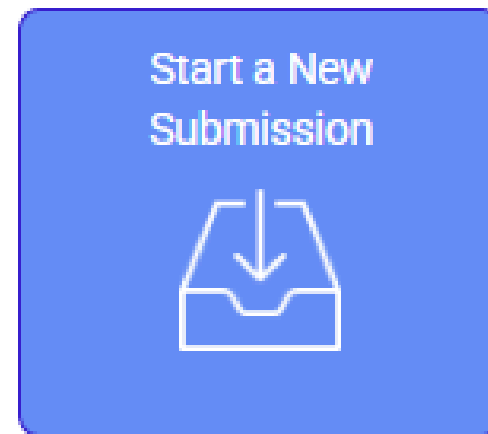
A large, dark blue rectangular graphic with the word "SUBMISSIONS" written in white, bold, sans-serif capital letters. An orange arrow points from the text above down to the word.

Access Submissions Dashboard


The Submission Portal is OPEN!

SUBMISSION SITE USER GUIDE

NAVIGATING SUBMISSIONS DASHBOARD



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

Status	My Submissions	Type	Role	
 In Progress	Test	General Session	Lead Speaker	delete

These are 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.

Select "Start a New Scientific Submission"



 [Return to Dashboard](#) [Submit Abstract](#)

You will first select your submission type.

Please submit your abstracts for review.

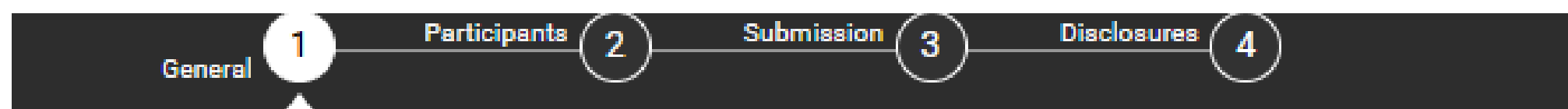
Submission Type

- Brief Oral Paper
- General Session
- Poster Presentation
- Preconference Skills Course

SUBMISSION SITE USER GUIDE

BRIEF ORAL PAPER/ POSTER

Questions marked with * are required.



Add Participants >

Please submit your abstracts for review.

Submission Type

Brief Oral Paper

1

Enter Title of Abstract *

200 of 200 characters remaining

2

Select Topic *

Please select the most relevant topic for your presentation. This information will be used to assign reviewers and organize tracks by subject.

3

Select your Preferred Presentation Type *

- Prefer Recorded Oral Paper Only
- Prefer Live Oral Paper Only
- Prefer Live Oral but willing to accept recorded (Decline poster)
- Prefer Live Oral but willing to accept Poster (Decline recorded)
- Prefer Live Oral but willing to accept recorded OR poster

4

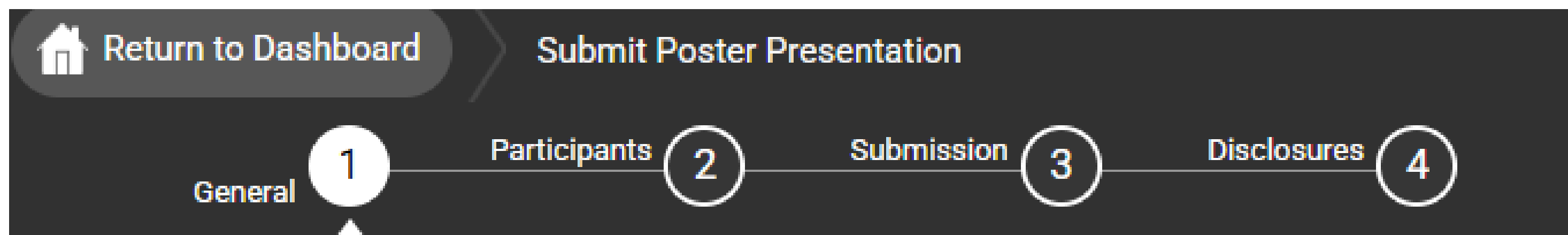
Trainee Involvement *

Is this a trainee submission? The trainee designation refers to students, residents, and medical fellows. To qualify as a trainee submission a trainee must be the first author on the abstract, a substantial contributor to the work, and the presenter of the poster at the ACLP meeting. The trainee must be at the trainee level at the time of submission.

- Yes
- No

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 topic that best describes your submission.



Add Participants >

Once completed, you will move on to "Add Participants"

SUBMISSION SITE USER GUIDE

BRIEF ORAL PAPER/ POSTER

Presenter will be displayed here. Co-Authors will be added later.
Select "Save and Continue"

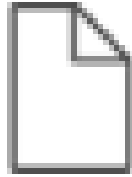
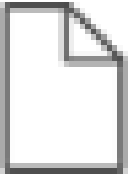
General Participants **2** Submission **3** Disclosures **4**

← Previous Save and Continue →

Participants



The presenting author is listed below.

Co-Authors will be entered in Ssection 3.

		Abstract Admin	Submission Status	Disclosure Status
Presenter*	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;">Kayla Hill khill@parthenonmgmt.com remove</div>	<input checked="" type="checkbox"/>	 Not Started	 Not Started

SUBMISSION SITE USER GUIDE

BRIEF ORAL PAPER/ POSTER

General  Participants  Submission **3** Disclosures

Please complete the program proposal details for the submission.

Enter your abstract and other required details of your submission in the fields below; most fields are required reporting. For help, consult our [detailed submission instructions](#).

1 Abstract *

Enter your abstract in the field below.

Entry fields are plain text only, no graphs or charts are allowed.

The maximum word limit is 500 words.

The Academy's preferred organization of your abstract should follow these headings, in this order:

- Background/Significance
- Methods
- Results
- Discussion
- Conclusion/Implications

2 Keywords *

Please list 3-5 Keywords for your submission.

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

No results found

Keywords		
1	enter	remove
2	three	remove
3	to	remove
4	five	remove

You must enter at least 3 keywords

3 Co-Authors

Enter all co-authors. If you would like to credit individuals who contributed to the submission content but who are not presenting at the meeting, you may enter no more than fourteen (14) here.


Content Contributors will be acknowledged online and in the meeting program only.

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. This is the order that will be printed in our program and abstract books.

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

No results found

Order	Presenter	First Name *	Last Name *	Affiliation *	
1		Kayla	Hill	Parthenon Management Group	
2		John	Doe	The Best University	remove

* You must populate all fields to complete the row.

Kayla Hill¹, John Doe²
¹Parthenon Management Group, ²The Best University

Blue text indicates a link. Click these to open PDFs or be directed to the corresponding webpage.

Enter 3-5 keywords relevant to your proposal. Use the search bar to find existing keywords. If the keyword is not found, add it in the grid below. To delete a keyword, select "Remove"

To add a co-author, type their name and affiliation in the grid. Presenters are added automatically. Use the arrows to reorder. Select "Remove" to delete an entry.

The yellow box displays a preview of the abstract book author listing. Review and edit entries if needed.

SUBMISSION SITE USER GUIDE

BRIEF ORAL PAPER/ POSTER

4

Presentation Eligibility *

Work published or accepted for publication before April 1, 2025, is not eligible for presentation at this meeting.

Note: Abstracts accepted for presentation at CLP 2025 and subsequently published or presented before the meeting, details (e.g., journal citation or details of presentation) must be included in the poster, or stated in oral presentation slides.

Please select the option that applies to this abstract.

- This work has not been previously published or presented.
- This work is expected to be published between April 1, 2025, and November 2025
- This work has been accepted for presentation at another scientific meeting, or previously presented at another scientific meeting.

If this work has been previously published or expected to be published before the meeting, you will be asked to provide additional details.

5

Publication Attestation- Please explain *

For work that is expected to be published between April 1, 2025, and November 2025, describe the information that supports its presentation at the meeting.

For an abstract accepted for presentation at another scientific meeting, or previously presented at another scientific meeting, describe the nature of the other meeting and provide new information to be presented that supports acceptance for CLP 2025.

Contribution to the CLP 2025 Scientific Program *

In line with the theme of the CLP 2025 Annual Meeting, we encourage submissions that enhance the depth and range of the scientific program. This could include, but is not limited to, a focus on a novel or understudied submission topic or patient population, presentation of multiple viewpoints on a topic relevant to C-L psychiatry, inclusion of a speaker panel from broad personal, professional, or ideological backgrounds, including new voices, and/or presentation of new research findings. Please comment on how your submission will enhance the depth and range of the annual meeting.

100 of 100 words remaining

Case Report/ Research Status

Please answer the following questions regarding the status of your work.

6

Does this submission include a case report? *

- Yes
- No

7

Status of Research Data *

- Complete
- In Progress

ACLP Terms & Conditions *

1. I have read and agree to the terms and conditions of the [CLP 2025 Speaker's Agreement](#).
2. I grant the Academy license to: (a) record my presentation; and (b) publish, distribute, and/or broadcast my presentation, in whole or in part, including via print and via the web. The Academy will ensure that any dissemination of my presentation by the Academy acknowledges me as the author; the Academy will be the copyright holder of the recording. Your intellectual property rights remain with you and ownership is not transferred to the Academy by your agreement to being recorded.
3. If selected for the program, I agree that the Academy may publish my abstract and professional profile (as prepared by me) in all meeting-related publications, including the website, solely as determined by the Academy. Post-meeting, I may request the removal of my professional profile from the meeting website, however, I agree all materials requested by the Academy to upload to share with attendees are permanent contributions to the record of the meeting.
4. (Except Recorded General Sessions/Oral Presentation): At least one speaker/author related to this submission must register for, attend, and present at CLP 2025 in San Antonio, Texas. Every individual presenting at the in-person meeting in San Antonio, Texas, must be registered; no exceptions.
5. (Except Posters): I agree to provide a handout (PowerPoint presentations, lecture notes/outlines, references, etc.) to the Academy ahead of the meeting for use by attendees as a learning aid during sessions and to do so in accordance with published deadlines.
6. Posters only: I agree to upload my final poster to the meeting website before the start of the meeting in accordance with the published deadline. To be considered for Academy poster awards, final versions of posters must be uploaded by **October 14, 2025**.
7. Preconference Skills Courses only: I agree to provide the Academy with a copy of my presentation for content review by **August 30, 2025**.

I have read and agree to the terms & conditions.

Please indicate your agreement by typing your full name below.

When all details have been added, select "save and Continue" At the top of the page.

Previous

Save and Continue >

SUBMISSION SITE USER GUIDE

BRIEF ORAL PAPER/ POSTER

Disclosures are required for all participants. Co-Authors are not required to complete disclosures.

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

If you have a disclosure on file, the form will be auto-filled. Review all details before continuing.

If you have a financial relationship to disclose, you will be asked to provide details here.



Complete mandatory CME Disclosure Reporting.

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.
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(s) 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: Stock Shareholder held in a Private Company or Public Company, Scientific/Medical Advisory Board Member, Corporate Board Member, Consultant, Employee, Honoraria, Patent.

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

* You must populate all fields to complete disclosure.

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

3 Statement 1 *

I will not accept payments or reimbursement for my role in the production, marketing, or distribution (including re-selling, or distributing health care goods and services) for my role in the planning and delivery of this CME activity. If you are a consultant, contractor, or otherwise producing, marketing, or distributing health care goods and services, you must immediately notify ACLP.

- I Agree.

4 Statement 2 *

I agree to disclose my financial relationships to ACLP and to the public.

SUBMISSION SITE USER GUIDE

BRIEF ORAL PAPER/ POSTER

If you are an employee of an ineligible company, you will be asked for additional details.

12

Employee Disclosure *

Are you an employee or owner of an ineligible company, or do you hold stock/equity in a privately held ineligible company?

- Yes
 No



13

Disclosure Resolution *

	Yes	No
Is your company/employer/private stock producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on patients?	<input type="radio"/>	<input type="radio"/>
Is your company/employer/private stock a provider of clinical services directly to patients?	<input type="radio"/>	<input type="radio"/>
Is the content of the activity as a whole related in any way to products or business lines of your company/employer/private stock?	<input type="radio"/>	<input type="radio"/>

14

Resume/CV *

Please upload a copy of your Resume/CV (.DOC/.PDF)

Upload

max file size: 8 MB

Upload your Resume/CV and complete the attestation.

15

Signature *

I certify that all my affiliations with or financial relationships (e.g., employment, consultancies, honoraria, equity ownership or stock options, grants, contracts, patents, received or pending, or royalties) with any organization or entity defined as an ineligible company are disclosed completely here. For purposes of disclosure, financial involvement is defined as any income source having occurred within the last 24 months.

When all details have been added, select "Submit Abstract" At the top of the page.

General

Participants

Submission 3

Disclosures 4

← Previous

Save

Submit Abstract

A confirmation message will pop up when the proposal is submitted.



Submission Submitted Successfully!

You have successfully submitted your Poster Presentation submission. You will soon receive a confirmation e-mail.

Note: You may edit the submission until the submission period closes.

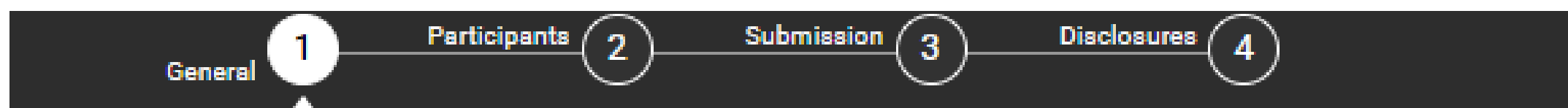
Continue

SUBMISSION SITE USER GUIDE

GENERAL SESSION - LEAD SPEAKER

Note for proposals in the new system: Lead Speakers should create, initiate and submit overall proposal for the group.

Presenters will enter the requested information for the proposal.



Add Participants >

Please submit your abstracts for review.

Submission Type

1 Enter Title *

Enter a short, specific title, containing no abbreviations, that indicates the nature of the presentation. Please use title case (major words are capitalized, and most minor words are lowercase, e.g., The Best Things in this Life are Completely Free). Do not enter titles in all UPPERCASE or lowercase. The title entered here is how it will appear in meeting materials.

200 of 200 characters remaining

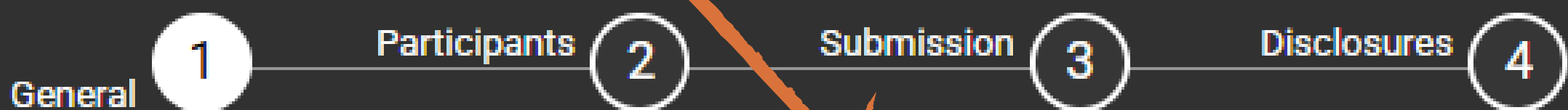
2 Select Topic *

Please select the most relevant topic for your presentation. This information will be used to assign reviewers and organize tracks by subject.

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 topic that best describes your submission.

Once completed, you will move on to "Add Participants"



Add Participants >

SUBMISSION SITE USER GUIDE

GENERAL SESSION - LEAD SPEAKER

Submitter will be automatically listed as the Lead Speaker. To add participants, select "Add Participant" and choose a participant type from the drop-down menu.

Participants

Add speakers to your submission, then enter their profiles, or send them an invite to do so.

You must add at least 1 speaker and no more than 4.

You must have 1 lead speaker for this submission.

You can add a maximum of 3 speakers for this submission.

Search for a user by typing a full name or email. If they are not found, select "Add a participant" to add them manually.

Abstract Admin

Lead Speaker *

Kayla Hill khill@parthenonmgmt.com	remove	<input checked="" type="checkbox"/>
---------------------------------------	--------	-------------------------------------

John Doe

No results found

Cannot find the participant? [Add a new participant.](#)

Type the participant's name and email in the boxes provided.

John Doe

Enter first name Enter last name

johndoe@parthenonmgmt.com

Enter e-mail address

Want to continue searching? [Search for participant.](#)

Click anywhere outside the textboxes. The speaker is now listed.



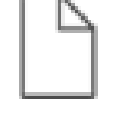


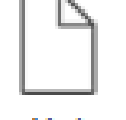


Speaker *

John Doe johndoe@parthenonmgmt.com	remove
---------------------------------------	--------

SUBMISSION SITE USER GUIDE

GENERAL SESSION - LEAD SPEAKER

These icons can be used to check the status of your participants. "Not Started" means they have not yet logged in. "In Progress" means they have begun their submission.

	Abstract Admin	Submission Status	Edit Submission	Disclosure Status	Notify Participant
Lead Speaker*	<div>Kayla Hill khill@parthenonmgmt.com</div> remove	<input checked="" type="checkbox"/>	 In Progress	 In Progress	
Speaker	<div>Tori Swinehart tswinehart@parthenonmgmt.com</div> remove ↓	<input type="checkbox"/>	 Not Started	 Submitted	
Speaker	<div>Christine Farwell cfarwell@parthenonmgmt.com</div> remove ↑	<input type="checkbox"/>	 Not Started	 Submitted	

Lead Speakers can edit each individual participant submission. Click the pencil icon to edit individual submissions.

You can click here to be notified when participants complete their submission.




[Add Participant](#)

Notify me when each participant completes their submission.

When all participants have been added, select "Save Participants" to move to Step 3.

[Return to Dashboard](#) Submit Preconference Skills Course

General  Participants **2** Submission **3** Disclosures **4**

[← Previous](#) [Save Participants](#)

Participants

SUBMISSION SITE USER GUIDE

GENERAL SESSION - LEAD SPEAKER

General Participants Submission **3** Disclosures

← Previous

Save and Continue ▶

 Submit Abstract

Enter your abstract and other required details of your submission in the fields below; most fields are required reporting. For help, consult our [detailed submission instructions](#).

1 Overall Abstract *

Enter your abstract in the field below. This field is plain text only, no graphics or charts are allowed. The maximum word limit is 500 words.

500 of 500 words remaining

2 Promoting Audience Interaction *

Indicate which of the following techniques you plan to use to promote interaction with your session audience. You may choose more than one.

- Question and Answer
- Panel Discussion
- Audience Quizzes or Polling
- Small Group Discussion
- Role Play or Other Experiential Learning
- Other

3 Would you like to use the audience response system/polling? *

If you select 'Yes' additional information will be sent to you prior to the conference on how to access this option.

Please complete the program proposal details for the submission.

Blue text indicates a link. Click these to open PDFs or be directed to the corresponding webpage.

2 Keywords *

Please list 3-5 Keywords for your submission.

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

No results found

Keywords		
1	enter	remove
2	three	remove
3	to	remove
4	five	remove

You must enter at least 3 keywords

Enter 3-5 keywords relevant to your proposal. Use the search bar to find existing keywords. If the keyword is not found, add it in the grid below.

To delete a keyword, select "Remove"

SUBMISSION SITE USER GUIDE

GENERAL SESSION - LEAD SPEAKER

6

Content Contributors

If you would like to credit individuals who contributed to the submission content but who are not presenting at the meeting, you may enter no more than five (5) here. Content Contributors will be acknowledged online and in the meeting program only.

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"/>	Kayla	Hill	Parthenon Management Group

* You must populate all fields to complete the row.

Kayla Hill¹

¹Parthenon Management Group

Contribution to the CLP 2025 Scientific Program *

In line with the theme of the CLP 2025 Annual Meeting, we encourage submissions that enhance the depth and range of the scientific program. This could include, but is not limited to, a focus on a novel or understudied submission topic or patient population, presentation of multiple viewpoints on a topic relevant to C-L psychiatry, inclusion of a speaker panel from broad personal, professional, or ideological backgrounds, including new voices, and/or presentation of new research findings. Please comment on how your submission will enhance the depth and range of the annual meeting.

Learning Objectives

Provide at least two learning objectives that are clear, measurable, and achievable. The learning objectives help attendees determine if the knowledge you present is appropriate for them, helps focus your preparation of the content, and provides a structure to measure the educational success of your materials. For more information on how to effectively write objectives see [Tips for Writing Learning Objectives](#).

Learning Objective # 1 *

Enter a learning objective that is clear, measurable, and achievable. See the guidance note linked above if you need help.

30 of 30 words remaining

11

ACLP Terms & Conditions *

1. I have read and agree to the terms and conditions of the [CLP 2025 Speaker's Agreement](#).
2. I grant the Academy license to: (a) record my presentation; and (b) publish, distribute, and/or broadcast my presentation, in whole or in part, including via print and via the web. The Academy will ensure that any dissemination of my presentation by the Academy acknowledges me as the author; the Academy will be the copyright holder of the recording. Your intellectual property rights remain with you and ownership is not transferred to the Academy by your agreement to be recorded.

I have read and agree to the terms & conditions.

Please indicate your agreement by typing your full name below.

To add a co-author, use the search box. If they are not found, type their name in the grid. Lead Speakers are added automatically.

When all details have been added, select "save and Continue" At the top of the page.

← Previous

Save and Continue →

SUBMISSION SITE USER GUIDE

GENERAL SESSION - ALL

All presenters, speakers and discussants complete the following fields to submit their financial disclosure. **Please note that each participant will need to login and complete this step even if you enter their abstract information for the submission.**

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

If you have a disclosure on file, the form will be auto-filled. Review all details before continuing.

If you have a financial relationship to disclose, you will be asked to provide details here.



Complete mandatory CME Disclosure Reporting.

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

1 Disclosure *

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(s) 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: Stock Shareholder held in a Private Company or Public Company, Scientific/Medical Advisory Board Member, Corporate Board Member, Consultant, Employee, Honoraria, Patent.

Ineligible Company *	Type of Financial Interest. *
	(blank)

* You must populate all fields to complete

3 Statement 1 *

I will not accept payments or reimbursement, re-selling, or distributing health care goods, services, planning and delivery of this CME activity. I will immediately notify ACLP.

- I Agree.

4 Statement 2 *

- (blank)
- Advisory Board
- Board Member
- Consultant
- Contracted Research
- Employee
- Founder
- Grant
- Honoraria
- Other Financial Material or Support

producing, marketing, (nts) for my role in the y in this regard, I will

SUBMISSION SITE USER GUIDE

GENERAL SESSION - ALL

12

Employee Disclosure *

Are you an employee or owner of an ineligible company, or do you hold stock/equity in a privately held ineligible company?

- Yes
 No

If you are an employee of an ineligible company, you will be asked for additional details.

13

Disclosure Resolution *

	Yes	No
Is your company/employer/private stock producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on patients?	<input type="radio"/>	<input type="radio"/>
Is your company/employer/private stock a provider of clinical services directly to patients?	<input type="radio"/>	<input type="radio"/>
Is the content of the activity as a whole related in any way to products or business lines of your company/employer/private stock?	<input type="radio"/>	<input type="radio"/>

Upload your Resume/CV and complete the attestation.

14

Resume/CV *

Please upload a copy of your Resume/CV (.DOC/.PDF)

Upload ⓘ

max file size: 8 MB

15

Signature *

I certify that all my affiliations with or financial relationships (e.g., employment, consultancies, honoraria, equity ownership or stock options, grants, contracts, patents, received or pending, or royalties) with any organization or entity defined as an ineligible company are disclosed completely here. For purposes of disclosure, financial involvement is defined as any income source having occurred within the last 24 months.

When all details have been added, select "Save". The "Submit Abstract" option will become available when all participants have completed their submissions.

Submission 3 Disclosures 4

Save Submit Abstract

A confirmation message will pop up when the proposal is submitted.



Submission Submitted Successfully!



You have successfully submitted your Poster Presentation submission. You will soon receive a confirmation e-mail.

Note: You may edit the submission until the submission period closes.

Continue

SUBMISSION SITE USER GUIDE

GENERAL SESSION - SPEAKER, DISCUSSANT

Login to the submission dashboard. Select the proposal from the list.



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

Status	My Submissions	Type	Role
Not Started	Test	General Session	Speaker

Enter your abstract and other required details of your submission in the fields below; most fields are required reporting. For help, consult our [detailed submission instructions](#).

1

Enter Title *

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

2

ACLP Terms & Conditions *

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2. I grant the Academy license to: (a) record my presentation; and (b) publish, distribute, and/or broadcast my presentation, in whole or in part, including via print and via the web. The Academy will ensure that any dissemination of my presentation by the Academy acknowledges me as the author; the Academy will be the copyright holder of the recording. Your intellectual property rights remain with you and ownership is not transferred to the Academy by your agreement to being recorded.
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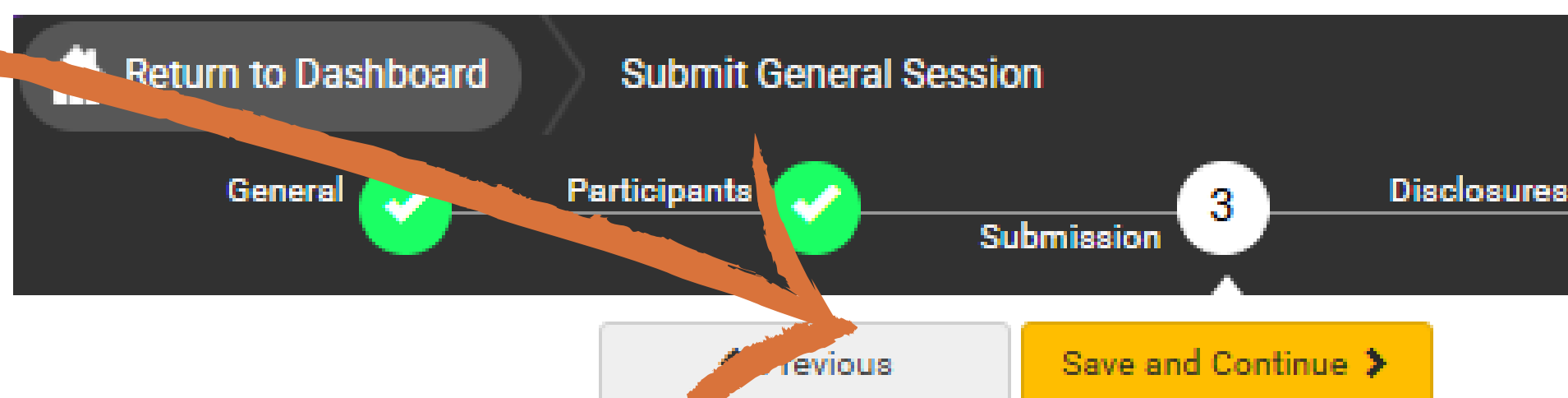
I have read and agree to ACLP's terms and conditions.

Please indicate your agreement by typing your full name below.

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.

Read and sign the ACLP Terms & Conditions.

Select "Save and Continue" to move on to Disclosures.



SUBMISSION SITE USER GUIDE

GENERAL SESSION - ALL

All presenters, speakers and discussants complete the following fields to submit their financial disclosure. **Please note that each participant will need to login and complete this step even if you enter their abstract information for the submission.**

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

If you have a disclosure on file, the form will be auto-filled. Review all details before continuing.

Complete mandatory CME Disclosure Reporting.

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

1

Disclosure *

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(s) to disclose.
- No, I have nothing to disclose.

If you have a financial relationship to disclose, you will be asked to provide details here.

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: Stock Shareholder held in a Private Company or Public Company, Scientific/Medical Advisory Board Member, Corporate Board Member, Consultant, Employee, Honoraria, Patent.

Ineligible Company *

Type of Financial Interest. *

	(blank)
--	---------

* You must populate all fields to complete

3

Statement 1 *

I will not accept payments or reimbursement, re-selling, or distributing health care goods, services, or information for the planning and delivery of this CME activity. I will immediately notify ACLP.

- I Agree.

4

Statement 2 *

- (blank)
- Advisory Board
- Board Member
- Consultant
- Contracted Research
- Employee
- Founder
- Grant
- Honoraria
- Other Financial Material or Support

producing, marketing, (nts) for my role in the y in this regard, I will

SUBMISSION SITE USER GUIDE

GENERAL SESSION - ALL

12

Employee Disclosure *

Are you an employee or owner of an ineligible company, or do you hold stock/equity in a privately held ineligible company?

- Yes
 No

If you are an employee of an ineligible company, you will be asked for additional details.

13

Disclosure Resolution *

	Yes	No
Is your company/employer/private stock producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on patients?	<input type="radio"/>	<input type="radio"/>
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max file size: 8 MB

15

Signature *

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When all details have been added, select "Save". The "Submit Abstract" option will become available when all participants have completed their submissions.

Submission 3 Disclosures 4

Save Submit Abstract

A confirmation message will pop up when the proposal is submitted.



Submission Submitted Successfully!



You have successfully submitted your Poster Presentation submission. You will soon receive a confirmation e-mail.

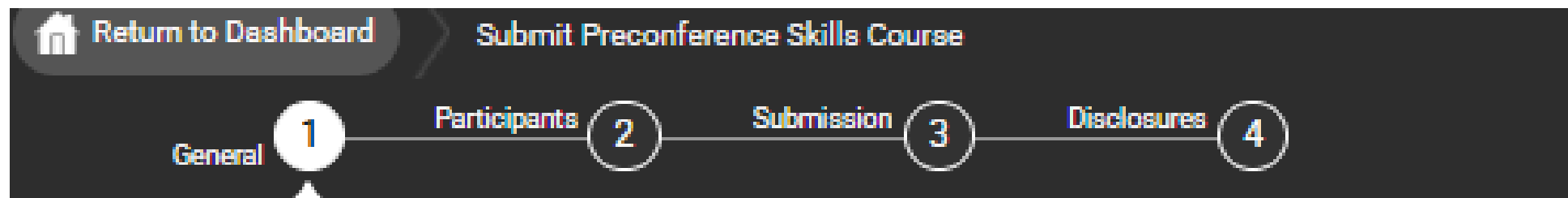
Note: You may edit the submission until the submission period closes.

Continue

SUBMISSION SITE USER GUIDE

PRECONFERENCE SKILLS COURSE - LEAD SPEAKER

Note for proposals in the new system: Lead Speakers should create, initiate and submit overall proposal for the group.



Add Participants >

Please submit your abstracts for review.

Submission Type

Preconference Skills Course -

1 Enter Title *

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

2 Select Topic *

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

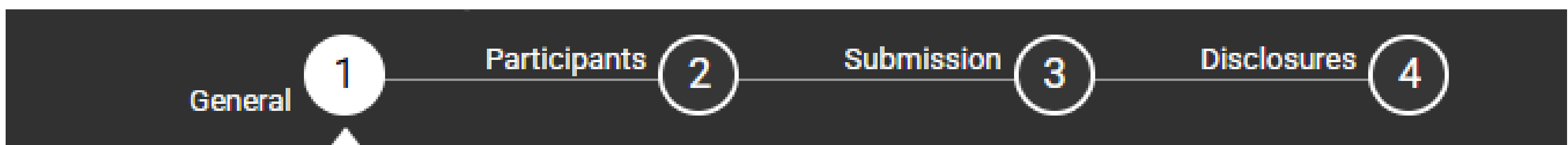
3 Academy Membership *

Confirm that at least one speaker for this session is a current Academy member.

- Yes
 No

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 topic that best describes your submission.



Add Participants >

Once completed, you will move on to "Add Participants"

SUBMISSION SITE USER GUIDE

PRECONFERENCE SKILLS COURSE- LEAD SPEAKER

Lead Speaker will be listed automatically.

To add a required speaker, type a full name or email into the search box. If they are not found, select "Add a new participant."

Speaker *

Type the speaker's name and email in the boxes provided.

Speaker *

Click anywhere outside the textboxes. The speaker is now listed.

To add more speakers, select "Add Participant" and choose a participant type from the drop-down menu, then complete the steps above.

Return to Dashboard Submit Preconference Skills Course

General Participants **2** Submission **3** Disclosures **4**

Previous Save and Continue

Participants

Add speakers to your submission, then enter their profiles, or send them an invite to do so.

Preconference skills courses require a minimum of two (2) speakers and permit a maximum of five (5). Of the The Lead Speaker is considered the point-of-contact for all communications regarding the submission. Trainer

	Abstract Admin	Submission Status
Lead Speaker *	<input checked="" type="checkbox"/>	Not Started
Speaker *	<input type="checkbox"/>	Not Started

Search for participant

Cannot find the participant? [Add a new participant.](#)

Add Participant

Notify me when each participant completes their submission.

John Doe

No results found

Cannot find the participant? [Add a new participant.](#)

John Doe

Enter first name Enter last name

johndoe@parthenonmgmt.com

Enter e-mail address

Want to continue searching? [Search for participant.](#)

John Doe



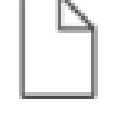


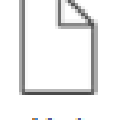


johndoe@parthenonmgmt.com

remove

SUBMISSION SITE USER GUIDE

PRECONFERENCE SKILLS COURSE- LEAD SPEAKER

These icons can be used to check the status of your participants. "Not Started" means they have not yet logged in. "In Progress" means they have begun their submission.

	Abstract Admin	Submission Status	Edit Submission	Disclosure Status	Notify Participant
Lead Speaker*	Kayla Hill khill@parthenonmgmt.com remove	<input checked="" type="checkbox"/>	 In Progress	 In Progress	
Speaker	Tori Swinehart tswinehart@parthenonmgmt.com remove ↓	<input type="checkbox"/>	 Not Started	 Submitted	
Speaker	Christine Farwell cfarwell@parthenonmgmt.com remove ↑	<input type="checkbox"/>	 Not Started	 Submitted	

Lead Speakers can edit each individual participant submission. Click the pencil icon to edit individual submissions.

You can click here to be notified when participants complete their submission.




[Add Participant](#)

Notify me when each participant completes their submission.

When all participants have been added, select "Save Participants" to move to Step 3.

[Return to Dashboard](#) Submit Preconference Skills Course

General  Participants **2** Submission **3** Disclosures **4**

[← Previous](#) [Save Participants](#)

Participants

SUBMISSION SITE USER GUIDE

PRECONFERENCE SKILLS COURSE - LEAD SPEAKER

Enter your abstract and other required details of your submission in the fields below; most fields are required reporting. For help, consult our [detailed submission instructions](#).

Please complete the program proposal details for the submission.

Blue text indicates a link. Click these to open PDFs or be directed to the corresponding webpage.

Enter 3-5 keywords relevant to your proposal. Use the search bar to find existing keywords. If the keyword is not found, add it in the grid below. To delete a keyword, select "Remove"

1

Would you like to use the audience response system/polling? *

If you select 'Yes' additional information will be sent to you prior to the conference on how to access this option.

- Yes
- No

2

Abstract *

Enter your abstract in the field below. This field is plain text only, no graphs or charts are allowed. The maximum word limit is 500 words.

3

Agenda Overview *

Provide a general agenda for your session in 30-minute increments. The maximum word limit is 250 words.

Example:

- 0-30: Introductions; lecture on TBI by Dr. X
- 30-60: lecture on neuropsychiatric manifestations of infectious disease by Dr. Y
- 60-90: case report of atypical catatonia by Dr. A
- and so on

2

Keywords *

Please list 3-5 Keywords for your submission.

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

keywords

No results found

Keywords

1	enter	remove
2	three	remove
3	to	remove
4	five	remove

You must enter at least 3 keywords

Contribution to the CLP 2025 Scientific Program *

In line with the theme of the CLP 2025 Annual Meeting, we encourage submissions that enhance the depth and range of the scientific program. This could include, but is not limited to, a focus on a novel or understudied submission topic or patient population, presentation of multiple viewpoints on a topic relevant to C-L psychiatry, inclusion of a speaker panel from broad personal, professional, or ideological backgrounds, including new voices, and/or presentation of new research findings. Please comment on how your submission will enhance the depth and range of the annual meeting.

100 of 100 words remaining

SUBMISSION SITE USER GUIDE

PRECONFERENCE SKILLS COURSE - LEAD SPEAKER

Learning Objectives

Provide at least two learning objectives that are clear, measurable, and achievable. The learning objectives help attendees determine if the knowledge you present is appropriate for them, helps focus your preparation of the content, and provides a structure to measure the educational success of your materials. For more information on how to effectively write objectives see [Tips for Writing Learning Objectives](#).

6

Learning Objective # 1 *

Enter a learning objective that is clear, measurable, and achievable. See the guidance note linked above if you need help.

30 of 30 words remaining

7

Learning Objective # 2 *

Enter a learning objective that is clear, measurable, and achievable. See the guidance note linked above if you need help.

30 of 30 words remaining

8

Learning Objective # 3 *

Enter a learning objective that is clear, measurable, and achievable. See the guidance note linked above if you need help.

30 of 30 words remaining

9

ACLP Terms & Conditions *

1. I have read and agree to the terms and conditions of the [CLP 2025 Speaker's Agreement](#).
2. I grant the Academy license to: (a) record my presentation; and (b) publish, distribute, and/or broadcast my presentation, in whole or in part, including via print and via the web. The Academy will ensure that any dissemination of my presentation by the Academy acknowledges me as the author; the Academy will be the copyright holder of the recording. Your intellectual property rights remain with you and ownership is not transferred to the Academy by your agreement to being recorded.
3. If selected for the program, I agree that the Academy may publish my abstract and professional profile (as prepared by me) in all meeting-related publications, including the website, solely as determined by the Academy. Post-meeting, I may request the removal of my professional profile from the meeting website, however, I agree all materials requested by the Academy to upload to share with attendees are permanent contributions to the record of the meeting.
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7. Preconference Skills Courses only: I agree to provide the Academy with a copy of my presentation for content review by **August 30, 2025**.

I have read and agree to ACLP's terms and conditions.

Please indicate your agreement by typing your full name below.



Return to Dashboard

Submit Preconference Skills Course

General



Participants



Submission

3

Disclosure

← Previous

Save and Continue →

When all details have been entered, select "Save and Continue" to move to Step 4.



SUBMISSION SITE USER GUIDE

PRECONFERENCE SKILLS COURSE - ALL

Disclosures are required for all participants. Co-Authors are not required to complete disclosures.

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

If you have a disclosure on file, the form will be auto-filled. Review all details before continuing.

Complete mandatory CME Disclosure Reporting.

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.

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(s) to disclose.
- No, I have nothing to disclose.

If you have a financial relationship to disclose, you will be asked to provide details here.

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: Stock Shareholder held in a Private Company or Public Company, Scientific/Medical Advisory Board Member, Corporate Board Member, Consultant, Employee, Honoraria, Patent.

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

* You must populate all fields to complete disclosure.

Statement 1 *

I will not accept payments or reimbursement for producing, marketing, re-selling, or distributing health care goods (products) for my role in the planning and delivery of this CME activity. If you are a consultant, contractor, or independent contractor, you must immediately notify ACLP.

I Agree.

Statement 2 *

3

4

SUBMISSION SITE USER GUIDE

PRECONFERENCE SKILLS COURSE - ALL

12

Employee Disclosure *

Are you an employee or owner of an ineligible company, or do you hold stock/equity in a privately held ineligible company?

- Yes
 No

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13

Disclosure Resolution *

	Yes	No
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14

Resume/CV *

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Upload



max file size: 8 MB

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15

Signature *

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General



Participants



Submission

3

Disclosures

4

← Previous

Save



Submit Abstract

SUBMISSION SITE USER GUIDE

PRECONFERENCE SKILLS COURSE- SPEAKER, DISCUSSANT

Start a New Submission



Login to the submission dashboard. Select the proposal from the list.

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

Status	My Submissions	Type	Role
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1

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2

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Select "Save and Continue" to move on to Disclosures.

Return to Dashboard Submit General Session

General Participants Submission **3** Disclosures

Previous Save and Continue >

SUBMISSION SITE USER GUIDE

PRECONFERENCE SKILLS COURSE - ALL

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	(blank)

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I Agree.

Statement 2 *

Other Financial Material or Support

3

4

SUBMISSION SITE USER GUIDE

PRECONFERENCE SKILLS COURSE - ALL

12

Employee Disclosure *

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- Yes
 No

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13

Disclosure Resolution *

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Signature *

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General



Participants



Submission

3

Disclosures

4

← Previous

Save



Submit Abstract