

## Submission Instructions for Late- Breaking Poster Submitters

**Submission deadline: February 25, 2013**

To submit an abstract online, please follow the instructions below:

- Please visit the NCDEU Meeting site: [www.ncdeumeeting.org](http://www.ncdeumeeting.org) to access the 2013 NCDEU Abstract Submission site.
- To register for an account on the 2013 NCDEU Abstract Submission site, click on “**Join Now**” under New Users.
- Character Limit: There is a **limit of 3,000 characters**, not including spaces, for the abstract submission. This includes title, proposal body, learning objectives, and literary references.
- To begin your submission, select “**Click here to begin a new abstract**”.
- Enter your presentation title. **The title is limited to 200 characters**. If the title exceeds 200 characters, the character count will turn red. A title containing greater than 200 characters will not be accepted in the system.
- Select the proposal category by clicking on the drop down list and hit “**Continue**”.

### **STEPS FOR SUBMISSION**

#### **STEP 1:**

- ❖ First, click on the task “**Presenters**” to add the authors to the session.
- ❖ Enter the person’s first name, last name, and their valid email address. Next, select their role in the session, and click “**Add Author**.” Remember: Poster sessions **require** a minimum of one presenting author. There is a maximum of 15 authors that can be added to a submission.
- ❖ Each author will need to complete the **required** author details. Once all authors have been added to your session, authors’ details can be recorded by clicking on your name (in blue text) and completing the requested information.
  - Fill in all required fields as denoted by a red asterisk. Once authors details have been completed, press “**Continue**.” A green check mark will appear next to each name where author details have been fully completed. If a field was skipped or is missing, a red X will remain next to the author’s name.
  - A green check mark must appear next to each name in order for the task to show as complete.
  - Any time a change is made to this task, be sure to click “**Save Authors**” before returning to the task list.

#### **STEP 2:**

- ❖ Next, click on the task “**Poster Abstract Details**” to enter the presentation abstract.
  - Indicate under the “**Submission Type**” if the presentation is to be considered for a Poster, Individual Research Report (IRR), or both.

- Select the “**Oral Submission Category**” by clicking on the drop down list. Select “Other” if the appropriate category is not listed and type in the category in the text box. Next select the Nature of Sample, Nature of Intervention, and Type of Study by clicking on the drop down lists.
- Each submission must list two learning objectives and two relevant literature references. Follow the American Journal of Psychiatry style—see: <http://ajp.psychiatryonline.org>.
- The abstract should provide a general overview of the proposed presentation by providing a concise description of the specific purpose, content, methodology, results, and importance of the proposed talk. Please state specific findings to be presented and the importance of such findings for advancing the field. Special Characters: If you use Greek letters, they will need to be spelled out instead of using the character.

The total length of the proposal abstract should not exceed more than **2,800 characters**, not including spaces.

- Indicate a source of funding if applicable.

### STEP 3:

- ❖ Select the “**Financial Disclosures**” task. Please read the Continuing Medical Education Policy on Full Disclosure. **Each author is required to complete a financial disclosure form.** Click on your name (in blue text) and input the requested information.
  - If there is a financial interest to disclose, please make sure to click on “Add a financial relationship” in question 2. Declare a financial relationship by submitting the company name, using the drop down list to select the individual(s) involved and place a check mark in the appropriate boxes to indicate the type of relationship. If you check “Other,” make sure to fully describe the financial relationship. Then, click “Update Financial Relationship.”
  - Complete the remaining questions using the drop down menus. Sign the disclosure form and click “Complete Disclosure Form.”
  - A green check mark must appear next to each name in order for the task to show as complete. After all names show a check mark, click “**Save Disclosures**” located in the top right corner of the page.

### STEP 4:

- ❖ Select the task “**Call for Input**” to contact all authors. Login details will be sent to each author to complete the requested tasks.
- ❖ To Save: You must click the “**Save**” or the “**Continue**” button on each page to save your information before proceeding to the next page.

### STEP 5:

- ❖ Submitting Your Abstract: If you have not completed all required tasks or if your co-authors have not completed their required tasks, you will not be able to submit your proposal. In the case of missing items, please review all tasks that are not marked with a green check mark. Once you have completed all tasks, click “**Save Submission**” and “**Submit**” your abstract.

- The page will redirect to “**Home**” and a green check mark will appear next to the submission. If a pencil icon remains next to the submission, then the submission is incomplete. **Incomplete abstracts will not be considered.**

For policy questions, please contact the ASCP Executive Office at 615-649-3085 or [info@ascpp.org](mailto:info@ascpp.org).

### Things to Remember:

- ✚ Click on the word “**Submission Editor**” in the top left corner of the screen in order to go back to the task list.
- ✚ Before going back to the task list, be sure to click “**Save Submission**” if any changes are made in a specific task.
- ✚ Changes can be made to submissions until the deadline even if the submission is complete.

### **Presentation Guidelines for Poster Sessions**

There will be two scheduled poster sessions during the 2013 meeting. Posters must be mounted by 9:00 a.m. on the assigned day for early review prior to the lunch session. **Posters must be removed no later than 5:00 p.m. or they will be discarded.**

Posters are grouped by classification for the convenience of those attending the sessions. *In late March, 2013, the date and time of your poster presentation and board number will be sent via email.* Each poster board will be numbered. ***Please do not remove the numbers.***

- Posters must be mounted by 9:00 a.m. on the day of the poster session.
- The **maximum area per poster is 4 feet high by 6 feet wide.**
- A copy of the abstract, typed in large letters, should be posted on the upper left-hand corner under the title.
- Remember that illustrations and text will be read by interested scientists from distances of about 3 feet or more. Keep them simple and use large font. Charts, drawings, and illustrations should be heavily drawn.
- Do not mount materials on heavy board because it will be difficult to affix the materials to the poster board. **Keep presentation as lightweight as possible.**
- Prepare and bring to the meeting all materials needed for the poster (figures, tables, etc.).
- Disclosures for ALL AUTHORS should be included on the poster.
- Bring the necessary **pushpins or thumbtacks** to mount the poster. **The ASCP will have a limited supply of pushpins.**

### **Rules Regarding Conflict of Interest**

Authors of scientific oral or poster presentations who have entered into a financial relationship with sponsoring companies or organizations about whose products or services they are reporting must disclose this information. Disclosures for ALL authors should be included on the poster.

It is recognized that much scientific research is supported by organizations that have a commercial interest in the results of the research. This policy is not intended to discourage such support, or restrict the dissemination of the research. It is the intent of this policy to require authors of scientific presentations to disclose the sources of their support, when those sources have a direct interest in the research. This is to permit members of the audience to form their own judgments about the research with the full disclosure of the facts.

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