



IASR / AFSP

Submission Site User Guide

1. Navigating the site
2. Starting a submission
3. Submitting a Poster / Oral Presentation
4. Submitting a Symposia
5. Completing the Disclosure



Navigating the site

Visit the [IASR / AFSP Submission Site](#) (shown below)

**Welcome to the 2015 IASR/AFSP International Summit on Suicide Research
Submission Portal**

You are invited to submit a proposal to the 2015 International Summit on Suicide Research of the International Academy for Suicide Research and the American Foundation for Suicide Prevention to be held at the Waldorf Astoria in New York City October 11-15, 2015.

[Create new user account](#) or [Have an Account? Login](#)

SUBMISSION INFORMATION

2015 Submission Categories and Deadlines:

- Symposia Proposals
This session includes a session chair, up to 4 speakers and an optional discussant/moderator.
DEADLINE MARCH 1, 2015
- Individual Paper Presentations
Single research presentations lasting 10 minutes with 5 minutes for Q&A and discussion. Research reports will be grouped into sessions based on similar topics.
DEADLINE MAY 4, 2015
- Posters
Abstract for poster presentation.
DEADLINE MAY 4, 2015

Click here to
create a new
account.

Click here to login using an existing account
or to retrieve a lost password.



Navigating the site

Creating an Account

Create a New Account
Enter your account details below.

E-mail / Password	Contact Information
E-mail *	Country *
Password *	Street *
Confirm Password *	Street 2
	Street 3
Name / Professional	City *
Prefix *	Region
First Name *	Postal Code *
Middle Name	Phone *
Last Name *	Mobile
Suffix	Fax
Designation *	
Job Title *	
Affiliation *	

or

Log In

Complete all fields marked with a *.

This email and password will be used as your login credentials.

Click here when all fields are complete.



Navigating the site

Logging in

A screenshot of a web login form is centered within a black rectangular frame. The form has a light blue header with the text "Log In" and "Enter your login information below.". Below this are input fields for "E-mail" and "Password". A checkbox labeled "Remember my Login ID on this computer" is positioned below the password field. A yellow "Log In" button is to the right of the checkbox. Below the button, the text "or" is centered. Further down are three links: "Not a member? Please create an account", "Forgot your password? Reset Password", and "Change your Password". Three red arrows originate from the bottom of the page: one points to the "E-mail" field, another points to the "Log In" button, and a third points to the "Forgot your password? Reset Password" link.

Click here to login.

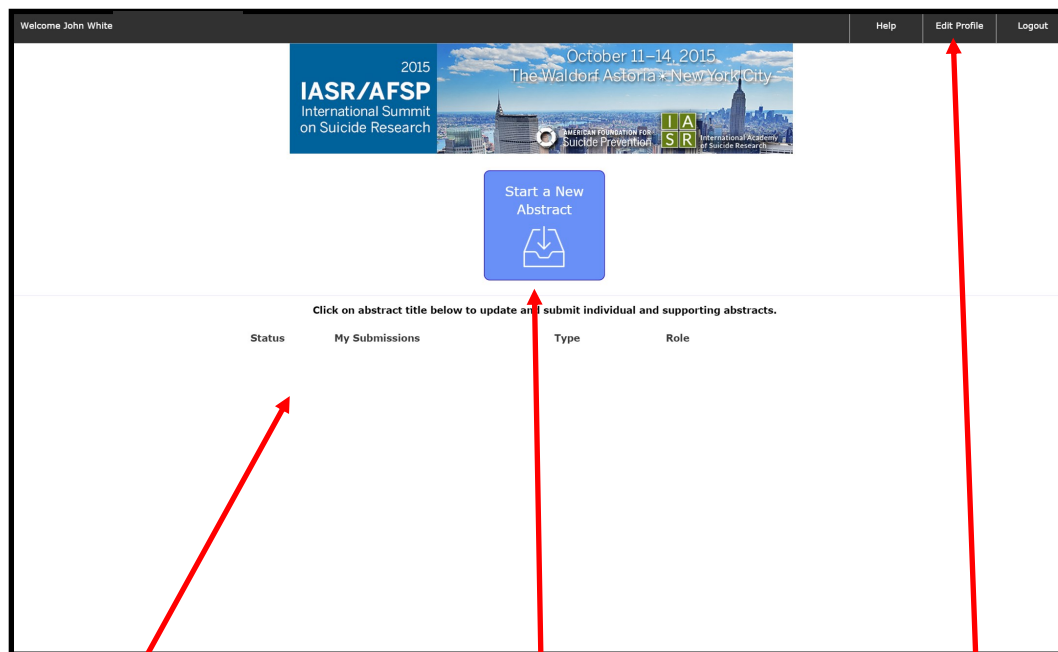
Enter your email and password.

Click these to recover or reset your password.



Starting a submission

After logging in, you will see the below user home page



Your submissions will be listed here.

Click here to begin a submission.

Click here to update or edit your profile or to change



Starting a submission

Choose a submission type

The screenshot shows a web interface for submitting an abstract. At the top, there are links for "Return to Home Page" and "Submit Abstract". Below these are four numbered steps: "General" (1), "Participants" (2), "Submission" (3), and "Disclosures" (4). The "Submission" step is currently active. The main content area is titled "Submission Type" and contains a dropdown menu. The dropdown menu is open, showing two options: "Poster / Oral Presentation" and "Symposia". A red arrow points from the bottom of the screen up to the dropdown menu.

Choose the type of submission



Submitting a Poster / Oral Presentation

Step 1—General Information

Return to Home Page Submit Poster / Oral Presentation

General 1 Participants 2 Submission 3 Disclosures 4

Add Participants >

Submission Type

Poster / Oral Presentation

Individual Paper Presentations: Single research presentations lasting 10 minutes with 5 minutes for Q&A and discussion. Research reports will be grouped into sessions based on similar topics. Posters: Abstract for poster presentation.

1 Presentation Title *

The title must be brief and indicate clearly the nature of the proposal. Abbreviations must not be used in the title. Please use title case when entering your title; that is, capitalize only the first letter of the first word of the title, the first word after a colon, and any proper nouns or abbreviations. The total length of the title should be no more than 200 characters, not including spaces.

2 Primary Category *

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

Enter your presentation title. After typing the title the system will convert the title to 'proper case.'
Please review the changes and make any corrections, if needed.
Titles have a 200 character limit, including spaces.

Select a category that best describes your submission.

Click here to proceed to step 2.



Submitting a Poster / Oral Presentation

Step 2—Enter Participants

Return to Home Page Submit Poster / Oral Presentation

General ☒ Participants ☒ Submission ☐ Disclosures ☐

2

Previous Save and Continue

Enter Participants

	Abstract Admin	Submission Status	Disclosure Status
Poster Presenter *	John White remove	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Not Started Not Started

Your name will be listed here along with the status information for this information.

Click here to proceed to step 3.



Submitting a Poster / Oral Presentation

Step 3—Submission Information

Return to Home Page Submit Poster / Oral Presentation

General ☒ Participants ☒ Submission **3** Disclosures ☐

[< Previous](#) [Save and Continue >](#) [Submit Abstract](#)

Submission Details

1 Co-authors
Please list all co-authors for this poster.

First Name	Last Name	Affiliation	Designation

* You must populate First Name, Last Name, Affiliation, Designation to complete the row.

2 Poster or Oral Presentation
Would you like to submit this for review as a Poster, Oral Presentation, or Both?

☐ Poster
☐ Oral Presentation
☒ Both

3 Background
Please enter the background section of your abstract.

4 Methods
Please enter the methods section of your abstract.

5 Results
Please enter the results section of your abstract.

6 Discussion
Please enter the discussion section of your abstract.

Complete all required fields to proceed. **Each field is limited to 1250 characters, including spaces.**

Note: Each co-author will need information in each field to be considered complete.

Click here to complete your submission. This button will turn yellow when the required fields are complete.



Completing the Disclosure

Disclosure

Return to Home Page Submit Poster / Oral Presentation

General ☒ Participants ☒ Submission ☒ Disclosures ☒ 4

Previous Save Submit Abstract

Disclosures

The presenting author is required to submit a Conflict of Interest Disclosure form.

I certify that all my (and my immediate family's) affiliations with or financial involvement (e.g., employment, consultancies, honoraria, equity ownership or stock options, grants, contracts, patents, received or pending, or royalties) with any organization or entity having a financial interest in or a current or potential financial conflict with any matters related to the presentation are disclosed completely here. For purposes of disclosure, financial involvement is defined as any income source having occurred within the last 2 years.

- Disclosure ***
Please identify conflicts of interest during the past year. All questions need to be answered. Do you or your spouse combined have an equity interest such as ownership interest, stock options (excluding mutual funds), or any other equity interest in a commercial business in the health care field? If yes, please describe in detail.
☒ Yes
☐ No
- Equity Interest ***
Please describe in detail.

Company	Type of Disclosure (i.e. Consultant, Support, Speakers Bureau, etc...)
- Advisory Board ***
Have you or your spouse received payments for compensation for advisory board participation?
☐ Yes
☐ No
- Health Care ***
Have you or your spouse received payments for compensation for consultation with any commercial business in the health care field?
☐ Yes
☐ No
- Speaker's Bureau ***
Have you or your spouse received payments for compensation for speakers bureau participation?
☐ Yes
☐ No
- Research ***
Have you or your spouse received payments for compensation for grants to fund research?
☐ Yes
☐ No
- Signature ***
By signing my full name below, I certify that all my (and my immediate family's) affiliations with or financial involvement (e.g., employment, consultancies, honoraria, equity ownership or stock options, grants, contracts, patents, received or pending, or royalties) with any organization or entity having a financial interest in or a current or potential financial conflict with any matters related to the presentation are disclosed completely here. Please type your name in the box below.

If you have a disclosure the questions below will appear after selecting 'yes'. If not, simply sign your name in the signature field to complete your disclosure.

Click here to complete your submission. This button will turn yellow when the required fields are complete.



Submitting a Symposia

Step 1—General Information

Return to Home Page Submit Poster / Oral Presentation

General 1 Participants 2 Submission 3 Disclosures 4

Add Participants >

Submission Type

Symposia

Individual Paper Presentations: Single research presentations lasting 10 minutes with 5 minutes for Q&A and discussion. Research reports will be grouped into sessions based on similar topics. Posters: Abstract for poster presentation.

1 Presentation Title *

The title must be brief and indicate clearly the nature of the proposal. Abbreviations must not be used in the title. Please use title case when entering your title; that is, capitalize only the first letter of the first word of the title, the first word after a colon, and any proper nouns or abbreviations. The total length of the title should be no more than 200 characters, not including spaces.

2 Primary Category *

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

Enter your presentation title. After typing the title the system will convert the title to 'proper case.'
Please review the changes and make any corrections, if needed.
Titles have a 200 character limit, including spaces.

Select a category that best describes your submission.

Click here to proceed to step 2.



Submitting a Symposia

Step 2—Enter Participants

Click here to proceed to step 3. When clicking this button, a popup box will appear indicating that all participants listed will be contacted via email with instructions on how to complete their submissions.

Your name will be listed as Chair along with the status information for the overall submission.

Add a co-chair, presenters, or a moderator here.

The 'blank page' icons will update as the participants complete their respective tasks.

If a participant does not have an account, click 'add a new participant' to create an account for them.



Submitting a Symposia

Step 3—Submission Information (Chair only)

The screenshot shows a web interface for submitting symposia. At the top, there's a navigation bar with "Return to Home Page" and "Submit Symposia". Below it, a progress bar indicates four steps: General (checked), Participants (checked), Submission (3), and Disclosures (4). The Submission step is active, showing a text area for the Overall Abstract Details and a "Finalize Submission" button. A red arrow points from the text area to the "Finalize Submission" button.

Enter the overall abstract for this symposia (Chair only).
The overall abstract is limited to 3200 characters, including spaces.

Click here to proceed to your disclosure.



Submitting a Symposia

Step 3—Submission Information (Presenter Only)

Return to Home Page Submit Symposia

General ☒ Participants ☒ Submission **3** Disclosures ☐

Previous Save and Continue Submit Abstract

Submission Details

1 Individual Presentation Title *
The title must be brief and indicate clearly the nature of the proposal. Abbreviations must not be used in the title. Please use title case when entering your title; that is, capitalize only the first letter of the first word of the title, the first word after a colon, and any proper nouns or abbreviations. The total length of the title should be no more than 200 characters, not including spaces.

200 of 200 characters remaining

2 Individual Abstract *
There is a maximum character limit of 3000.

3000 of 3000 characters remaining

3 Co-Authors
Enter co-authors for your presentation (limit 15)

First Name	Last Name	Affiliation	Designation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* You must populate First Name, Last Name, Affiliation, Designation to complete the row.

Click here to proceed to your disclosure.

Enter the title of your individual presentation, the abstract, and any co-authors. **The individual abstract is limited to 3200 characters, including spaces.**

Note: Each co-author will need information in each field to



Completing the Disclosure

Disclosure

Return to Home Page Submit Poster / Oral Presentation

General ☒ Participants ☒ Submission ☒ Disclosures ☒ 4

Previous Save Submit Abstract

Disclosures

The presenting author is required to submit a Conflict of Interest Disclosure form.

I certify that all my (and my immediate family's) affiliations with or financial involvement (e.g., employment, consultancies, honoraria, equity ownership or stock options, grants, contracts, patents, received or pending, or royalties) with any organization or entity having a financial interest in or a current or potential financial conflict with any matters related to the presentation are disclosed completely here. For purposes of disclosure, financial involvement is defined as any income source having occurred within the last 2 years.

- Disclosure ***
Please identify conflicts of interest during the past year. All questions need to be answered. Do you or your spouse combined have an equity interest such as ownership interest, stock options (excluding mutual funds), or any other equity interest in a commercial business in the health care field? If yes, please describe in detail.
☒ Yes
☐ No
- Equity Interest**
Please describe in detail.

Company	Type of Disclosure (i.e., Consultant, Support, Speakers Bureau, etc.,)
- Advisory Board ***
Have you or your spouse received payments for compensation for advisory board participation?
☐ Yes
☐ No
- Health Care ***
Have you or your spouse received payments for compensation for consultation with any commercial business in the health care field?
☐ Yes
☐ No
- Speaker's Bureau ***
Have you or your spouse received payments for compensation for speakers bureau participation?
☐ Yes
☐ No
- Research ***
Have you or your spouse received payments for compensation for grants to fund research?
☐ Yes
☐ No
- Signature ***
By signing my full name below, I certify that all my (and my immediate family's) affiliations with or financial involvement (e.g., employment, consultancies, honoraria, equity ownership or stock options, grants, contracts, patents, received or pending, or royalties) with any organization or entity having a financial interest in or a current or potential financial conflict with any matters related to the presentation are disclosed completely here. Please type your name in the box below.

If you have a disclosure the questions below will appear after selecting 'yes'. If not, simply sign your name in the signature field to complete your disclosure.

Click here to complete your submission. This button will turn yellow when the required fields are complete.