



## 2021 Annual ASCP Meeting

### Submission Instructions for Poster and Individual Research Reports

**Submission Deadline: Thursday, January 28, 2021**

To submit your proposal, please follow the instructions below:

- Visit the 2021 Abstract Submission Portal: <https://ascp.societyconference.com>
- If you are a current or previous member of ASCP, your account is stored within our system. You will log in with your email and your password. If you have forgotten your password, please select “Forgot Password”, and it will be sent to you.
- If you are new submitter or your email address is not recognized by the system, please create a new account.
- Character Limits Per Abstract: There is a limit of 3,200 characters, not including spaces for your proposal. Of the total limit, 200 characters are for the title of your proposal. The abstract of your proposal has a limit of 3,000 characters.
- **Proposal Limit:** An individual cannot be listed as a presenter on more than 2 submitted proposals (Panels, Workshops, Individual Research Reports, and Pharma Pipeline presentations) per year, and cannot be listed for more than 4 total roles, i.e., chair, co-chair, presenter, or discussant. THIS DOES NOT INCLUDE POSTER PRESENTATIONS. An individual may be a co-author on any number of submitted abstracts.

#### Steps for Submission:

1. Once logged into the portal, select the large blue square “Start a New Scientific Submission.”

#### Details for Submissions

The committee welcomes submissions from the U.S. as well as international proposals.

**Panel and Workshop Chairs** - You will create an overall proposal for your session. Once your participants have been added to the proposal, they will receive an automated notification to complete their abstract details. Your proposal is NOT complete until all participants have submitted their abstract details.

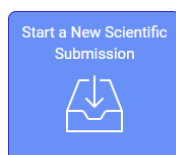
**Panel and Workshop Participants** - Once your session Chair has created the overall proposal, you will receive a notification email to complete your abstract details. Please do not create an individual submission.

**Poster and Individual Research Report Submitters** - Both of these submissions are created under the same submission type. Once the proposal is created, you will be given the opportunity to choose which type of submission for your abstract.

**New Investigator Award Applicants** - The 2020 awards have been deferred to 2021. ASCP will not be accepting new applications.

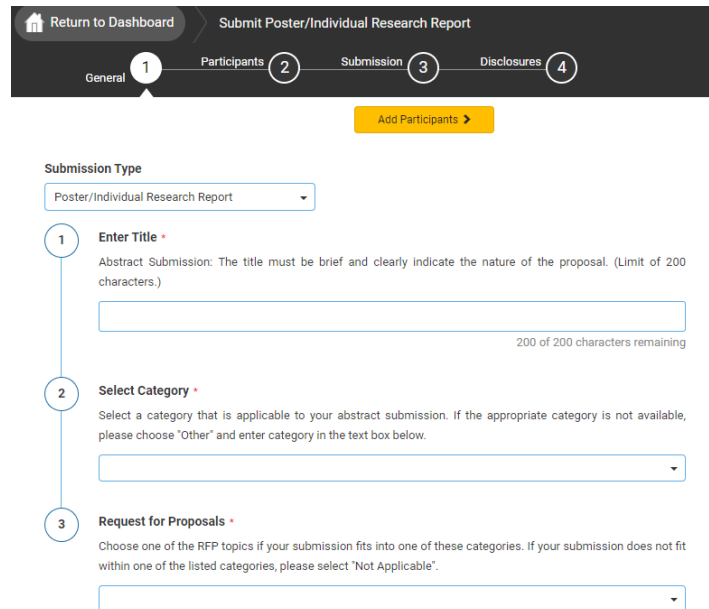
**Pharmaceutical Pipeline Submitters** - Your application will be submitted under the “Pharmaceutical Pipeline” submission type. A Pharmaceutical Pipeline report will be a 10 minute presentation and will also have the opportunity to present as a poster presentation. A Pharmaceutical Pipeline submission should include those with early clinical data (Phase 1 and 2) on any CNS compound for which Phase 3 data had not been presented. The goal is to generate enthusiasm for the many novel compounds under exploration, most of which have not reached Phase 3. This is not to exclude presentations of clinical data on compounds currently in Phase 3 targeted to truly untested mechanisms since such data would also be of great interest.

If you have any questions concerning your abstract submission, please contact [info@ascpp.org](mailto:info@ascpp.org).



## Step 1: General - Submission Details

1. Select “Poster/Individual Research Report” type in the drop-down menu.



Return to Dashboard Submit Poster/Individual Research Report

General 1 Participants 2 Submission 3 Disclosures 4

Add Participants >

Submission Type

Poster/Individual Research Report

1 Enter Title \*

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal. (Limit of 200 characters.)

200 of 200 characters remaining

2 Select Category \*

Select a category that is applicable to your abstract submission. If the appropriate category is not available, please choose "Other" and enter category in the text box below.

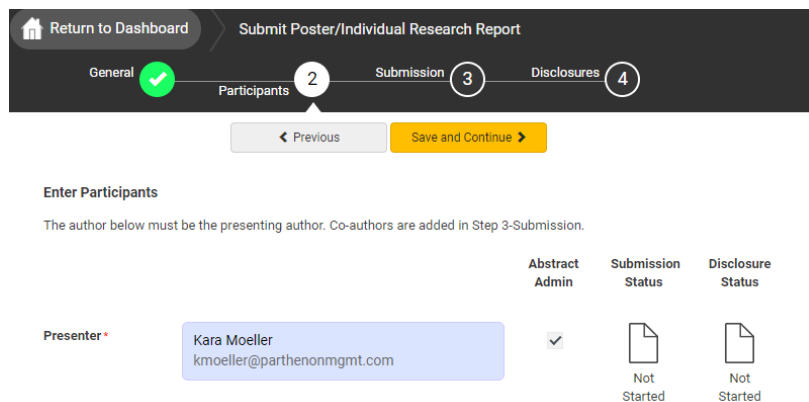
3 Request for Proposals \*

Choose one of the RFP topics if your submission fits into one of these categories. If your submission does not fit within one of the listed categories, please select "Not Applicable".

2. Enter your proposal title.
  - a. Your title must be less than 200 characters.
  - b. Do not use all caps. Please use title case.
3. Select your category and request for proposals in the drop-down menu provided.
  - a. If your category is not provided, please select “Other”.
4. Once all three tasks are completed, the numbers on the left-hand side will turn green. Select the yellow “Add Participants” button at the top to continue.

## Step 2: Enter Participants

1. The name of the submitter will show in the Presenter field. Please select “Save and Continue” at the top to continue. Co-authors will be added in Step 3.



Return to Dashboard Submit Poster/Individual Research Report

General 1 Participants 2 Submission 3 Disclosures 4

< Previous Save and Continue >

Enter Participants

The author below must be the presenting author. Co-authors are added in Step 3-Submission.

	Abstract Admin	Submission Status	Disclosure Status
Presenter *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Kara Moeller kmoeller@parthenonmgmt.com	Not Started	Not Started

## Step 3: Submission

The screenshot shows a web interface for submitting a poster or research report. At the top, there is a navigation bar with a 'Return to Dashboard' link and the title 'Submit Poster/Individual Research Report'. Below this, a progress indicator shows four steps: 'General' (checked), 'Participants' (checked), 'Submission' (current step, circled in 3), and 'Disclosures' (circled in 4). Navigation buttons include '< Previous', 'Save and Continue >', and a yellow 'Submit Abstract' button with a scale icon.

**1 Choose Submission Type \***  
Choose one or both of the below submission types.

Poster Presentation  
 Individual Research Report

**2 Abstract \***  
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. (Limit of 3200 characters, not including spaces.)

3200 of 3200 characters remaining

**3 Learning Objectives \***  
List TWO learning objectives for your individual abstract.

**4 Literature References \***  
List TWO relevant literature references, please follow the American Journal of Psychiatry style. For more information please visit: [http://ajp.psychiatryonline.org/ajp\\_ifora](http://ajp.psychiatryonline.org/ajp_ifora).

1. Choose your submission type. You may choose one or both submission types. If the submission is accepted, you will be notified if you were chosen for either a poster or oral presentation.

### Submission types:

**Poster Presentation** – Poster board presentation in a poster session.

**Individual Research Report** – Selected by the Program Committee, these are 10-minute oral presentation with 5 minutes Q&A from the audience.

2. Request for Proposals: Choose one of the RFP topics if your submission fits into one of the listed categories.
3. Enter abstract, must be less than 3,200 characters (without spaces).
4. List 2 learning objectives.
5. List 2 literature references; please follow the [American Journal of Psychiatry](http://ajp.psychiatryonline.org/ajp_ifora) style.
6. Author listing: enter a maximum of 15 authors/co-authors. The presenter must be listed within the author listing. Please search for co-authors using the search field before free-typing the information.
7. Once complete, hit the yellow “Save and Continue” button at the top.

## Step 4: Disclosures

1. Please **ONLY** enter any disclosures relevant to this poster for the Presenting Author. Select if you or your spouse has any financial relationships to disclose within the past 12 months.

Return to Dashboard Submit Poster/Individual Research Report

General Participants Submission 3 Disclosures 4

← Previous Save

Please **ONLY** enter any disclosures relevant to this poster for the Presenting Author.

#### 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, 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. ACCME considered relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

*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 Commercial Interest...

A *commercial interest* 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 commercial interests – unless the provider of clinical service is owned, or controlled, by a commercial interest. The following are not commercial interests:

- 501-C Non-profit organizations that do not advocate for commercial interests
- 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

2. Add information about each organization you or your spouse should disclose.
3. Type your full name in the field provided. For example: Oliver W. Smith.
4. Once all tasks are completed on this page, the buttons on the left will turn green, select “Save and Continue” at the top of the screen.

**Final Step:** Select the yellow “Submit Abstract” button at the top.

1. You will receive a notification that the submission was submitted successfully.
2. You will receive an email confirmation of the submission.
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 Program Committee. Notifications will be sent by email after the review period.

### Rules regarding Conflict of Interest

The Accreditation Council for Continuing Medical Education (ACCME) requires that The American Society of Clinical Psychopharmacology, Inc., obtain the disclosure from any individual who is in a position to influence or control the content of an accredited activity of any financial interest or other relationship with a commercial interest which is any entity who produces, markets, re-sells or distributes health care goods or services consumed by, or used on, patients. This includes planners, faculty members, and

authors. ACCME defines “relevant” financial relationships as “financial relationships in any amount occurring within the past 12 months that create a conflict of interest”.

Although ASCP does not consider that such relevant financial relationships necessarily give rise to bias or unbalance, it is the policy of ASCP that any such relationships be identified to the audience prior to commencement of the program. In addition, it is the policy of ASCP to resolve all conflicts of interest prior to the CME activity as per ACCME guidelines.

Each faculty member or author will be asked to send to the planning committee (depending on the particular meeting) a detailed abstract, and/or the paper to be presented, and/or the slides to be presented. Each abstract, paper, or slide set will be reviewed by the planning committee for content, presentation, and bias, in light of the faculty member’s or author’s relevant financial relationships. Changes to achieve scientific integrity and lack of bias may be required of the faculty member or author prior to the presentation.

EACH PLANNER, FACULTY MEMBER, AUTHOR MUST COMPLETE AND RETURN A DISCLOSURE STATEMENT. The form is included electronically in the submission online and also available on the website at: <http://ascpmeeting.org/scientific-program/submit-an-abstract/>.

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

- 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 8 feet wide**.
- A copy of the abstract, typed in large letters, should be posted on the upper left-hand corner under the title. This should be printed separately from your poster on standard paper, available for questions.
- 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.
- **Pushpins or thumbtacks** will be provided to mount the poster.

Please email [info@ascpp.org](mailto:info@ascpp.org) or call 615-649-3085 with any questions.

See you at the ASCP Annual Meeting!