SUBMISSION INSTRUCTIONS

Submissions deadline: April 1, 11:59 EDT

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KEY PLANNING DETAILS

Pre-Conference Day:	Wednesday, November 11
2015 Annual Meeting:	Thursday, November 12 – Saturday, November 14
Location:	Hilton New Orleans Riverside, New Orleans, LA
APM 2015 website:	http://tinyurl.com/APM2015

GETTING STARTED

- Please note the submissions deadline; there will be no extensions. The system will not be accessible after the deadline.
- Your APM membership login information will not work with this system.
- If this is the first time you are using the site, start by clicking 'Join Now' to create an account.
- If you're unsure if you have an existing account, use the 'Lost your access key' feature that appears above the 'Login' button.
- You are not obligated to use an already-existing account; if you prefer, you can start a new one for APM 2015.

> **NOTE**: Your user account profile for the abstracts process is not the same as a speaker/author profile. If you are presenting on a submission, you will need to develop a speaker/author profile for yourself. Once created, your speaker profile can be appended to any number of submissions without needing to be re-entered.

CALL FOR ABSTRACTS
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ACADEMY OF PSYCHOSOMATIC MEDICINE

2015 Annual Meeting

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BEGIN A NEW PROPOSAL
Click on the green text that reads, "Click here to begin a new Proposal."

Input your abstract title (do <u>not</u> enter in all uppercase), select the appropriate presentation category and click "Continue." These are the available presentation categories:

Pre-Conference Course
Academy members only. Usually a 4-hour session exploring a key topic in considerable depth, typically but not necessarily with more than one speaker. Skills courses are considered intermediate- to advanced-level material, suitable for individuals with previous knowledge of the subject and intended to impart practical skills to attendees. Time should be allotted for questions and discussion; this format is considered interactive and preference is given to submissions that promote engagement with attendees in the program. Evaluations of both content and speakers of previous courses are taken into account in the selection process. A $500 honorarium is provided to the organizers of each Skills Course accepted.

General Session
A session of up to 2 hours using an interactive format for skills development or in-depth learner engagement with the material, facilitated by the presenters. Use of clinical material and participation to stimulate learning is encouraged, such as cases, simulations, and experiential events. The abstract should describe the role of each facilitator and discuss the techniques they intend to employ to engage learners. Submissions should be clear about the level of prior knowledge attendees should have to benefit from the presentations. Submissions are judged not only on the content of the proposed workshop but also on the quality of the teaching environment presenters intend to create.

Oral Paper
Oral paper presentations are a total of 15 minutes in length, ideally delivered by one, but no more than two speakers. Typically, six papers are clustered by theme in a 120-minute session. A Program Committee-appointed discussant moderates the session, and decides how the 30 minutes of discussion time will be apportioned.

Slots for oral presentations are limited and competition for these opportunities can be fierce. If the Program Committee cannot accommodate your submission as an oral presentation, you will be offered the option for poster presentation if you indicate your willingness to present in either a paper or poster format during your submission.

Please read the Academy's recommended [format for the organization of oral paper/poster abstracts described later in this document](#).

Poster
Posters allow the presentation of research information by an individual or representatives of research teams. The poster session is normally two hours in duration and it is Academy protocol that at least one author must be in attendance during the session in order to discuss the presentation with attendees. Poster boards at the APM meeting are uniformly 8ft wide x 4ft tall. Please review the Academy's [recommended abstract organization](#) before preparing your submission.

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From there, complete each task that is shown in the Task List. A task will show up with a green check mark when fully complete. If the task shows up with a red X, the task is incomplete and your proposal cannot be submitted. Once all tasks are complete, click "Save Submission."

PLANNING YOUR PROPOSAL

Speaker/Author Profiles	Basic contact information; the process includes a notification mechanism by which you invite your colleagues to complete biography details. You only need names and emails.
Abstract [450 word limit]	Each presentation type has unique information requirements, most of which is required completion. Examples include: • If the submission is on behalf of an APM SIG or Committee • Relevance of the submission to the audience • Identifying the target audience • Explaining method(s) of audience interaction Regardless of your presentation type, there is a **450** word limit for your abstract, which includes references.
Learning Objectives	You must provide at least one learning objective that is clear, measurable, and achievable. You may provide up to three.
MOC Questions x 4	You must provide four maintenance of certification (MOC) questions based on your learning objectives. *Oral papers and poster submissions are excused this requirement.*
Disclosure Reporting, Terms & Conditions	You and your co-speakers/co-authors must disclose information about any commercial relationships you or they may have that may relate to the conference topics, and must also agree to APM's terms and conditions for presenting at the meeting. You cannot complete this reporting for your colleagues; using the process, you must send them an invitation to complete it personally online. ALL speakers/authors related to a submission must complete this disclosure reporting requirement in order for the submission to go forward.

If you missing information for your submission, the process will save what you have entered so far and you can return to finish it later. The system will hold your submission as INCOMPLETE until you return and finish all required reporting.

There are word count limits on every field throughout the process. If you attempt to exceed the limit, the process will prevent you from proceeding until you modify your entry to meet the limit.

INVOLVE YOUR COLLEAGUES
Both the "Speakers/Authors" and "Disclosure Reporting, Terms & Conditions" tasks require the involvement of your colleagues in order to complete your submission and, accordingly, both tasks provide the ability to issue automated invitation emails to them. You will need to independently check

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both of these tasks in order to know if your colleagues have completed the task(s) assigned to them. APM will send you reminders on the status of mandatory reporting of your co-speakers/co-authors.

AMENDING A COMPLETED PROPOSAL
Log-in to the submission system. Completed proposals are listed with a green check mark next to the title; click on the title.

Click on the task that you wish to edit and make your changes; click on "Save" or "Continue" as applicable and your changes are saved and you are returned to the Task List. Click "Save Submission" to ensure your edits are recorded.

WITHDRAW A PROPOSAL
You are not required to withdraw an incomplete proposal. Incomplete submissions are simply discarded without review when the peer review process starts.

To withdraw a completed proposal, log-in to the submission system. Click on the proposal title. At the top of the Task List, click on the Proposal Status, then scroll to the bottom of the next page where you will find a status box that includes a "Withdrawn" option. Select this and click "Update Settings." Upon return to the Task List, click "Save Submission."

If your proposal is incomplete, the process will display notifications – ignore these and click on "Home" in the top left of the page to return to the main proposal screen, where you will find your submission is identified as a "withdrawn submission." You can click on proposal title and repeat this process in order to reactivate a proposal.

ORAL PAPER/POSTER ABSTRACTS ORGANIZATION
APM recommends the following organization and section headings for oral papers/poster abstracts, but you may supplement these sections with others of your own. Do not include author details in the body of your abstract.

Background: One or two sentences to set the context of your work and justification for why the project was necessary. Refer to published work, e.g. (Levenson, 2011). Full references go at the end of the abstract (see below). The aim should be clearly stated at the end of the background, not in the methods.

Methods: Describe what you did clearly and concisely. If applicable to your work, describe the study design (e.g. randomized controlled trial, cross-sectional survey, etc.); give subject details and how they were recruited; and explain what methods and statistical tests you used. There should be a statement about ethical approval if appropriate.

Results: Write two or three sentences on your main findings. You can also provide a table or figure if relevant. Show the statistical significance of any differences. Tables and figures can be copied and pasted from another program into the Abstract box.

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<u>Discussion</u>: Discuss your findings in a brief narrative, ideally of no more than five sentences. Explain the meaning of your results, or say how they compare with what you expected, or how they compare with other people's work.

<u>Conclusion</u>: Give your final conclusion(s) in as brief a narrative as possible. Avoid sweeping conclusions that cannot be supported by your findings.

<u>References</u>: In general, an abstract should need no more than 2 or 3 references. These should be cited in the text using the first author's name and year. At the end of the abstract, give the full reference for any publications, e.g.:

> Betul O, Ipek M: Brain tumor presenting with psychiatric symptoms. J Neuropsychiatry Clin Neurosci 2011; 23:E43-E44.

HELPFUL NOTES

- There is no limit to the number of submissions per user.
- Click on each task and follow the directions to prepare your submission. Every Task must be fully complete before you can click Save to file your submission. The process will not accept an incomplete submission. You will need to independently check Speakers/Authors and Disclosure Reporting, Terms & Conditions in order to know the status of tasks assigned to your colleagues; each of these two Tasks provides a means by which you can send reminder emails.
- Disclosure reporting is only required once for the meeting, regardless of how many submissions to which an individual is attached. It is therefore possible that when you enter a co-speaker/co-author for your submission, their profile and disclosure reporting may already be complete. This applies to you, too, should others add you to a proposal and your profile and disclosure reporting are already in the system.
- 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, save any changes to a task by first clicking "Save Submission" or you will lose your work.
- Your submission is printed exactly as entered; have a colleague proofread your final abstract before submitting it.
- We recommend creating your proposal first in Word, then 'copy and paste' your material into the appropriate fields of the submission form.
- If at any time help is needed, please first review the [frequently asked questions](#), then for technical support, contact Cadmium CD at 410.638.9239, or [Help@ConferenceAbstracts.com](#), or for questions regarding the submissions process, contact James Vrac at the APM executive office by email at [jvrac@apm.org](#).