ACADEMY OF PSYCHOSOMATIC MEDICINE

2015 Annual Meeting

CALL FOR ABSTRACTS
SUBMISSIONS DEADLINE:
APRIL 1, 2015

November 11 - 14   Hilton New Orleans Riverside   New Orleans, LA

CALL FOR ABSTRACTS FREQUENTLY ASKED QUESTIONS

CONTENTS

Do I need to register to submit an abstract? Can't I just use my APM membership credentials? Or can I use last year's registration details?
The abstracts submission process is not connected with the APM membership database; you must register for access in order to submit an abstract. You only have to register once to submit as many abstracts as you like. You may login using your credentials from last year, however, you are not obligated to use an already-existing account; if you prefer, you can start a new one for APM 2015. See the instructions on the login homepage for further guidance.

When will I be notified of the acceptance or rejection of my proposal?
Notification emails are issued by the end of May.

ACADEMY OF PSYCHOSOMATIC MEDICINE

2015 Annual Meeting

CALL FOR ABSTRACTS
SUBMISSIONS DEADLINE:
APRIL 1, 2015

November 11 - 14   Hilton New Orleans Riverside   New Orleans, LA

I submitted a proposal but now I need to change it.
A user can make changes to the submission at any time before the submission deadline. Simply log back into the submissions process using your username and access key (password). If a speaker/author is being added, please remember that the new speaker/author must complete all profile and disclosure reporting tasks in order for the submission to be complete.

Can I insert tables, charts and/or graphs in my abstract?
Yes. In general, if it can be developed in MS-Word, it can be copied into the abstracts submission field, perhaps with minor imperfections that you might need to clean up.

The deadline is in 30 minutes, and I just realized that some of the participants haven't filled out their disclosure forms! What should I do?
All participant information must be complete by the given deadlines. There are no exceptions. Program Committee members must have all required information in order to properly review submissions.

I could only include one affiliation per author. Is there a way to indicate a second affiliation?
The submission process only accepts one institutional identity per profile, so use the primary one for each person.

Does each speaker/author connected to a submission need to file a separate disclosure?
Yes. The submitting speaker/author is responsible for checking that co-speakers/co-authors have completed disclosure reporting.

Are references included in the 450 maximum words of the abstract?
Yes, references are part of the abstract and count against the 450 words limit. The title, learning objectives and relevance do not count.

Should I include the names and affiliations of all the speakers/authors in the abstract?
No. The speaker/author profiles are linked to your submission and this data does not need to be included in the abstract.

I am a Webb Fellow and am scheduled to present at a dedicated session at the annual meeting. Do I need to submit an abstract through the abstract submission process?
Yes. In order for your presentation to be included in the program scheduling that occurs in June, your presentation must be included in the general call for abstracts. It is important to precede your presentation title with "WEBB FELLOW:" in order to distinguish it from regular submissions.

The data for my abstract is still being collected/collated/analyzed and will not be complete until after the submission deadline. Will my abstract be accepted?
You are entitled to submit an abstract and it will stand on its merits. If your data are not yet available, acknowledge that fact up front and the review committee will decide if the topic is interesting enough to allow you to have a complete study to present at the annual meeting.

Do I need to prepare and submit maintenance of certification (MOC) questions for my submission?
All presentation types, except for oral papers and posters, are required to provide four (4) maintenance of certification questions for each submission.

Can I submit a presentation as both a pre-conference course and as a general session for the main program, with the intent of modifying the content depending on where it is accepted?
Yes, however, you will need to file each separately, as the peer review subcommittees are separate for these two components of the meeting. Be sure your material is appropriately tailored to the differing audiences you are targeting for each submission.

I am scheduled to present my submission at a meeting being held a couple of months prior to the APM annual meeting. Can I also submit it for the APM meeting?
Only if you have new data or findings to present that materially update your original work. Simply submitting the same presentation is not permitted.

I have submitted my work for presentation at another meeting, but it hasn't yet been accepted, nor do I know if it will be by APM's submission deadline. Can I submit the same work for the APM meeting?
Yes, with the proviso that, should your submission subsequently be selected for presentation at the other meeting, you withdraw it, or withdraw your APM submission. You should only present your work at one of the meetings.

Do I need to register for the meeting before I file a submission?
No. However, if your submission is accepted, all speakers/authors attending APM 2015 are required to register for the meeting, no exceptions. A one-day only rate is available if you only wish to deliver your presentation and not participate in the rest of the meeting. More details will be available when registration for the meeting opens in July.

Is there a budget/compensation/honorarium available for bringing in outside/non-member speakers for a pre-conference course?
There is no budget for pre-conference courses other than the standard $200 per speaker. If you feel additional budgetary support is either necessary, or will enhance your course, please include a justification in your abstract.

Where can I get help?
If this document doesn't have the answer for your question, then for:
- Technical support using the abstract management process, contact Cadmium CD at 410.638.9239, or Help@ConferenceAbstracts.com
- Questions regarding the submissions process, contact James Vrac at the APM executive office by email at jvrac@apm.org.
- The APM 2015 meeting site is here: http://tinyurl.com/APM2015