Frequently Asked Questions

Q: May I submit my presentation proposal in writing?
A: All poster proposals must be submitted online via the [Presentation Submission Site](#). Please be sure to read all instructions and prompts. Technical support is available by email and telephone Monday through Friday between 9am and 6pm EST. Additionally, you may request technical support via a web-based request form. All technical support contact information can be found by clicking the "Technical Support" link at the top right corner of every page in the [Presentation Submission Site](#)

Q: What information is required to submit a poster proposal?
A: [This list](#) provides all of the information you will be required to submit. We urge you to collect all of the information prior to starting your electronic submission.

Q: Do I need to be an ICISF member to submit a poster proposal?
A: No. However, becoming a member of ICISF supports our organization, provides you with numerous benefits and connects you with others in the field of crisis intervention! Learn more on our website or contact Michelle Parks at mparks@icisf.org with any questions regarding ICISF membership.

Q: What is the deadline to submit or edit a poster proposal?
A: The submission deadline, as well as the deadline to edit your submission(s) is Sunday, February 15, 2015, 12:00 EST. When you complete a submission, a confirmation email from ICISF@MeetingProceedings.com with a link and *Access Key* to your poster(s) will be sent. Please be sure to add this email address to your address book and/or list of accepted senders to help ensure that your confirmation email reaches your inbox. Be sure to retain the email for future reference. You may withdraw any submission at any point via the on-line system up and including is Sunday, February 15, 2015

Q: What are the responsibilities of the Lead Presenter?
A: The Lead Presenter is the designated contact person and will receive all correspondence regarding the poster. This person is responsible for notifying any co-presenters of the Program Planning Committee's decision regarding the poster, as well as any other information provided by ICISF.

Q: If I have presented my poster at another conference, or it's been published already, will it still be considered for inclusion at the ICISF 13th World Congress?
A: Yes. Although posters covering new developments and original, unpublished work are preferred over previously presented items, all posters will be considered. If you have a previously presented or published topic that you believe would be well received by the World Congress audience, we encourage you to submit it.

Q: May I enter more than one poster proposal?
A: Yes, you may! You must complete the online submission form for each poster as it will be reviewed independently. However, it is assumed by ICISF that by virtue of submitting one or more poster, you intend to prepare all posters that are accepted by the Program Planning Committee.

Q: Who reviews and selects the presentations?
A: Members of the Program Planning Committee review posters assigned to them, based on their area(s) of expertise as it relates to the proposal topic. Occasionally, reviewers may be recruited from outside of the Committee. Each poster will be reviewed by at least two reviewers.

Q: When will I know if my poster proposal has been accepted?
A: Notifications will be e-mailed to the Lead Presenter for the poster by March 15, 2015. Your patience is appreciated. Decision emails will be sent from ICISF@MeetingProceedings.com. We strongly recommend that you add this email address to your address book and/or list of accepted senders to help ensure that the email about your proposal reaches your inbox.