

Screenshot Guide: How to Submit an Abstract



Home Page for Submission Center

When you reach the Abstract ScoreCard Website, you will see an option for New Users on the left. Click "Join Now."

Log in to the Abstract ScoreCard

New Users
Click 'Join Now' to begin your first submission.

Already a User?

Email Address *

Access Key *

[Lost your access key?](#)

Once you click "Join Now" you will be directed to this page, where you must create a profile and access key (password) to continue.



ACCOUNT PROFILE

Create Account

Please complete the information below and then press the 'Create Account' button. You will be the contact person for all information that you submit using this account.

* indicates a required field

Personal Details

Prefix

First Name *

Middle Initial

Last Name *

Suffix

Mailing Address

Address Line 1 *

Address Line 2

Address Line 3

City *

State *

Contact Details

Office Phone

Cell Phone

Fax

Email *



Consent

I have reviewed the privacy notice above and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at <https://cadmiumCD.com/mydata>.

Enter your e-signature

Wile E Coyote

Please type your full name on the line above

Continue

You will then be directed to a privacy agreement which you will have to virtually agree to and sign.

Start a New Submission and Task

ABCT 2021
November 18 – 21, 2021 | New Orleans

Hyatt Regency
New Orleans
Hotel

CHAMPIONING CBT
Promoting Cognitive and Behavioral
Practice and Science in the Context
of Public Health, Social Justice,
Policy, Research, Practice,
and Training

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Conference Details | Technical Support



EVENT INFORMATION

[ABCT 55th Annual Convention](#)
November 18 – 21, 2021 (Thursday – Sunday)
Hyatt Regency New Orleans Hotel
New Orleans, Louisiana
United States

[Contact the Event Organizer](#)



YOUR PROFILE

Ann Bannann, B.A.
Affiliation: Sports Shop
Logins: 1 [Log Out](#)



SUBMIT FEEDBACK

We always welcome feedback, and we want to hear what you like and what can be improved.

[Feedback Form](#)



SUBMISSIONS (You have 1 complete submission, 1 incomplete submission, and 0 withdrawn submissions)

[Click here to begin a new submission](#)

After you e-sign your privacy agreement, you will be directed here to begin your submission.

TIP: *If you need to exit your submission and return to complete it at a later time, remember to click Save.*



START A NEW SUBMISSION

Submit

When you begin a new submission you will be asked to fill out information regarding your abstract. You will see a series of 'fill-in-the-blank' options as well as drop-list options to choose selections from, like the two seen here. On this page you will be asked to title your submission and select your submission type. Below the drop-down list there is a description of each submission type to help guide you. When you have selected, please click "Submit."

Enter your submission title below and click "Continue".

Title *

The title has a maximum of 75 words or 175 characters (not including spaces).

Ann Bannann's Research Bonanza

27 characters (175 max)
4 words (75 max)

-- Select Submission Type --
Clinical Round Tables
✓ Panel Discussions
Poster Sessions
Spotlight Research Presentations
Symposia
Clinical Grand Rounds

Discussions (or debates) by informed individuals on a current important topic directly related to patient care, treatment, and/or the application/implementation of a treatment. Examples of topics for Clinical Round Tables include (but are not limited to) challenges/suggestions for treating a certain disorder or group of patients, application of a treatment protocol or type of treatment to a novel population, considerations in applying CBTs to marginalized communities and/or minority groups. Some topics may be appropriate for either Clinical Round Tables or Panel

Each submission type has different field requirements, so once you choose a type, you cannot modify it. You must create a new submission to choose a different submission type.



TASK LIST

PREVIEW & SUBMIT

Once you submit your title and submission type, you will be directed to this page. On this page you will see 6 numbered selections that you must click on in order to complete before moving forward. Begin with selection One (1) by clicking the blue lettering "Panelists."

Complete the tasks listed below. A **green check mark** indicates completion.

Once all tasks are complete, click **PREVIEW & SUBMIT** to finalize your submission.

[Edit Ann Bannann's Research Bonanza](#)

Text

Submission ID: 998830

Submission Type: Panel Discussions

Submission Status: Active

New submission was successfully added.



1. [Panelists](#)

Click here to add authors to this submission.



Task List: Presenters/Authors

Symposia Tip:

The presenter(s)/authors(s) that you add within this task will be carried over to the individual abstract task (see below).

Please only enter Authors here that will serve as a Chair, Discussant, and/or Presenter and will actually be attending the conference and actively presenting. Co-authors for the individual abstracts who are not presenting should be entered through the "Individual Abstracts" section.



To add a panelist:

- Type the panelist's first name, last name, and email address. (the email address must be the panelist's individual email address)
- Select the panelist's role.
- Click 'Add Panelist.'

To complete a panelist's profile:

- Click on the panelist's name to complete the profile.
- A **green check mark** indicates a complete profile.
- Once the profile is complete, click 'Save Panelists' to complete the task.

To invite panelists to complete their profile:

After adding the panelist, locate the button below their record/name that says Invite. This will generate an email to the panelist at the email you provided when adding them. They will simply follow the instructions in the email to be able to login and complete their profile and other applicable tasks. The abstract submitter may also edit the author's profile on their behalf.

* indicates a required field

You will then be directed to this page, which allows you to add panelists. You must add one panelist. When you fill out the information, click "Add Panelist," then scroll down.

Add New Panelist

First Name *

Hannah

Last Name *

Banana

Email *

hbanana@bonanza.oi

Roles *

Please select at least one Role

Moderator

Panelist

Add Panelist

Once you reach this page you will need to add a panelist. You must add one and you may add no more than seven panelists. You also must have one moderator and no more than two.

Information Required for Authors

- Title
- Keywords (at least three)
- Author Information
 - First & Last Name
 - Email
 - Affiliation
 - Credentials/degrees Role (e.g., Moderator, Presenter)
 - Membership Status

When you scroll down you will see your added panelist listed below. You can then invite that panelist to, remove, or edit the profile.

You will need to edit the profile information to complete it. You can see where it says "Profile Incomplete" below the panelist's name and position. You must click "Edit Profile" before you are able to move forward by saving the panelists.

Panelist List

You must add at least 1 panelist and no more than 7.
You must add at least 1 moderator and no more than 2 moderators.
You must add at least 1 panelist and no more than 7 panelists.

1 Ann Bannann, B.A.

Advisor, Sports Shop

Profile incomplete ✖

Role: Moderator

Edit Ann Bannann's Profile

Remove Ann Bannann

2 Hannah Banana

Profile incomplete ✖

Role: Panelist

Edit Hannah Banana's Profile

Invite Hannah Banana

Remove Hannah Banana

Save Panelists

Note: You may also "Invite" panelists to edit their own profile. See the green button next to the "Edit Profile" option below your additional panelist.

You must then edit the profile and complete all boxes and drop-down lists. All mandatory information is marked with a red asterisk (*).

Role *

Moderator

Panelist

- Select One --
- Full Member
- New Professional 1
- New Professional 2
- New Professional 3
- Post Baccalaureate
- ✓ Student
- Emeritus
- Non Member

How would you describe your PRIMARY work activity? *

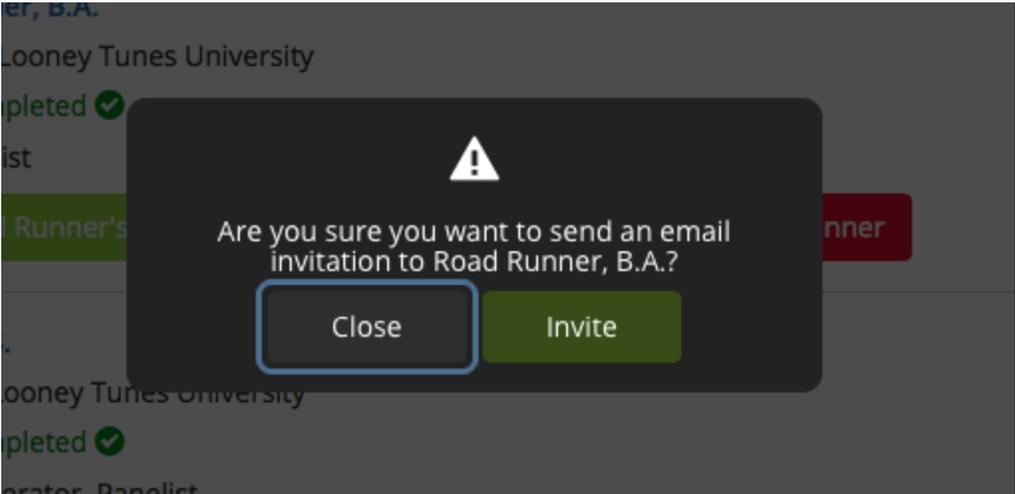
Research

If you chose "other" to the previous question please indicate your PRIMARY work activity here.

If you did not answer "other" in the previous question please skip.

Symposia: Individual Abstracts and How to Request Information from Collaborating Presenters

Note: If you choose to “invite” individual Panelists or Co-authors to edit the profile, make sure their e-mail is correct and click the green “invite” button as noted in the previous slide.



You will receive an alert popup like this. Click “Invite” again.

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November 18 – 21, 2021 | New Orleans

Call for Submissions Submission Information Requested

Submission Title:
Xyz

Submitter Name:
Wile Coyote

Submitter Email:
wileycoyote@roadrunner.com

Task List:
Complete the "Panelists" form.
Complete the "Financial Disclosure Form" form.

Due by:
Monday, March 8, 2021 at 3:00 AM EST

[Click here to log in](#) to the Call for Submissions system at any time to complete this task.

Organizer
For content related questions, please contact Stephen Crane at abstractsubmission@abct.org or (212) 647-1890

Technical Support
Should you need technical support, please email support@cadmiucom.com or call (410) 638-9239 between the hours of 9am - 9pm ET, Monday - Friday to reach a support specialist.

About the Abstract Scorecard
The Abstract Scorecard® enables meeting planners to collect submissions and manage educational data online. It has been designed to fulfill the promise of our mission.

Your co-author/panelist will receive an email like this requesting that they take action to complete the information required. They must click “*click here to log in to the Call for Submissions system at any time to complete this task*” to follow the link to complete the required information.

Information Required:

- Title
- Keywords (at least one, up to 3)
- Abstract: 2200 characters
- List of co-authors
 - First & Last Name
 - Credentials
 - Email
 - Title
 - Organization/Affiliation

ABCT 2021 Hyatt Regency New Orleans Hotel
November 18 -21, 2021 | New Orleans

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Home / Submission / Tasks / Panelist Profile

PANELIST PROFILE [Continue](#)

Please complete as much of the information as you can and then press the 'Continue' button.
The email address must be the panelist's email.

Personal Details	Contact Details	Mailing Address
Prefix <input type="text"/>	Office Phone <input type="text"/>	Address Line 1 * <input type="text" value="12 Desert Ave"/>
First Name * <input type="text" value="Road"/>	Cell Phone <input type="text"/>	Address Line 2 <input type="text"/>
Middle Initial <input type="text"/>	Fax <input type="text"/>	Address Line 3 <input type="text"/>

You or your panelist must edit the profile to contain all required information. All required information will have a red asterix (*) next to it.

What does this mean?

- As the initial presenter submitting this form, you do not need to have all of the information for your co-presenters!
- It would make most sense for the CHAIR of a symposium to enter in all of the general information and the presenter information. Then, that person can prompt co-presenters to log into the system and complete their sections.
- This removes burden from the chair for having all of the necessary and personal information from colleagues and allows each presenter to sign their disclosure forms in a private manner.

Task List: Overall Abstract



2. Overall Abstract and Details

Click here to provide an abstract and related details.

[Home](#) / [Submission](#) / [Tasks](#) / Edit Overall Abstract and Details Task for 'Ann Bannann's Reseach Bonanza'



EDIT OVERALL ABSTRACT AND DETAILS TASK FOR 'ANN BAN...

Continue

Complete the required information below.

* indicates a required field

Title *

The title has a maximum of 75 words or 175 characters (not including spaces).

Ann Bannann's Research Bonanza

27 characters (Max 175 characters)
4 words (Max 75 words)

Category *

The categories are very important in the review and scheduling processes.

-- Select a Category --

Choose Secondary Category (optional):

-- Select a Secondary Category --

Tips:

The title should be entered in mixed case, NOT all capital letters

If you copy and paste the title and/or body from your word processor, special characters should transfer, but formatting (e.g., underlining or bolding) will not transfer. You can insert special characters and/or formatting tags using the character palette. To access the palette, click on the 'Special Characters' button located on the Title/Body page.

Abstract Body CHARACTER LIMITS:

- Symposia: **2800** characters for summary abstract; **2200** for individual presentation abstracts
- Research Spotlight Presentations, Panel Discussions, and Clinical Round Tables: **1950** characters
- Poster Sessions: **2800** characters

Task List: Learning Objectives

Home / Submission / Tasks / Edit Learning Objectives Task for 'Ann Bannann's Reseach Bonanza'



EDIT LEARNING OBJECTIVES TASK FOR 'ANN BANNANN'S RE...

Continue

Write five statements of no more than 125 characters each, describing the outcomes of the event. Sample statements are: *"Describe two dissemination strategies pertaining to the treatment of insomnia;" "Explain one novel direction in the dissemination and mindfulness-based clinical interventions literature."*

For further instructions on how to create your learning objectives, please [click here](#).

* indicates a required field

1 Answer the following questions for Learning Objective/Goal 1

Learning Objective/Goal 1 *

Provide a statement of no more than 125 characters, describing a realistic, specific, and Quantifiable outcome of the event. The objective should be something that attendees will be able to do immediately at the end of the event based on what was learned or practiced during the event (not something vague that they may be able to do in the future). All sessions should also have 2 educational goals which are general statements of what the program intends to accomplish regarding overall professional growth, Improved sophistication, or greater clinical skills that occurs in the therapists' future clinical work

At the end of this session, the learner will be able to...

0 characters (Max 125 characters)
0 words (Max 50 words)

2 Answer the following questions for Learning Objective/Goal 2

Tips:

- 3 learning objectives and 2 long term goals are required (you may submit up to 5 learning objectives total)
- Should be written in present tense
- Please write from the perspective of the audience
- *This session is designed to help you learn...*

Task List: SIG Sponsorship

If a Special Interest Group has agreed to officially sponsor this submission, please complete this section.

SIG Sponsorship

- Check this box if this submission has been officially designated as “Sponsored” by an ABCT Special Interest Group (SIG). This designation should be decided on in collaboration with the SIG. Please note that SIG sponsorship is NOT a guarantee that a submission will be accepted.

If your submission is officially sponsored, please indicate the relevant SIG(s):

- Addictive Behaviors SIG
- Black Americans in Behavior Therapy SIG
- Aging Behavior & Cognitive Therapy SIG
- Anxiety Disorders SIG
- Asian American Issues in Behavior Therapy and Research SIG
- Attention-Deficit/Hyperactivity Disorder (ADHD) SIG
- Autism Spectrum and Developmental Disorders SIG
- Behavior Analysis SIG
- Behavioral Medicine and Integrated Primary Care SIG
- Behavioral Sleep Medicine SIG
-

Task List: Financial Disclosure Form

Each presenter will need to login and complete his or her financial disclosure form. When the primary/initial presenter completes the submission they will be able to send the previously shown email prompt to other presenters through Cadmium so they can log in and complete this step.

A disclosure form must be completed for each presenter.

A disclosure form must be submitted for each person listed below. To access the form, click on their name in blue.

OR

Click the blue communication icon next to each presenters' name to send an auto-generated email, containing an individual link to the disclosure form.

Presenters do not need to create an account to complete their disclosure form for this presentation.

* Indicates a required field

A disclosure form must be completed for each presenter.

1 **Wile E. Coyote, B.A.**
Professor, Looney Tunes University
Form Incomplete ❌
[Edit Wile Coyote's Form](#)

2 **Road Runner, B.A.**
Professor, Looney Tunes University
Form Incomplete ❌
[Edit Road Runner's Form](#) [Invite Road Runner](#)

1. Information Needed
In the past 12 months, have you (or an immediate family member) had a financial relationship with a commercial organization that produces, markets, re-sells or distributes health care goods or services consumed by, or used on, patients? If so, click the 'Add a financial relationship' link below.

- I have no real or apparent conflicts of interest to disclose.
- I (or my spouse/partner) do have potential conflicts of interest to disclose.

2. Financial Relationships
[Add a Financial Relationship](#)

3. Attestation Statement
 1. IRB Disclosure
By checking this box I indicate that the proposed submission includes no data that should have received IRB approval but have not.
For information regarding when IRB review and approval of research is generally required please visit the following website:
<http://www.hhs.gov/ohrp/policy/engage08.html>

I certify that the information I have provided is complete to the best of my knowledge and I accept responsibility for the accuracy of the information in response to the aforementioned questions.

Type your first and last name on the line below.

Completing the Task List



TASK LIST

PREVIEW & SUBMIT

Complete the tasks listed below. A **green check mark** indicates completion.

Once all tasks are complete, click **PREVIEW & SUBMIT** to finalize your submission.

[Edit Ann Bannann's Research Bonanza](#)

Submission ID: 998829

Submission Type: Panel Discussions

Submission Status: Active

Child Care task was successfully completed on Wednesday, February 3, 2021, 12:54 AM



1. Panelists

Completed Wednesday, February 3, 2021, 12:50 AM

[Click here to add authors to this submission.](#)



2. Overall Abstract and Details

Completed Wednesday, February 3, 2021, 12:53 AM

[Click here to provide an abstract and related details.](#)

Note: When your task list is complete, all six tasks will have a green check mark next to the number.

Call for Submissions: ABCT 55th Annual Convention

You can access your Submission at any time by [clicking here](#).

Submission Type:

Panel Discussions

Submission Status:

Complete

Submission ID:

998829

Submission Title:

Ann Bannann's Reseach Bonanza

Panelist(s)

1. [Ann Bannann, B.A.](#) (Role: Moderator)
2. [Hannah Banana, B.S.](#) (Role: Panelist)

Overall Abstract and Details

Category

1st choice: Adult Anxiety

2nd choice: Addictive Behaviors

Select up to three (3) keywords.

Keyword 1

- African Americans / Black Americans

Keyword 2

- Anger / Irritability

Keyword 3

- Behavioral Activation

Abstract Body

abc

Once you are done, review and submit the proposal. You will receive an email confirmation that looks like this:

Keywords vs. Categories

- **Categories help speakers.** These match up to reviewer areas of expertise and convention theme and help to 1) assign appropriate reviewers and 2) minimize competition among similar presentations during timeslots in the convention schedule.
- **Keywords help audiences.** Think of keywords as #HASHTAGS. Keywords let audiences find things that fit their interests within the convention application. Multiple keywords can be used to “tag” a presentation for audience interest (such as #child #anxiety #assessment)

List of Categories

Addictive Behaviors

ADHD - Adult

ADHD - Child Adult Anxiety

Adult Depression

Aging and Older Adults

Anger

Assessment

Autism Spectrum and Developmental Disorders

Behavior Analysis

Bipolar Disorders

Child / Adolescent - Anxiety

Child / Adolescent - Depression

Child / Adolescent - Externalizing

Child / Adolescent - School-Related Issues

Child / Adolescent - Trauma / Maltreatment

Cognitive Science/ Cognitive Processes

Comorbidity

Couples / Close Relationships

Criminal Justice / Forensics

Culture / Ethnicity / Race

Dissemination & Implementation Science

Eating Disorders

Global Mental Health

Improved Use of Research Evidence

LGBTQ+

Health Care System / Public Policy

Health Psychology / Behavioral Medicine -
Adult

Health Psychology / Behavioral Medicine -
Child

Men's Health

Military and Veterans Psychology

Neuroscience

Obsessive Compulsive and Related Disorders

Oppression and Resilience Minority Health

Parenting / Families

Personality Disorders

Positive Psychology

Prevention

Primary Care / Integrated Care

Professional/ Interprofessional Issues

Program / Treatment Design

Research Methods and Statistics

Schizophrenia / Psychotic Disorders

Sexual Functioning

Sleep / Wake Disorders

Student Issues

List of Categories

Spirituality and Religion

Sports Psychology

Suicide and Self-Injury

System Stakeholder Issues

Technology

Tic and Impulse Control Disorders Transdiagnostic

Translational

Trauma and Stressor Related Disorders and Disasters

Treatment - CBT

Treatment - Interpersonal Therapies

Treatment - Mindfulness & Acceptance

Treatment - Other

Violence / Aggression

Vulnerable Populations

Weight Management

Women's Issues

Workforce Development / Training / Supervision

List of Keywords

Abuse / Maltreatment

Acceptance ACT (Acceptance & Commitment Therapy)

Adherence

Addictive Behaviors ADHD

Adolescents

Adult

African Americans / Black Americans

Aggression / Disruptive

Behavior / Conduct Problems

Aging

Alcohol

Anger / Irritability

Anorexia

Anxiety

Asian Americans

Assessment

Attention

Autism Spectrum Disorders

Behavior Analysis

Behavioral Activation

Behavior Experiments

Behavioral Economics

Behavioral Medicine

Bipolar Disorders

Body Dysmorphic Disorder

Body Image

Borderline Personality

Disorder

Bulimia

Career Development

Case Conceptualization /

Formulation

CBT

Change Process /

Mechanisms

Child

Clinical Decision Making

Clinical Trial

Clinical Utility

Cognitive Biases / Distortions

Cognitive Processes

Cognitive Restructuring

Cognitive Therapy

Cognitive Schemas / Beliefs

Cognitive Vulnerability

College Students

Common Elements

Common Factors

Community-Based

Community-Identified

Problems

Comorbidity

Compassion / Empathy

Competence

Coping Couples / Close

Relationships

Criminal Justice

Culture

DBT (Dialectical Behavior

Therapy)

Depression

Developmental Disabilities

Diagnosis

Divorce

Disgust

Dissemination

Distress Tolerance

DSM-5

Dysthymia

List of Keywords

	Gender	Medication
Early Intervention	Global Mental Health	Men's Health
Eating Education and Training	Grief / Bereavement	Mental Health Literacy
Emotion	Group Therapy	Methods
Emotion Regulation	Habit Reversal	Military
Envy / Jealousy	Habituation	Mindfulness
ERP (Exposure and Response Prevention)	Health Anxiety	Mood
Ethics	Health Care System	Motivation
Ethnicity	Health Psychology	Motivational Interviewing
Etiology	Hispanic American/ Latinx	Native Americans
Evidence-Based Practice	HIV / AIDS	Neurocognitive Therapies
Exercise	Hoarding	Neuroscience
Experiential Avoidance	Implementation	Obesity
Exposure	Industry	OCD
Externalizing	Information Processing	Older Adults
Families	Instructional models	Oppression
FAP (Functional Analytic Psychotherapy)	Integrated Care	Pain
Fear	Integrity	Panic
Feeding Problems	Intimate Partner Aggression	Parent Training
fMRI	LGBTQ+	Parenting
Forensic Psychology	Legal Issues	PCIT
Generalized Anxiety Disorder	Longitudinal	Perinatal
	Measurement	Personality Disorders
	Mediation / Mediators	Phobias

List of Keywords

Prevention
Primary Care
Professional Development
Professional Issues
Prolonged Exposure
Psychoeducation
Psychometrics
Psychophysiology
Psychosis / Psychotic Disorders
Psychotherapy Outcome
Psychotherapy Process
PTSD (Posttraumatic Stress Disorder)
Public Health
Public Policy
Publishing
Race
Randomized Controlled Trial
REBT (Rational Emotive Behavior Therapy)
Recovery
Relapse
Research Funding
Research Methods
Resilience
Risk / Vulnerability Factors
Risky Behaviors
Rumination
Schizophrenia
School
Scientist-Practitioner
Self-Help
Self-Injury
Service Delivery
Severe Mental Illness
Sexuality
Side Effects / Unintended Consequences
Sleep
Smoking
Social Anxiety
Social Relationships
Social Skills
Training
Spirituality and Religion
Stakeholder Relevant
Statistics
Stigma
Stress
Student Issues
Substance Abuse
Suicide
Supervision
Technology / Mobile Health
Therapeutic Alliance
Therapeutic Relationship
Therapy Process
Tic Disorders
Tourette Syndrome
Training / Training Directors
Transdiagnostic
Translational Research
Trauma
Treatment
Treatment/ Program Design
Treatment Development
Trichotillomania
Underserved Populations
Unified Treatment
Veterans
Violence / Sexual Assault
Vulnerable Populations
Women's Health
Women's Issues
Worry