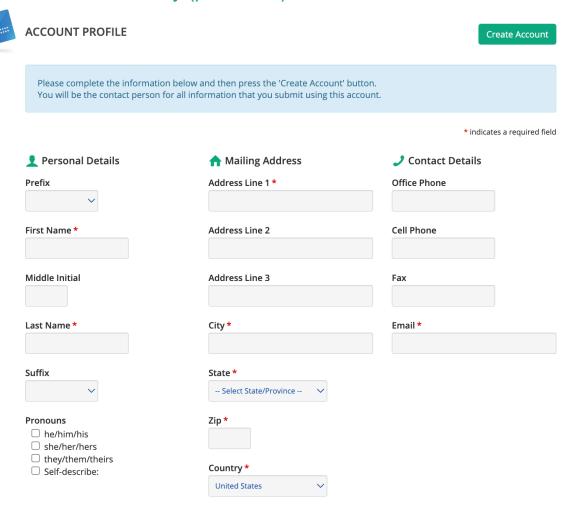
Screenshot Guide: How to Submit an Abstract



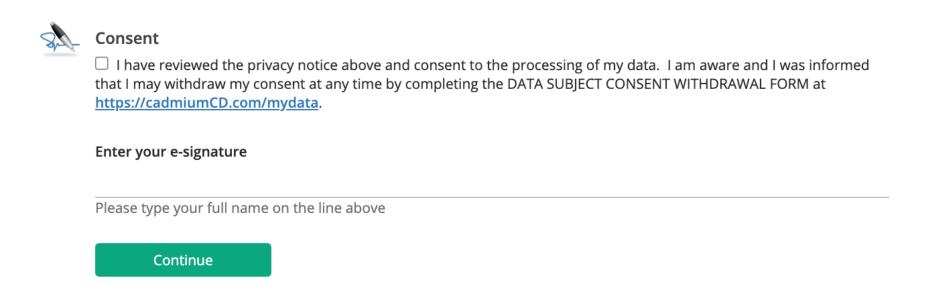
Log in to the Abstract ScoreCard Already a User? **New Users** When you reach the Click 'Join Now' to begin your first submission. Email Address * Abstract Scorecard Email Address Website you will see an option for New Access Key * Users on the left. Click Join Now. Access Key Show Lost your access key? Join Now Login

Home Page for Submission Center

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

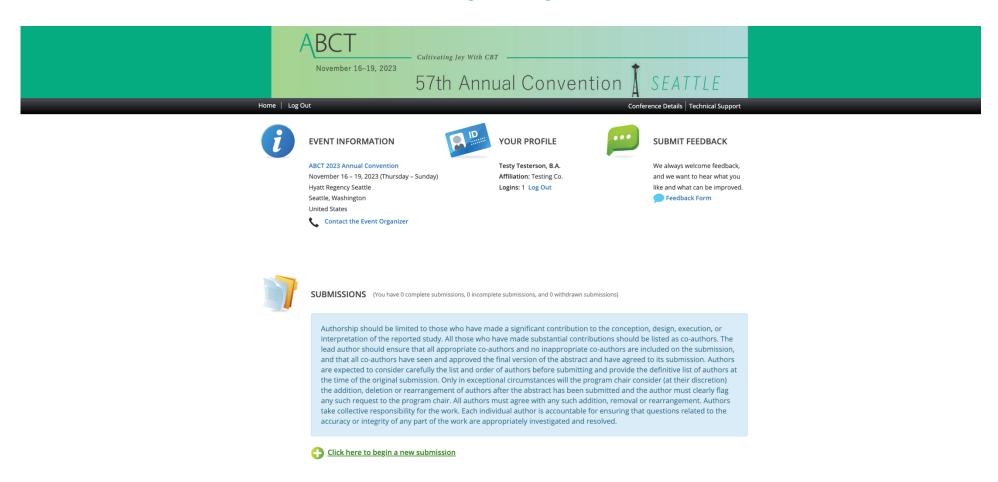


Once you create your account you will then be directed to a privacy agreement which you will have to virtually agree to and sign.



Start a New Submission and Task

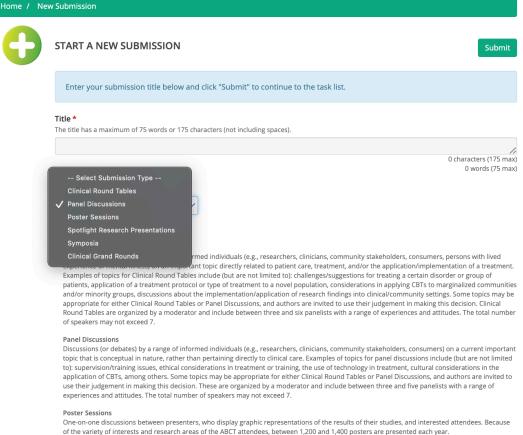
After you e-sign your privacy agreement, you will be directed here to begin your new submission. Click "+" sign to begin a new submission.



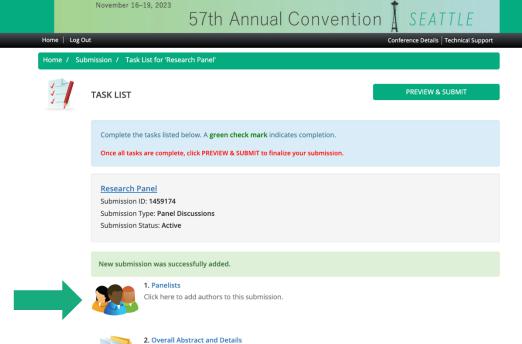
TIP: If you need to exit your submission and return to complete it later, remember to click <u>Save</u>.



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 droplist options to choose selections from. like shown here. On this page you will be asked to title 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."



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.



Cultivating Joy With CBT

Once you submit your title and submission type, you will be directed to this page. On this page, you will see 8 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."

Click here to provide written statements describing the goals & learning objectives of the event.

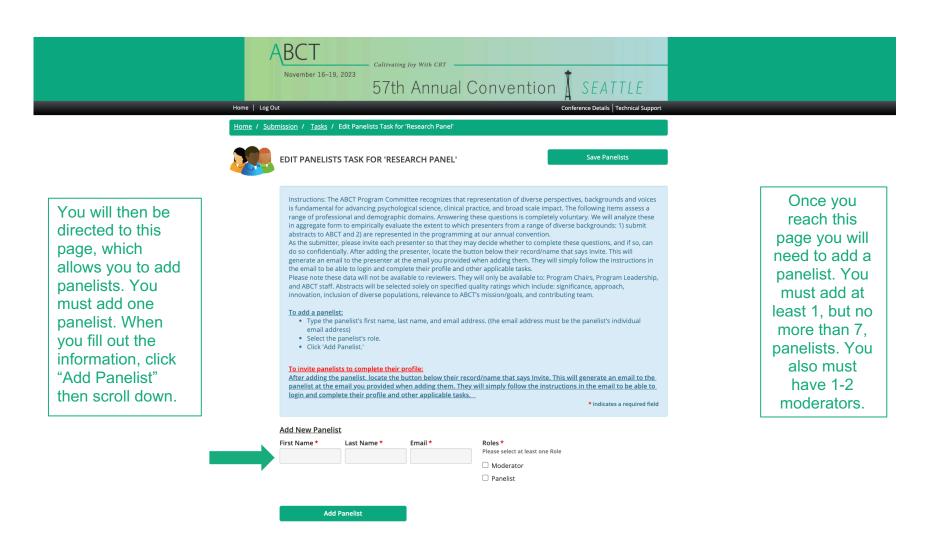
Click here to provide an abstract and related details.

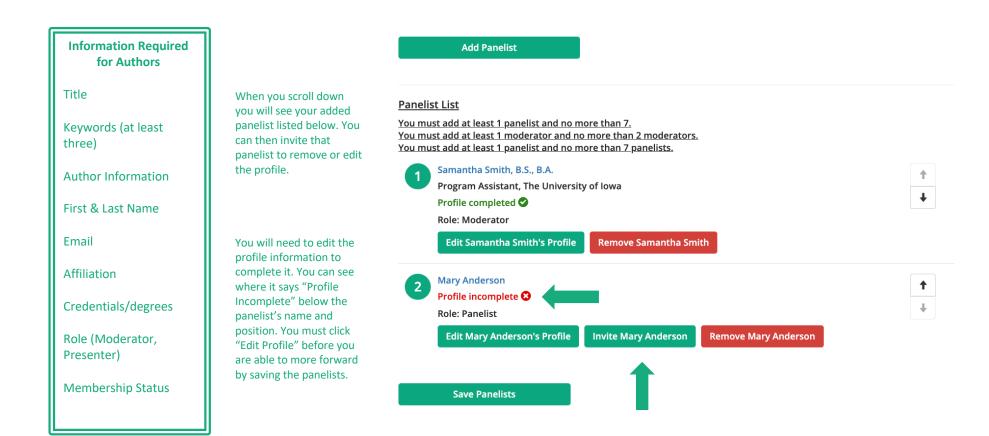
3. Learning Objectives

Task List #1: Presenters/Authors

Tip:

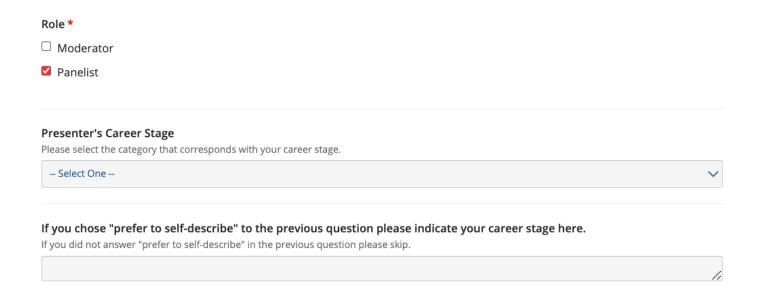
The presenter(s)/author(s) that you add within this task will be carried over to the individual abstract task (see below). Please only enter Authors here that will serve as Chair, Discussant, and/or Presenter and will be attending the conference and actively presenting. Co-authors for the individual abstracts who are <u>not</u> presenting should be entered through the "Individual Abstracts" section.





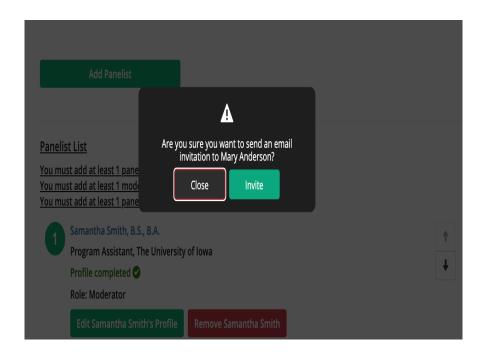
Note: Please "invite" panelists to edit their own profile. See the green button next to "Edit Profile" option below your additional panelist. This "invite" button will generate a unique email to the panelist with instructions and a link to finalize their profile.

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

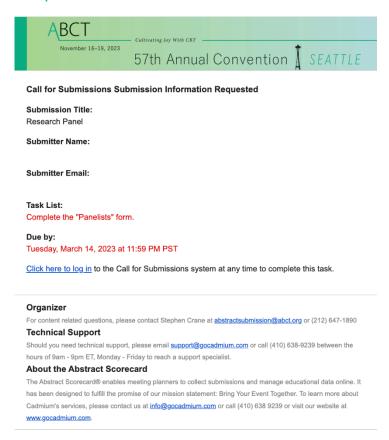


Individual Abstracts and How to Request Information From Collaborating Presenters

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



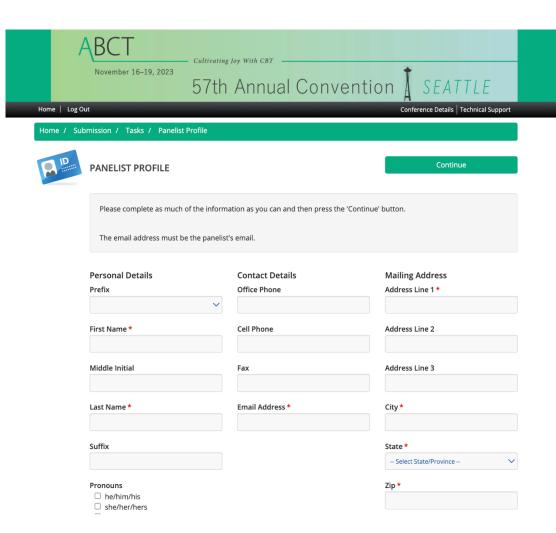
Your co-author/panelist will receive an email like this requesting that they take action to complete the information required. They must click "Click here to log in to the Call for Submissions system at any time to complete this task." to follow the link to complete the required information.

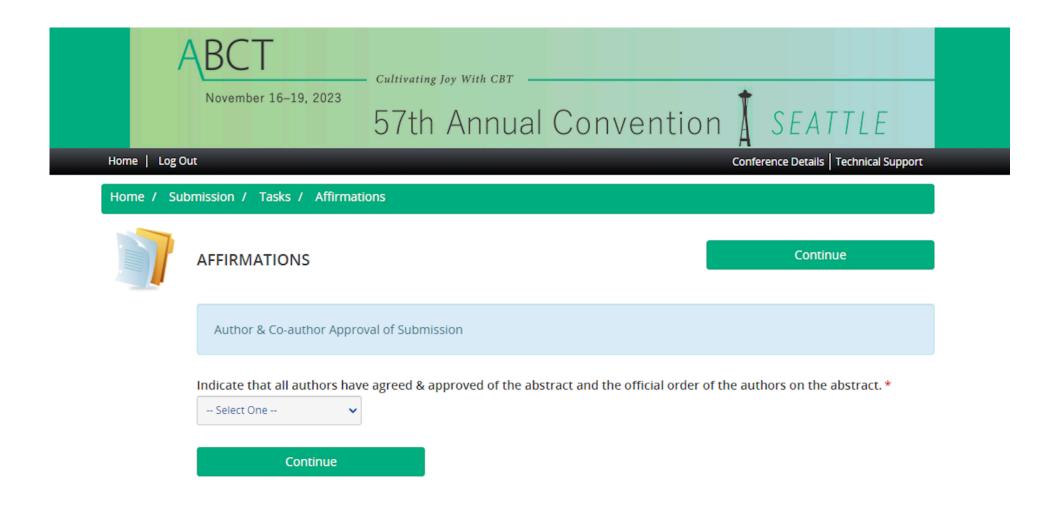


Information Required:

- o Title
- Keywords (at least 1, up to 3)
- Abstract: 2200 characters
- List of co-authors
 - First & Last Name
 - Credentials
 - Email
 - Title
 - Organization/Affiliation

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





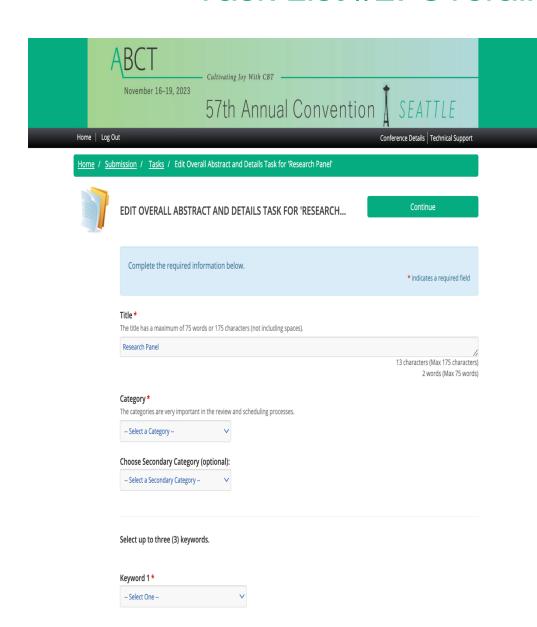
Once the required profile information has been entered, you or your panelist will affirm that all authors have agreed and approved of the abstract and official author order.

Further Clarification for Gathering of Submission Information

As the initial presenter submitting this form, you <u>do not</u> need to have all the information for your co-presenters!

- It would make most sense for the CHAIR of a symposium to enter in all the general information and the presenter information. Then, the symposium Chair can prompt co-presenters to log into the system and complete their sections.
- This removes the burden from the Chair for having all the necessary and personal information from colleagues and allows each presenter to sign their disclosure forms and complete background questions in a private manner.

Task List #2: Overall Abstract and Details



Tips:

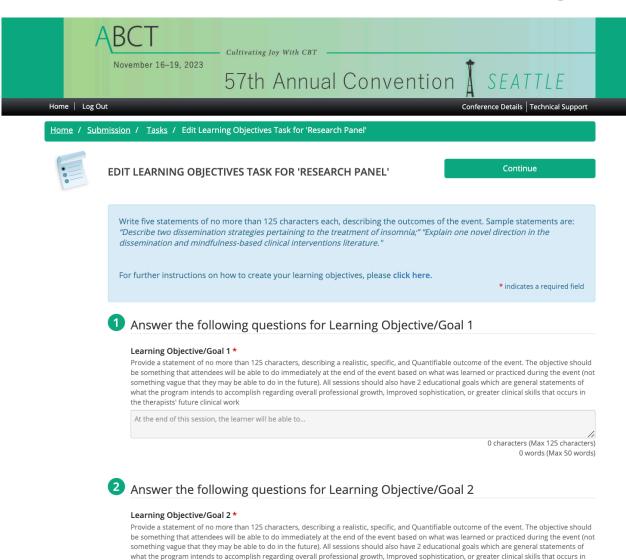
The title should be entered in mixed case, **NOT** all capital letters.

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 #3: Learning Objectives



the therapists' future clinical work

Tips:

- 1. 3 Learning objectives and 2 long term goals are required (you may submit up to 5 learning objectives total)
- 2. Should be written in present tense.
- 3. Please write from the perspective of the audience:

This session is designed to help you learn...

Task List #4: Speaker Release Form

Every author should complete this form <u>independently</u>. Click on Speaker Release Form in the blue box to download. Upload signed and dated release form in gray box on page.

*Please do not complete this form for other authors.

SPEAKER RELEASE FORM

This Speaker Release is provided to the Association for Behavioral and Cognitive Therapies (ABCT) with respect to the following presentation (the "Presentation"):

Presentation Information

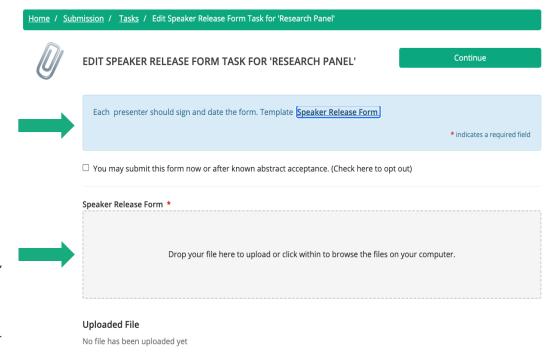
Title of presentation:

Name of event: ABCT 57th Annual Convention

Speaker names:

Dates of event: Thursday, November 16- Sunday, November 19, 2023

By signing below, I grant ABCT permission, free of charge and without limitation, to photograph, record, publish, or otherwise copy such Presentation. I further grant ABCT a royalty-free and unlimited license to broadcast, display, reproduce, edit, exhibit and distribute the Presentation and any derivative works created from or with it, over television, cable, the Internet, by creating CDs or DVDs or by any other communication medium. ABCT also retains the right, at its sole discretion, to choose whether to archive the footage, and whether to use it for any other purpose. The authorization explicitly includes the use of my name, likeness, voice and/or pre-approved biographical information for the purpose of publicizing any broadcast, webcast, distribution, publication, or exhibition of the specified program or portions thereof. ABCT, by capturing the Presentation ("Recording"), will become the copyright owner of that Recording. To the extent that I have any rights in the Recording, I hereby assign all rights, title and interest in the Recording to ABCT. The Presentation and any Presentation materials are my own original material or material for which I have full



Task List #5: Supplementary Information

Please complete all areas of instructed information on this page.

Home / Sub	mission /	/ <u>Tasks</u> / Edit Supplementary Information Task for 'Research Panel'		
	EDIT S	SUPPLEMENTARY INFORMATION TASK FOR 'RESEARCH	Continue	
		educe bias in our review process, we have masked submissions. Please provide the wers as they consider your submission.	following information to help * indicates a required field	
	1	Contributing Team: Please provide a brief (2-3 sentence), de-identified descript contributing team as it relates to this submission. *	ion of the expertise of the	
	2	Relevance to ABCT's Mission and Strategic Goals: The Association for Behavioral and Cognitive Therapies is a multidisciplinary organization committed to the enhancement of health and well-being by advancing the scientific understanding, assessment, prevention, and treatment of human problems through behavioral, cognitive, and biological evidence-based principles. Please check one or more of ABCT's five goals as included in the strategic plan.		
		☐ Innovation in the science of behavioral health		
		☐ Building relationships with members and diverse stakeholders		
		□ Dissemination of CBT		
		Public education through partnerships		
		☐ Ethical delivery of science-based interventions		

Task List #6: SIG Sponsorship

If a special interest group has agreed to officially sponsor this submission, please complete this section.

Home / Sub	omission / <u>Tasks</u> / Edit SIG Sponsorship Task for 'Research Panel'			
	EDIT SIG SPONSORSHIP TASK FOR 'RESEARCH PANEL'	Continue		
	Complete the questions below.	* indicates a required field		
	SIG Sponsorship ☐ My submission is NOT SIG sponsored. ☐ 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 although SIG sponsorship is not a guarantee that a submission will be accepted, the Program Chairs will be taking SIG sponsorship very seriously, in addition to reviewer scores, when making their program decisions.			
	If your submission is officially sponsored, please indicate the relevant SIG(s): Addictive Behaviors 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			

Task List #7: Financial Disclosure Form

Each presenter will need to log in and complete the 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 completed for each person listed below. To access the form, click on their name in green.

* indicates a required field

Wile E. Coyote, B.A.
Professor, Looney Tunes University
Form Incomplete
Edit Wile Coyote's Form

Road Runner, B.A.
Professor, Looney Tunes University
Form Incomplete
Form Incomplete

Edit Road Runner's Form

A disclosure form must be completed for each presenter.

1. Disclosure Declaration

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.

- O I (or my spouse/partner) do not have any potential conflicts of interest to disclose.
- O I (or my spouse/partner) do have potential conflicts of interest to disclose.

2. Financial Relationships

Add a Financial Relationship

3. Attestation Statement

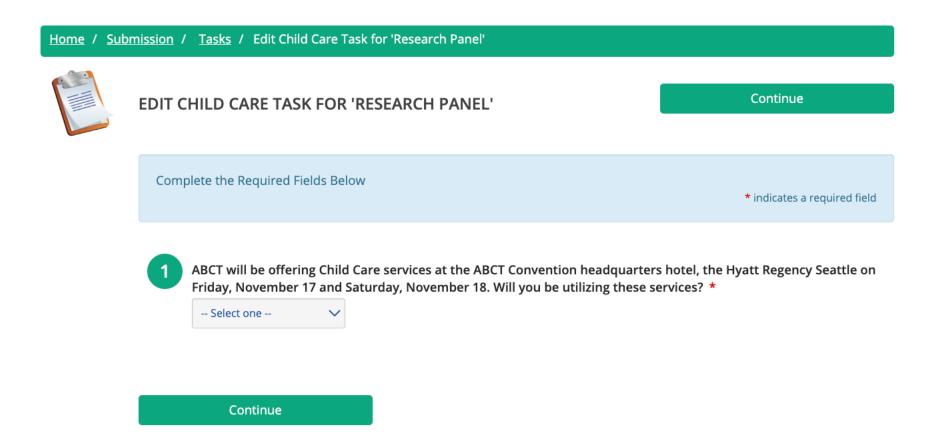
☐ 1. IRB Disclosure

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

Task List #8: Child Care

Please select from the drop-down menu whether you will be utilizing the Child Care services at the convention.



Completing the 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.

Research Panel

Submission ID: 1459174

Submission Type: Panel Discussions

Submission Status: Active



1. Panelists

Completed

Click here to add authors to this submission.



2. Overall Abstract and Details

Completed

Click here to provide an abstract and related details.



3. Learning Objectives

Completed

Click here to provide written statements describing the goals & learning objectives of the event.



4. Speaker Release Form

completed

Please have all presenters sign and date this form

Note: When your task list is complete, **all 8 tasks** will have a green check mark next to the number.



Once you are done, review and submit the proposal.

You will receive an email confirmation that looks like this:

Call for Submissions: ABCT 2023 Annual Convention

You can access your Submission at any time by clicking here.

Submission Type

Panel Discussions

Submission Status:

Complete

Submission ID:

1461150

Submission Title:

Test submission

Panelist(s)

- 1. Wile E. Coyote, B.A. (Role: Moderator)
- 2. Bugs Bunny, B.A. (Role: Panelist)

Overall Abstract and Details

Category

1st choice: Dissemination & Implementation Science

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

Climate Change

Cognitive Science/ Cognitive Processes

Comorbidity

Couples / Close Relationships Criminal Justice / Forensics Culture / Ethnicity / Race Disaster Mental Health

Dissemination & Implementation Science

Eating Disorders
Global Mental Health

Health Care System / Public Policy

Health Psychology / Behavioral Medicine – Adult Health Psychology / Behavioral Medicine – Child

Improved Use of Research Evidence

LGBTQ+

Mass Violence/Gun Violence

Men's Health

Mental Health Disparities

Military and Veterans Psychology

Multicultural Psychology

Neuroscience

Obsessive Compulsive and Related Disorders Oppression and Resilience Minority Health

Parenting / Families Personality Disorders Positive Psychology

Prevention

Primary Care / Integrated Care Professional/ Interpersonal Issues Program / Treatment Design

Racial Trauma

Research Methods and Statistics Schizophrenia / Psychotic Disorders

Sexual Functioning Sleep / Wake Disorders

Student Issues

Spirituality and Religion Sports Psychology Suicide and Self-Injury System Stakeholder Issues

Technology

Telehealth/m-Health

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 Health

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 Climate Change 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 **Disaster Mental Health** Disgust Dissemination **Distress Tolerance** DSM-5 Dysthymia **Early Intervention** Eating **Education and Training Emotion Emotion Regulation** Envy / Jealousy

ERP (Exposure and Response Prevention) **Ethics** Ethnicity Etiology **Evidence-Based Practice** Exercise **Experiential Avoidance** Exposure Externalizing **Families** FAP (Functional Analytic Psychotherapy) Fear Feeding Problems **fMRI** Forensic Psychology Generalized Anxiety Disorder Gender Global Mental Health Grief / Bereavement **Group Therapy** Habit Reversal Habituation **Health Anxiety Health Care System** Health Psychology Hispanic American/Latinx HIV / AIDS Hoarding **Implementation** Industry Information Processing Instructional Models **Integrated Care**

Integrity

LGBTQ+

Legal Issues

Intimate Partner Aggression

List of Keywords

Longitudinal

Mass Violence/Gun Violence

Measurement

Mediation / Mediators

Medication Men's Health

Mental Health Disparities Mental Health Literacy

Methods Military Mindfulness

Mood

Motivation

Motivational Interviewing Multicultural Psychology

Native Americans

Neurocognitive Therapies

Neuroscience

Obesity

OCD (Obsessive Compulsive Disorder)

Older Adults Oppression

Pain Panic

Parent Training

Parenting

PCIT (Parent Child Interaction Therapy)

Perinatal

Personality Disorders

Phobias 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

Racial Trauma

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 Relation

Social Relationships Social Skills Training Spirituality and Religion Stakeholder Relevant

Statistics

Stigma Stress

Student Issues
Substance Abuse

Suicide Supervision

Technology / Mobile Health

Telehealth/m-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

Worry