

CALL FOR POSTER FREQUENTLY ASKED QUESTIONS (FAQs)

- 1. When/where is Elevate by Psych Congress 2024?**
Elevate by Psych Congress will be held May 30 - June 2, 2024, at the Caesars Palace Las Vegas in Las Vegas, Nevada.
- 2. What is the deadline for poster submissions?**
The deadline for poster submissions is **Monday, April 15th, 2024** at midnight ET.
- 3. How can I submit my poster?**
To submit a poster, please visit our submission website and create an account. Follow the instructions provided and be sure to fill out all required fields.
- 4. May I include a table with my poster submission?**
No tables, figures, or images may be included in the poster abstract submission. Tables, figures, or images are allowed on the actual physical poster.
- 5. Can I include a QR code on the poster?**
Yes, you can include a QR code on your poster.
- 6. Can I revise my poster submission after it has been submitted?**
You can log back into your account and make changes to your submission until it enters the review process. Once your submission has been marked for review, you will not be able to make any changes.
- 7. Is there a poster submission fee?**
To be considered during the review process, you must submit payment for each submission. The fee for poster submission is \$199. If, for whatever reason, your poster abstract is rejected after the review, you will receive a refund.
- 8. What should I do if I would like to withdraw my poster submission?**
If you wish to withdraw your abstract, a written request must be submitted by **Friday, May 3, 2024** to callforabstracts@psychcongress.com.
- 9. When and how will I receive notification about the status of my abstract?**
Notification regarding acceptance or denial of abstracts will be sent by email to the primary submitter. Posters will be accepted on a rolling basis, with decision notification emails being sent the first week of February, March, April, and May. All submissions received by the end of the month prior will receive a decision email within the corresponding review cycle.
- 10. Does Elevate or HMP Education retain the poster copyrights after a poster is presented at the conference?**
No. The poster copyright remains with the authors.
- 11. I do not have an audio file to attach, or the file is not attaching to my submission, is this required?**
No. The audio file is an optional component of the submission and is not required for consideration.

12. What are the important dates I should make note of?

- All poster submissions are due April 15th, 2024
- Requests to withdraw poster submissions are due May 3rd, 2024
- Poster numbers and PDF submission details will be provided May 6th, 2024
- Optional PDF files for accepted posters are due May 20th, 2024
- Posters must be hung in the exhibit all by 8:00 AM Friday, May 31st, 2024.
- At least one author must be present and available to answer questions during the poster display hours in the exhibit hall from 10:35-11:20 AM and 4:20-5:20 PM, on both Friday, May 31st and Saturday, June 1st, 2024.
 - If an author is not available a designated representative may fill in but they must have knowledge of the abstract and be able to answer attendee questions.
 - If an author has multiple posters/abstracts we do our best to group posters to group posters by the same author together, but we can not guarantee this. Making sure the first author is the same for each poster is required if you would like to be considered to have posters grouped.

13. What is Psych Congress Elevate's embargo policy?

Embargos on poster abstracts lift after the final viewing window of the posters at the conference. While you are welcome to share that the poster/research has been accepted, you may not share any data, research, key takeaways, or other details of your research before its embargo lifting. All posters submitted follow these same policies; there are no exceptions.

14. Are encore abstracts/posters accepted?

Yes, encore abstracts/posters can be submitted and will be considered.

15. Are abstracts/posters published?

Accepted submissions the Poster titles, abstracts, and authors will be available/posted on the event app about two weeks before the event. However, poster details will not be included on the event website. But all the previously listed poster information will be published on HMP Global's Psychiatry & Behavioral Health Learning Network 30-60 days after the event ends. They will be publicly available to access without a login.

16. I have a question that isn't answered above, who do I contact?

Please callforabstracts@psychcongress.com with any additional questions. Please allow **2 business days** for responses.