



# PSI Annual Conference Submission Guide

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# PSI Annual Conference Submission Guide

Visit:

[https://psi.societyconference.com/?conf\\_id=10011&m=user&h=home](https://psi.societyconference.com/?conf_id=10011&m=user&h=home)

Clicking '**Existing User? Log In**' will open the below pop-up window

1

## ACTIONS

NEW USER? CREATE AN ACCOUNT

EXISTING USER? LOG IN

Please type your name and password to proceed. If you have forgotten your login information, click '**Forgot Password? Reset Password**'.

2

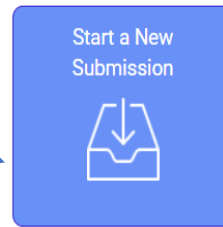
The screenshot shows a login form with the following elements:

- Title: Enter your log in information
- User ID / E-mail: kmoeller@parthenonmgmt.com
- Password: [Redacted]
- Remember my Login ID on this computer:
- Log In button
- Separator: or
- Not a current user? Create a New User Account
- Forgot your password? Reset Password
- Change your Password
- Footer: This site is best viewed in latest versions of Chrome, Firefox, Safari, and Internet Explorer 9 and beyond.

# Creating a New Submission

3

After logging in, select the **'Submissions'** card and this will bring you to your Submission Dashboard. Here you can access existing submissions, create new submissions and apply for awards.



Click on abstract title below to update and submit individual and supporting abstracts.

4

Use the dropdown to select your submission type: Breakout Session or Poster

Please select your Submission Type below.

- Breakout Sessions can be panel sessions, workshops, didactic presentations, or seminars. These sessions may have one speaker or multiple speakers.
- Poster Sessions submissions are open to any individual work project that will be presented during a poster session at the conference.

**Levels of Submissions:**

**Beginning** level courses may provide an introduction to a content area and may include information about a particular condition, treatment method, or issue. Learning objectives involve learning and comprehending content.

**Intermediate** level courses provide information that builds on knowledge practitioners with some experience already have. These courses focus on skill-building or adding knowledge, possibly following a brief overview of basic information. Learning objectives involve using information in concrete situations and understanding the underlying structure of the material.

**Advanced** level courses provide content for participants who have been working in the content area and have a clear understanding of the issues. These courses cover and address the complexities involved in the work. Learning objectives involve synthesizing material to create new patterns or structures or evaluating material for a specific purpose.

*The Selection Committee might recommend that some proposals be submitted in poster format, or be combined with other selected presenters.*

Submission Type

- Breakout Session
- Poster

# Creating a Breakout Session Submission

Enter your title and select your abstract category. The full list of the options are available below.

Once entered, the title will automatically change to title case. You can ignore the auto title case change by editing the title a second time.

## Submission Type

Breakout Session

1

### Enter Title \*

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

2

### Select Category \*

Select a category that is applicable to your abstract submission. If the appropriate category is not available, please enter category below. These categories will help the committee categorize you into one of the five tracks for the conference.

- Fathers, Families, & Partners
- Perinatal Psychiatry
- Peer Support & Advocacy
- Integrated Care and Systems
- Psychotherapy

You have the option to be a Single Presenter or present in a Panel format. If a panel, you can add your participants here.

Return to Dashboard Submit Breakout Session

General  Participants **2** Submission **3** Disclosures **4**

← Previous Save and Continue →

Enter Participants

		Abstract Admin	Submission Status	Disclosure Status
Speaker	Kara Moeller kmoeller@parthenonmgmt.com	<input checked="" type="checkbox"/>	Not Started	Not Started

Add Participant

Notify me when each participant submits a submission.

Moderator (1 remaining)  
Speaker (11 remaining)

← Previous Save and Continue >

When all questions are completed please click 'Save and Continue'.

All entries are plain text only.

1 **Presentation Description \***  
Please provide a brief description of the presentation content. This description will be in the program book of the conference (Limit 30 words).

test

59 of 30 words remaining

As you correctly respond to each question, you will then see the numbers change to a green fill. *If the numbers are red, you will need to complete the question.*

2 **Presentation Format \***  
Please list your preferred presentation format:

- Single Presenter
- Panel

3 **Presentation Length \***  
Please select the duration of your presentation, this will be a guiding point for the planning committee and does not guarantee you will be in your requested slot. Please note, the Planning Committee has the right to combine liked sessions to maximize the educational benefits for the conference. If your session is selected to be combined, you will be emailed by the PSI Executive Office.

- 60 Minutes
- 90 Minutes
- 3 Hour Seminar (3 hour seminar must be advanced level)

4 **Read the summary below and select what best describes your session. \***  
**Beginning Level:** Courses may provide an introduction to a content area and may include information about a particular condition, treatment method, or issue. Learning objectives involve learning and comprehending

# Creating a Poster Submission

Enter your title and select your abstract category.

Submission Type

Poster

1

Enter Title \*

Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

2

Select Category \*

Select a category that is applicable to your abstract submission. If the appropriate category is not available, please enter category below.

As Posters only have one presenting author, please click **'Save and Continue'** to proceed. You will add your co-authors on Step 2: Submission

8

Please list all co-authors for this poster submission by searching for their name in the search bar and clicking the name when found. *Co-author disclosures are not required.*

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

Order	Presenter	First Name *	Last Name *	Affiliation *
1	<input checked="" type="checkbox"/>	Kara	Moeller	Parthenon Management Group

\* You must populate all fields to complete the row.

Kara Moeller<sup>1</sup>

<sup>1</sup>Parthenon Management Group

# Completing the Disclosure

The disclosure must be completed by all participants. You can access the disclosure by progressing through the submission naturally or by clicking '[Disclosures](#)' at the top.

## Financial Relationships

### Definition of Financial Relationship...

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g. stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, owner, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected.

*Contracted research* includes research funding where the institution gets the grant and manages the fund and the person is the principal or named investigator on the grant.

There is no minimum dollar amount for relationships.

### Definition of Ineligible Company...

An *ineligible company* is any entity producing, marketing, selling, re-selling, or distributing healthcare products or services consumed by, or used on, patients. Providers of clinical service directly to patients are not ineligible companies (unless the provider of clinical service is owned, or controlled, by an ineligible company).

Examples of such organizations include:

- Advertising, marketing, or communication firms whose clients are ineligible companies
- Bio-medical startups that have begun a governmental regulatory approval process
- Compounding pharmacies that manufacture proprietary compounds
- Device manufacturers or distributors
- Diagnostic labs that sell proprietary products
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products
- Pharmaceutical companies or distributors
- Pharmacy benefit managers
- Reagent manufacturers or sellers



1

**Disclosure \***

After having read the above definitions, in the **past 24 months**, have you had a financial relationship with any commercial interest?

- Yes, I do have financial relationship(s) to disclose.
- No, I have nothing to disclose.

2

**Financial Relationships Details \***

Please enter the name of the commercial interest (entity) and the nature of the relationship(s).

**Please list the name of the entity in the 'Commercial Interest' column.** Examples of relationships include: *Advisory Board, Board Member, Consultant, Employee, Honoraria, Owner, Patent, Royalties, Stock/Equity.*

Commercial Interest	Type of Financial Interest *
	(blank)

\* You must populate all fields to complete

- (blank)
- Advisory Board Member
- Board Member
- Consultant
- Contracted Research
- Employee
- Founder
- Grant
- Honoraria
- Other Financial or Material Support
- Owner

3

**Statement 1 \***

I will not accept payments or reimbursements for my role in the development, production, re-selling, or distributing health care goods or services, or for my role in the planning and delivery of this CME activity. If I have a financial interest in this regard, I will immediately notify PSI.

entity producing, marketing, or distributing health care goods or services (patients) for my role in the development, production, re-selling, or distributing health care goods or services. If I have a financial interest in this regard, I will immediately notify PSI.

- I Agree.

4

**Statement 2 \***

Continuing medical education consists of activities that are designed to obtain, develop, or increase the knowledge, skills, and professional performance of the physician. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public. If I am a presenter, my presentation will meet these standards, and if I'm a planner, I will not approve any content that does not meet these standards. If I am a session chair and/or an abstract discussant, any contribution I make to the discussion, will meet these standards.

obtain, develop, or increase the knowledge, skills, and professional performance of the physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public. If I am a presenter, my presentation will meet these standards, and if I'm a planner, I will not approve any content that does not meet these standards. If I am a session chair and/or an abstract discussant, any contribution I make to the discussion, will meet these standards.

- I Agree.

As you correctly respond to each question you will see the numbers change to a green fill.

*If the numbers are red, you need to complete the question.*

When all questions are completed please click **'Save'** or click **'Submit Abstract'** at the top to complete your submission.

**All speakers must have completed their submission before the primary presenter can submit.**

# Editing an Existing Submission



Click the title that corresponds to the submission role and type. Once you click into the title, you can edit until the submission period closes.

Start a New Submission



Click on abstract title below to update and submit individual and supporting abstracts.

Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role	
 Not Started	<a href="#">Test</a>	Poster	Poster Presenter	<a href="#">delete</a>
 In Progress	<a href="#">Test</a>	Breakout Session	Speaker	<a href="#">delete</a>