

SUBMISSION INSTRUCTIONS

Submissions deadline: 11:59 PM EDT, Monday April 1

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GETTING STARTED

Start at <https://tinyurl.com/CLP19Abstracts>

Please read the call for abstracts homepage in its entirety for information on the meeting theme, submission guidance, and how to create a profile.

NOTE: Your user account profile for the abstracts process is not the same as a speaker/author profile. If you are presenting on a submission, you will need to register a speaker/author profile for yourself. Once created, your speaker profile can be appended to any number of submissions without needing to be re-entered.

The majority of information the Academy has developed to guide you in preparing your submission is stored in the online submission process, typically in conjunction with the presentation category you select. If you are unable to find answers to your questions online, start by first reading the FAQ later in this document before reaching out to the Academy executive office for help.

PLANNING YOUR SUBMISSION

Speaker/Author Profiles	Basic contact information; the process includes a notification mechanism by which you invite your colleagues to complete biography details. You only need names and emails.
Abstract [450-word limit <i>including references</i>]	<p>Each presentation type has unique information requirements, most of which is required completion. Examples include:</p> <ul style="list-style-type: none"> • If the submission is on behalf of an Academy SIG or Committee • Relevance of the submission to the audience • Identifying the target audience • Explaining method(s) of audience interaction • Identifying if trainees are involved in the submission <p>Your submission is printed exactly as entered, so carefully proofread your final abstract before submitting it. We recommend creating your proposal first in Word, then copy and paste your text into the appropriate fields of the submission form.</p>
Learning Objectives	You must provide at least one learning objective that is clear, measurable, and achievable. You may provide up to three.
MOC Questions x 4	You must provide four maintenance of certification (MOC) questions based on your learning objectives. Please read the references for advice on preparing your questions. <i>Oral papers and poster submissions are excused this requirement.</i>
Disclosure Reporting, Terms & Conditions	<p>You and your co-speakers/co-authors must disclosure information about any commercial relationships you or they may have that may relate to the conference topics and must also agree to the CLP 2019's terms and conditions for presenting at the meeting. You cannot complete this reporting for your colleagues; using the process, you must send them an invitation to complete it personally online. ALL speakers/authors related to a submission must complete this disclosure reporting requirement for the submission to go forward.</p> <p>Disclosure reporting is only required once for the meeting, regardless of how many submissions to which an individual is attached. It is therefore possible that when you enter a co-speaker/co-author for your submission, their profile and disclosure reporting may already be complete. This applies to you, too, should others add you to a proposal and your profile and disclosure reporting are already in the system.</p>

If you are missing information for your submission, the process will save what you have entered so far and you can return to finish it later. The system will hold your submission as INCOMPLETE until you return and finish all required reporting.

There are word count limits on every field throughout the process. If you attempt to exceed the limit, the process will prevent you from proceeding until you modify your entry to meet the limit.

From there, complete each task that is shown in the Task List. A task will show up with a green check mark when fully complete. If the task shows up with a red X, the task is incomplete and your proposal cannot be submitted. Once all tasks are complete, click "Save Submission."

Every task must be complete by the close of the submission process or your submission cannot be submitted.

INVOLVE YOUR COLLEAGUES

Both the "Speakers/Authors" and "Disclosure Reporting, Terms & Conditions" tasks require the involvement of your colleagues to complete your submission and, accordingly, both tasks provide the ability to issue automated invitation emails to them. You will need to independently check both tasks to know if your colleagues have completed the task(s) assigned to them. The system will send you reminders on the status of mandatory reporting of your co-speakers/co-authors.

LINKS TO OTHER DOCUMENTS

[CLP 2019 Speaker Agreement](#)

[CLP 2019 Submission Instructions for Oral Paper and Poster Abstracts](#)

[Tips for Writing Learning Objectives](#)

[Writing Multiple Choice Questions](#)

A good resource for writing an abstract: [Indian J Psychiatry \(via US National Library of Medicine\)](#)

FREQUENTLY ASKED QUESTIONS

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Who is the Academy of Consultation-Liaison Psychiatry and what is CLP 2019?

Last year, the Academy of Psychosomatic Medicine adopted a new name: the **Academy of Consultation-Liaison Psychiatry**. Furthermore, the Academy's annual meeting itself has been rebranded to **Consultation-Liaison Psychiatry 2019**, abbreviated as "CLP 2019". You'll see references throughout our documents and website to both terms when referring to the meeting.

Do I need to register to submit an abstract? Can't I just use my Academy membership credentials? Or can I use last year's registration details?

The abstracts submission process is not connected with the Academy membership database; you must register for access to submit an abstract. You only need register once to submit as many abstracts as you like. Due to technical changes in the abstract submission site, you will need to create a new account even if you have used the system in previous years. See the instructions on the login homepage for further guidance.

When will I be notified of the acceptance or rejection of my proposal?

Notification emails are issued by the end of May.

I submitted a proposal but now I need to change it.

You can make changes to a submission at any time before the submission deadline. Simply log back into the submissions process using your username and access key, and then click on the title of the submission you want to edit. Click on "Save" or "Continue" once your edits are done. On the main task list, click "Save Submission" to ensure your edits are recorded.

If a speaker/author is being added, please remember that the new speaker/author must complete – *by the submission deadline* – all profile and disclosure reporting tasks for the submission to be complete.

I want to withdraw my submission.

You are not required to withdraw an incomplete proposal. Incomplete submissions are simply discarded without review when the peer review process starts.

To withdraw a completed proposal, log-in to the submission system. Click on the proposal title. At the top of the Task List, click on the Proposal Status, then scroll to the bottom of the next page where you will find a status box that includes a “Withdrawn” option. Select this and click “Update Settings.” Upon return to the Task List, click “Save Submission.”

Can I insert tables, charts and/or graphs in my abstract?

No. The submission process lacks the sophistication to handle this form of data presentation. For the most part, you are restricted to basic text editing, such as bolding, italics, underlining, etc.

The deadline is in 30 minutes, and I just realized that some of the participants haven’t filled out their disclosure forms! What should I do?

As the review process starts within days of the submission deadline, all participant reporting must be complete by the stated deadline - there are no exceptions. As an incomplete submission cannot move forward to the review stage, you must ensure all reporting is complete.

I could include only one affiliation per author. Is there a way to indicate a second affiliation?

The submission process only accepts one affiliation per profile, so use the primary one for each person. If you try to mash into the affiliation field more than one, Academy staff will edit out all except the first that appears.

Does each speaker/author connected to a submission need to file a separate disclosure?

Yes. The submitting speaker/author is responsible for checking that co-speakers/co-authors have completed disclosure reporting.

Are references included in the 450 maximum words of the abstract?

Yes, references are part of the abstract and count against the 450 words limit. The title, learning objectives and subject relevance do not count.

Should I include the names and affiliations of all the speakers/authors in the abstract?

No. The speaker/author profiles are linked to your submission and this data does not need to be included in the abstract.

I am a Webb Fellow and am scheduled to present at a dedicated session at the annual meeting. Do I need to submit an abstract through the abstract submission process?

Yes. For your presentation to be included in the program scheduling that occurs in June, your presentation must be included in the general call for abstracts. It is important to precede your presentation title with “WEBB FELLOW:” in order to distinguish it from regular submissions.

The data for my abstract is still being collected/collated/analyzed and will not be complete until after the submission deadline. Will my abstract be accepted?

If your data are not yet available, acknowledge that fact up front and the review committee will decide if the topic is interesting enough to allow you to have a complete study to present at the annual meeting. However, ultimately, your submission will need to stand on its merits.

Do I need to prepare and submit maintenance of certification (MOC) questions for my submission?

All presentation types, except for oral papers and posters, are required to provide four (4) maintenance of certification questions for each submission. Unfortunately, the process doesn't allow you to partially complete this section, so we recommend you have all questions and answers ready before attempting to complete this.

Can I submit a presentation as both a preconference course and as a general session for the main program, with the intent of modifying the content depending on where it is accepted?

Yes, however, you will need to file each separately, as the peer review subcommittees are separate for these two components of the meeting. Be sure your material is appropriately tailored to the differing audiences you are targeting for each submission.

I am scheduled to present my submission at a meeting being held a couple of months prior to CLP 2019. Can I also submit it for CLP?

Only if you have new data or findings to present that materially update your original work. Simply submitting the same presentation is not permitted.

I have submitted my work for presentation at another meeting, but it hasn't yet been accepted, nor do I know if it will be by CLP's submission deadline. Can I submit the same work for the CLP meeting?

Yes, with the proviso that, should your submission subsequently be selected for presentation at the other meeting, you withdraw it, or withdraw your CLP submission. You should only present your work at one of the meetings.

I am a resident and want to submit a workshop/symposium in conjunction with a co-resident. Do we need to have an attending associated with the submission?

There is no requirement that an attending be part of a session submission. Submissions are scored based on the quality of the submission and level of interest to meeting attendees.

Do I need to register for the meeting before I file a submission?

No. However, if your submission is accepted and you plan to attend the annual meeting to present your work you are required to register for the meeting, no exceptions. A one-day only rate is available if you only wish to deliver your presentation and not participate in the rest of the meeting. More details will be available when registration for the meeting opens in July.

Is there a budget/compensation/honorarium available for bringing in outside/non-member speakers for a preconference course?

There is no budget for preconference courses other than the standard \$500 per course (not per speaker). If you feel additional budgetary support is either necessary, or will enhance your course, please include a justification in your abstract.

My submission was declined; can I request feedback on the reasons? Who should I ask about this?

Unfortunately, due to the high volume of submissions, we are unable to provide specific feedback on individual abstracts. We encourage you to submit again next year.

Where can I get further help?

If this document doesn't have the answer for your question, then for:

- Technical support using the abstract management process, contact Cadmium CD at 410.638.9239, or Help@ConferenceAbstracts.com
- Questions regarding the submissions process, contact Holly Riester at the Academy executive office by email at holly@CLpsychiatry.org