



TASK LIST



Your submission will be complete when you have finished the tasks below. Click on each task in order to work through your submission. Your data is saved as you complete each task.

[A green check mark must appear next to each task in order for the submission to be complete.](#)

When all tasks are complete, click "Submit."

Should you need technical assistance, please contact Cadmium CD at 410.638.9239.

Submission ID#18336

mini panel test

Proposal Category: [Mini-Panel Submission](#)

Submission Status: *Withdrawn*

Submit Information



1. Task #1: ACNP Mini-Panel Submission Guidelines

Download the mini-panel submission guidelines.



2. Task #2: Mini-Panel Participants

Click here to add participants to this submission.



3. Task #3: Engage Participants

Notify participants to complete individual tasks.



4. Task #4: Statement of Intent to Present in a Mini-Panel

Read and acknowledge the statement of intent.



5. Task #5: Affirmation Statements

Read and acknowledge the affirmation statements.



6. Task #6: Overall Abstract & Details

Upload the abstract and add supporting details.



7. Task #7: Speaker Presentations



8. Task #8: ACNP Conflict of Interest Disclosure Statement

Complete the ACNP Financial Disclosure form.



9. Task #9: Participant Acknowledgement

Read and acknowledge the statements.

Submit Information

Task 1: Mini-Panel Submission Guidelines



TASK #1: ACNP MINI-PANEL SUBMISSION GUIDELINES

I've read and understand that I must adhere to the mini-panel submission guidelines.

Please download the mini-panel submission guidelines and read over them carefully.

 [ACNP Mini-Panel Submission Guidelines](#)

Task 2: Mini-Panel Participants



TASK #2: MINI-PANEL PARTICIPANTS

Save Participants

Please create the list of panel participants for this submission. To add new participants just type in their name and email address at the bottom.

Mini-Panel Sessions are limited to the following roles:

1. Chair (must be an ACNP member)
2. Co-Chair (Optional)
3. Speaker (Limited to 3)

An individual cannot be listed as a presenter on more than **1 submitted Panel / Mini-panel proposal** per year, and cannot be listed for more than **2 total roles**, i.e., chair, co-chair, presenter, or discussant. A speaker may not also be a discussant.

Follow these steps:

1. Enter the person's first name, last name, and a **valid email address**.
2. Next, select their role in the session, and click "Add Author." *Remember: The Chair of a panel MUST be an ACNP member.*
3. Use the up and down arrows next to participant names in order to change presentation order.
4. Once all participants have been added, click "Save Participants."

Notes:

- After all participants have been added, return to the task list and click on the second task entitled "Engage Participants" in order to notify participants to complete individual tasks.
- **A green check mark must appear next to each name in order for the task to show as complete.**
- Any time a change is made to this task, be sure to click "Save Authors" before returning to the task list.

Click "Submission Editor" at the top, left-hand corner to return to the task list.



Participant(s)

Traci King, Ph.D.

Role: Co-Chair (Optional); Speaker

Login details sent 2/27/2012, 4:30 PM CST inviting Traci to complete the details for their 3 tasks.



First Name ...

Last Name ...

Email ...

Add Participant

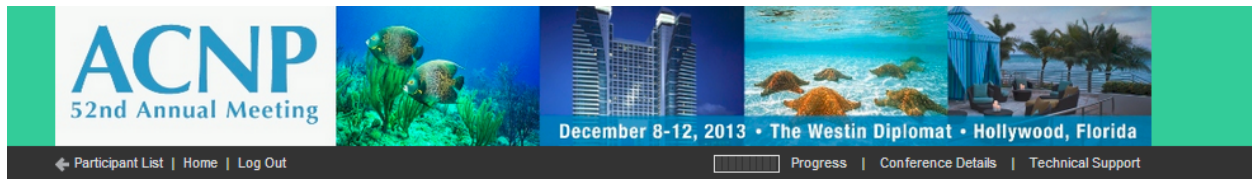
Chair

Co-Chair (Optional)

Speaker

Please indicate the role the identified person will play in the presentation. The chair must be a member of ACNP. There is a maximum of 3 speakers allowed on a Mini-Panel. If an author is performing more than one role, such as chair and speaker, please indicate.

Participant Details (inside task 2)



PARTICIPANT DETAILS

ADMIN MODE: Multi-author submitter data entry is blocked, but you can [click here](#) this form as an administrator.



Only Traci King can complete this form.

Follow these steps:



1. Fill in all required fields as denoted by a **red asterisk**. **Be sure to input a valid email address.**
2. Complete the section entitled "Personal Information" with a birth date, gender, and ethnicity.
3. Select credentials.
4. Please write a biography to be used in program materials such as the itinerary planner and mobile application.
5. Answer "Yes" or "No" to the ACNP membership question.
6. Press "Continue."



Personal Details

Prefix

First Name *

Middle Initial



Mailing Address

Address Line 1 *

Address Line 2

Address Line 3



Contact Details

Office Phone *

Cell Phone

Fax

Last Name *

Suffix *


City *

State / Province *

Zip / Postal Code *

Country *

Email *

 **Personal Information**

Please complete the following fields regarding personal information.

Date of Birth


*

Gender


*

Ethnicity

*

 **Administrative Assistant** (they will be copied on all emails)

Name Telephone Email Not applicable

 **Professional Information** (as it will appear on conference materials)

Position / Title

*

Primary Affiliation

*

Secondary Affiliation (optional)

Credentials

M.D.

Ph.D.


Student/Trainee

Other

 **Panel Roles** *

Please indicate the role the identified person will play in the presentation. The chair must be a member of ACNP. There is a maximum of 4 speakers allowed on a panel. If an author is performing more than one role, such as chair and speaker, please indicate. Discussant will not be allowed to provide a formal presentation or use any audio-visual aids.

- Chair
- Co-Chair (Optional)
- Speaker

 **Biography**

Please write a succinct biography describing your scientific background and personal merits. Biographies will be used in creating program materials such as the itinerary planner and mobile application.

*

2 words

 **ACNP Member**

Is this participant an ACNP member?

*



PAST PRESENTER INFORMATION

Continue . . .



Please answer the following questions regarding your participation in the 2011 and 2012 ACNP Annual Meetings.

Once completed, click "Continue."

Did you participate in a mini-panel, panel, or study group at the 2011 ACNP Annual Meeting?

Did you participate in a mini-panel, panel, or study group at the 2012 ACNP Annual Meeting?

If you were a participant in the 2012 ACNP Annual Meeting, did you receive financial support from ACNP?



UPLOAD - PHOTO

Continue



Please upload a recent photo to be used in creating program materials such as the itinerary planner and mobile application.

Click "Continue."



Select an image file on your computer (4MB max):

No file chosen

By uploading a photo of yourself, you certify that you have the right to distribute the image and you release it for use on the program materials for the event.

If you do not wish to upload a photo, please click here.

Task 3: Engage Participants



TASK #3: ENGAGE PARTICIPANTS

Use the following instructions to notify participants through automated emails:

- In order to send emails to all participants, click the **red button: "Contact All Participants"**.
- To send emails to individual participants, click on the individual's name in **blue**
- After clicking, a pop up will come on the screen with "Login details sent 8:53 AM CST to Sam lam to complete the details for their requirements," indicating that emails have been sent to participants
- **TIP:** Return to this page and repeat the steps above if participants need a reminder to complete their individual tasks.

Click "Submission Editor" at the top, left-hand corner to return to the task list.



Task completed

This task is complete, but you can continue to use this page to send reminders to the Participants.

[Contact All Participants](#)

Participant(s)

1

[Traci King, Ph.D.](#)

Role: Chair

2

[Laura Hill, Ph.D.](#)

Role: Co-Chair (Optional), Speaker

Login details sent 2/11/2013, 9:11 AM CST CST inviting Laura to complete the details for their 5 tasks.

3

[Julie cAUTHEN, Ph.D.](#)

Role: Speaker

Login details sent 2/11/2013, 9:11 AM CST CST inviting Julie to complete the details for their 6 tasks.

4

[Sarah Timm](#)

Role: Speaker

Login details sent 2/11/2013, 9:11 AM CST CST inviting Sarah to complete the details for their 6 tasks.

Task 4: Statement of Intent to Present in a Mini-Panel



TASK #4: STATEMENT OF INTENT TO PRESENT IN A MINI-PANEL

Save Data

Click on the participant name in **blue** to read and acknowledge the Statement of Intent to Present in a Mini-Panel.

A green check mark must appear next to each name in order for the task to show as complete.

Click "Save Data."

Click "Submission Editor" at the top, left-hand corner to return to the task list.

✗ [Traci King, Ph.D.](#)



TASK #4: STATEMENT OF INTENT TO PRESENT IN A PANEL

Submit Agreement

ADMIN MODE: Multi-author submitter data entry is blocked, but you can [click here](#) this form as an administrator.

Follow these steps:

- Read the statement below.
- Check the box.
- Sign on the line.
- Click "Submit Agreement."

Notes:

- Proposals will be considered **only** when accompanied by the completed Statement of Intent that indicates each participant's willingness to attend the entire Meeting and be available for additional discussions relative to their presentation.



Form completed
This task is now complete.

I hereby acknowledge my intention to participate in a Panel at the American College of Neuropsychopharmacology 2013 Annual Meeting and will be available for the entirety of the Meeting.

I have read and agree to the above Statement of Intent

traci king

Please indicate your agreement by typing in your full name above

Submit Agreement

Task 5: Affirmation Statements



TASK #5: AFFIRMATION STATEMENTS





Save Data

Click on the participant name in **blue** to read and acknowledge the ACNP Policies.

A green check mark must appear next to each name in order for the task to show as complete.

Click "Save Data."

Click "Submission Editor" at the top, left-hand corner to return to the task list.

- ✓ [Traci King, Ph.D.](#)
Permissions data was submitted on 2/11/2013, 9:09 AM.
- ✓  [Laura Hill, Ph.D.](#)
Permissions data was submitted on 2/11/2013, 9:22 AM.
- ✗  [Julie cAUTHEN, Ph.D.](#)
- ✗  [Sarah Timm](#)
- ✗  [elizabeth mobley](#)

Copyright 2013 CadmiumCD. All Rights Reserved. Unauthorized Duplication Prohibited.

Tel 410.638.9239 | Help@ConferenceAbstracts.com



TASK #5: AFFIRMATION STATEMENTS

Submit Agreement

ADMIN MODE: Multi-author submitter data entry is blocked, but you can [click here](#) this form as an administrator.

Follow these steps:

- Read the statement below.
- Check the box.
- Sign on the line.
- Click "Submit Agreement."

Notes:

- Please notice the ACNP Press Release Policy is linked in the text below.

The College requires investigators to affirm that all experimental protocols in animal studies were approved by the Institutional Animal Care and Use Committee and were conducted in accordance with the National Institutes of Health Guide for the Care and Use of Laboratory Animals, or by the applicable requirements of the investigator's institution. The College also requires conference presenters to reveal the structure of a compound or gene if it is mentioned in the abstract and to agree to the ACNP Press Policy.



Form completed
This task is now complete.

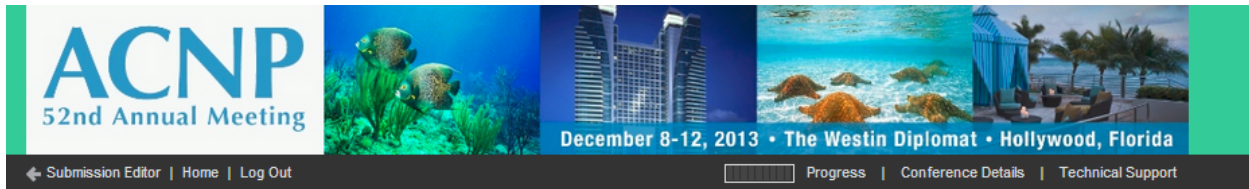
Please review and agree to the following requirements:

- I affirm that all experimental protocols in animal studies were approved by the Institutional Animal Care and Use Committee and were conducted in accordance with the National Institutes of Health Guide for the Care and Use of Laboratory Animals, or by the applicable requirements of my institution.
- I have read and understand the [ACNP Press Release Policy](#).
- I agree to reveal the structure of a compound or gene if it is mentioned in my abstract.

I affirm that the guidelines listed above were followed.

traci king

Task 6: Overall Abstract and Details



TASK #6: OVERALL ABSTRACT & DETAILS

Continue

Follow these steps:

1. Input the overall abstract for the session. Type the abstract title. The title is limited to 250 characters. If the title exceeds 250 characters, the character count will turn **red**. A title containing greater than 250 characters will not be accepted in the system.
2. Select the submission topic by clicking on the drop down list
3. Answer the question "Are all of the presenters from the same institution?" If the answer is yes, a rationale must be provided.
4. Select the primary and secondary categories.
5. Answer yes or no to whether the abstract is in response to an RFP. If so, use the space below to write which RFP category.
6. Next, use the space to further describe the abstract's category. If no further explanation is needed, write "None".
7. Input the overall abstract in the text field. The character limit is 2000. If the abstract exceeds this maximum, the character count will turn **red**, and it **will not** be accepted in the system. Note: tables, figures, and pictures are not permitted.
8. Input unique data. The character limit is 950. If the abstract exceeds this maximum, the character count will turn **red**, and it **will not** be accepted in the system. Note: tables, figures, and pictures are not permitted.
9. Click "Continue."

Click "Submission Editor" at the top, left-hand corner to return to the task list.

Proposal Title

Notes:

- Enter the title of your abstract in the space below.
- The title must be brief and indicate clearly the nature of the proposal. Abbreviations must not be used in the title.
- Use title case when entering your title; that is, capitalize only the first letter of the each *significant* word of the title, the first word after a colon, and any proper nouns or abbreviations.
- *Example: This is a Test of the Emergency Broadcasting System*
- The title is limited to 250 characters. If the title exceeds 250 characters, the character count will turn **red**. A title containing greater than 250 characters will not be accepted in the system.

test

4 characters (250 max)
1 words (75 max)

Presentation Type

Use the drop down menu to identify the submission as basic, clinical or integrative.

Select one ... *

Are all of the presenters from the same institution?

*

If yes, provide a rationale.

Primary Category

Please select the category that best encapsulates your abstract.

Select One *

Secondary Category

Please select the category that best encapsulates your abstract.

Select One *

Is this abstract in response to an RFP category?

Select One *

If you said 'yes,' please tell us which RFP this abstract is in response to. Otherwise, write 'No.'

Tertiary: If you need more space to explain the category of your abstract, please do so here. If not, write 'No.'

Overall Mini-Panel Abstract

Please provide an overall description of the panel. (Description should be less than 2,000 characters including spaces)

B *I* U | | | **x**, **x²** | |

0 Characters (2000 max)

Unique Data

Describe Unique Data that will be presented during the panel. Please specify what is new and unpublished data in your proposal. (Unique Data should be 950 characters including spaces)

B *I* U | | | **x**, **x²** | |

0 Characters (950 max)

Task 7: Speaker Presentations



TASK #7: SPEAKER PRESENTATIONS

Complete Task

Click on the participant name in **blue** to read and acknowledge the ACNP Policies.

A green check mark must appear next to each name in order for the task to show as complete.

Click "Save Data."

Click "Submission Editor" at the top, left-hand corner to return to the task list.

✓ **Traci King, Ph.D.** (Role: Chair,Speaker)

Title: **test**

data was entered 2/11/2013, 9:10 AM

✓ **Laura Hill, Ph.D.** (Role: Co-Chair (Optional),Speaker)

Title: **test**

data was entered 2/11/2013, 9:13 AM

✓ **Julie cAUTHEN, Ph.D.** (Role: Speaker)

Title: **No Data**

Click the icon to the left to email this speaker and invite them to complete this information.



TASK #7: SPEAKER PRESENTATIONS

Continue

Words: 5
Characters: 54

Title

The title must be brief and indicate clearly the nature of the proposal. Abbreviations must not be used in the title. Please use title case when entering your title; that is, capitalize only the first letter of the first word of the title, the first word after a colon, and any proper nouns or abbreviations. The total length of the title should be no more than 200 characters, not including spaces.

Example: *This is a Test of the Emergency Broadcasting System*

test 4 characters (250 max)
1 words

Background

asdasdsad

Methods

asdasdasdsa

Results

adadasdasdsa

Conclusions

asdsadasdsa

Words: 5
Characters: 54

Unique Data

Please specify what is new and unpublished data in your proposal.

B I U | | | | | **x, x'** | |

asdasdsadsa

Continue

Task 8: ACNP Conflict of Interest Disclosure Form

Duplication Prohibited.

Tel 410.638.9239 | Help@ConferenceAbstracts.com

ACNP
52nd Annual Meeting

December 8-12, 2013 • The Westin Diplomat • Hollywood, Florida

Submission Editor | Home | Log Out

Progress | Conference Details | Technical Support



TASK #8: ACNP CONFLICT OF INTEREST DISCLOSURE STATEMENT

Save Disclosures

Each participant must have a completed disclosure form.

A green check mark must appear next to each name in order for the task to show as complete.

Click "Save Disclosures" located in the top right corner of the page.

Click "Submission Editor" at the top, left-hand corner to return to the task list.

- ✓ **Traci King, Ph.D.**
Disclosure data edited 2/11/2013, 9:10 AM.
- ✓ **Laura Hill, Ph.D.**
Disclosure data edited 2/11/2013, 9:14 AM.
- ✗ **Julie cAUTHEN, Ph.D.**
- ✗ **Sarah Timm**



TASK #8: ACNP CONFLICT OF INTEREST DISCLOSURE STATEMENT

Complete Disclosure Form



Disclosure completed

This disclosure form is complete, but you can continue to update it.

If you make changes, don't forget to press the 'Complete Disclosure Record' button at the bottom of this page.

1. Financial Relationships*:

- I have no relevant financial interests to disclose. **If this is chosen, please skip to #6.**
- I (or my spouse/partner) do have relevant financial interests to disclose.

2. All Financial Involvement with a pharmaceutical or biotechnology company, a company providing clinical assessment, scientific, or medical products or companies doing business with or proposing to do business with ACNP over past 2 years (Calendar Years 2011 - Present): Amounts do not need to be disclosed, but all professional financial involvement should be listed here:

If this question is not applicable to you, do not type in the box below.

3. Income Sources & Equity of \$10,000 per year or greater (Calendar Years 2011 - Present):

If this question is not applicable to you, do not type in the box below.

4. Financial Involvement with a pharmaceutical or biotechnology company, a company providing clinical assessment, scientific, or medical products or companies doing business with or proposing to do business with ACNP which constitutes more than 5% of personal income (Calendar Years 2011 - Present):

If this question is not applicable to you, do not type in the box below.

5. Grants from pharmaceutical or biotechnology company, a company providing clinical assessment, scientific, or medical products directly, or indirectly through a foundation, university, or any other organization (Calendar Years 2011 - Present):

If this question is not applicable to you, do not type in the box below.

6. My primary employer is a pharmaceutical/biotech/medical device company. List company name:

If this question is not applicable to you, do not type in the box below.

7. Attestation Statement

I certify that all my (and my immediate family's) affiliations with or financial involvement (e.g., employment, consultancies, honoraria, equity ownership or stock options, grants, contracts, patents, received or pending, or royalties) with any organization or entity having a financial interest in or a current or potential financial conflict with any matters related to the ACNP are disclosed completely here. For purposes of disclosure, financial involvement is defined as any income source having occurred within the last 2 years. Please note if any income source is greater than or equal to \$10,000 per year or has the potential to generate that amount per year in the future (e.g. patents or royalties). Also, please note if the financial involvement constitutes more than 5% of one's personal income.

traci king _____

Complete Disclosure Form

Task 9: Participant Acknowledgement



TASK #9: PARTICIPANT ACKNOWLEDGEMENT

Save Data

Click on the participant name in **blue** to read and acknowledge the Statement of Intent to Present in a Panel.

A green check mark must appear next to each name in order for the task to show as complete.

Click "Save Data."

Click "Submission Editor" at the top, left-hand corner to return to the task list.

- Traci King, Ph.D.**
Permissions data was submitted on 2/11/2013, 9:10 AM.
- Laura Hill, Ph.D.**
Permissions data was submitted on 2/11/2013, 9:14 AM.
- Julie cAUTHEN, Ph.D.**
- Sarah Timm**



TASK #9: PARTICIPANT ACKNOWLEDGEMENT

Submit Agreement

ADMIN MODE: Multi-author submitter data entry is blocked, but you can [click here](#) this form as an administrator.

Follow these steps:

- Read the statement below.
- Check the box.
- Sign on the line.
- Click "Submit Agreement."



Form completed

This task is now complete.

I acknowledge that I have submitted my name no more than once as a speaker for all submitted panel and mini-panel proposals. I acknowledge that I have submitted my name no more than twice for roles on all submitted panel and mini-panel proposals.

I have read and agree to the above terms and conditions.

traci king

Please indicate your agreement by typing in your full name above

Submit Agreement

