

## Task List



### TASK LIST

**ADMIN MODE:** Use this delete tool to delete this submission.

[Delete Submission](#)



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#18487

test

Proposal Category: Panel Submission

Submission Status: Active

[Submit Information](#)



**1. Task #1: ACNP Panel Submission Guidelines**  
Download the panel submission guidelines.



**2. Task #2: 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 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

Your contribution to the 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.**

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

## Task 1: ACNP Panel Submission Guidelines

ACNP  
52nd Annual Meeting

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

[← Submission Editor](#) | [Home](#) | [Log Out](#)

Progress | [Conference Details](#) | [Technical Support](#)



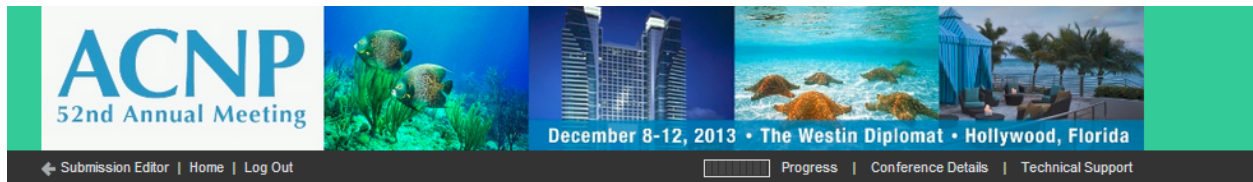
### TASK #1: ACNP PANEL SUBMISSION GUIDELINES

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

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

 [ACNP Panel Submission Guidelines](#)

## Task 2: Panel Participants



### TASK #2: PANEL PARTICIPANTS

Save Participants

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

Panel Sessions are limited to the following roles:

1. Chair (must be an ACNP member)
2. Co-Chair (Optional)
3. Speaker (Limited to 4)
4. Discussant

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 on the same panel.

**You must add all the participants before you can complete any additional tasks.**

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.



First Name ...

Last Name ...


Email ...

Add Participant

- Chair
- Co-Chair (Optional)
- Speaker
- Discussant

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.

## Participant Details (inside task 2)



ACNP  
52nd Annual Meeting

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

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### 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."

<b>Personal Details</b>	<b>Mailing Address</b>	<b>Contact Details</b>
Prefix <input type="text"/>	Address Line 1 <input type="text" value="5034A Thoroughbred Lane"/> *	Office Phone <input type="text" value="(770) 235-3509"/> *
First Name <input type="text" value="Traci"/> *	Address Line 2 <input type="text"/>	Cell Phone <input type="text"/>
Middle Initial <input type="text"/>	Address Line 3 <input type="text"/>	Fax <input type="text"/>

Last Name <input type="text" value="King"/> *	City <input type="text" value="Nashville"/> *	Email <input type="text" value="tking@acnp.org"/> *
Suffix <input type="text" value="N/A"/>	State / Province <input type="text" value="Hawaii"/> *	
	Zip / Postal Code <input type="text" value="37206"/> *	
	Country <input type="text" value="United States"/> *	

#### 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 <input type="text"/>	Telephone <input type="text"/>	Email <input type="text"/>	<input type="checkbox"/> Not applicable
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#### 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
- Discussant

### 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?

 \*

\* indicates required field



## 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;Speaker

Login details sent 2/27/2013, 4:29 PM CST inviting Traci to complete the details for their 2 tasks.

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.

5

[elizabeth mobley](#)

Role: Discussant

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

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



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





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, 9:09 AM.
- ✓  **Laura Hill, Ph.D.**  
Permissions data was submitted on 2/11/2013, 9:13 AM.
- ✗  **Julie cAUTHEN, Ph.D.**
- ✗  **Sarah Timm**
- ✗  **elizabeth mobley**



### 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](#)



### 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.

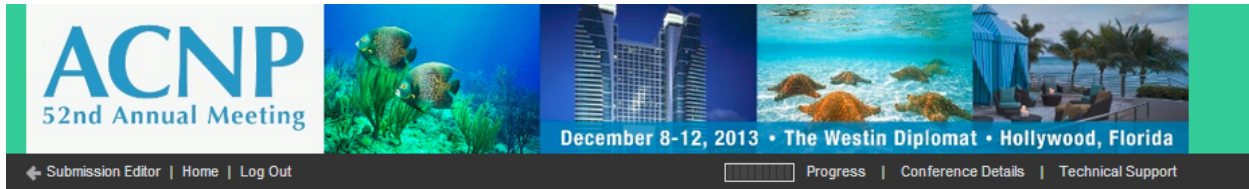
Please review and agree to the following requirements:

- 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 & 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 Panel Abstract

Please provide a description of the panel in less than 2000 characters.

**B I U** | | | | | | | | |

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 not including spaces)

**B I U** | | | | | | | | |

0 Characters (950 max)

## Task 7: Speaker Presentations

52nd Annual Meeting

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

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### 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.

✓   [Sarah Timm](#) (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

#### 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*

\*

4 characters (250 max)  
1 words

#### Background

**B I U** |  |  |  |  |  |  |  | 

asdasdsad

Words:  
5

Characters:  
54

Words:  
5  
Characters:  
54

### Methods

**B I U** | | | | | | | |

asdasdasdsa

\*

### Results

**B I U** | | | | | | | |

adadasdasdsa

\*

### Conclusions

**B I U** | | | | | | | |

asdsadasdsa

\*

### Unique Data

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

**B I U** | | | | | | | |

asdasdsadsa

\*

Continue



## Task 8: Conflict of Interest Disclosure Statement



### 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**
- elizabeth mobley**



### 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**
- ✗  **elizabeth mobley**



### 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